

Buckeye State Button Society Constitution

Last amended: April 30, 2013

This document supersedes all previous Buckeye State Button Society constitutions from the date of incorporation. The original incorporation occurred November 23, 1947 in Chagrin Falls, Geauga County, Ohio.

ARTICLE I – NAME

The name of this organization shall be the Buckeye State Button Society.

ARTICLE II – MISSION

The mission of the Buckeye State Button Society is to invite, inform, and inspire the continued study, preservation and enjoyment of garment buttons, fasteners, and related specialties.

ARTICLE III – MEMBERSHIP

Section 1: Types of Membership

Membership types shall include Voting, Lifetime, Honorary, and Junior.

Section 2: Voting Membership

Any person age 18 or older in good standing who has paid dues for the current year.

Section 3: Lifetime Membership

Lifetime membership shall be conferred upon persons who have reached the age of 90 and have been members of the Buckeye State Button Society for fifteen (15) years. This status includes optional exemption from Buckeye State Button Society dues with retention of voting privileges.

Section 4: Honorary Membership

Honorary membership may be conferred upon persons who have made outstanding contributions to the mission of the Buckeye State Button Society. Recommendations for honorary membership 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 the next regular meeting for acceptance. Honorary members shall be exempt from dues, and will not have voting privileges. The Buckeye State Button Society will extend honorary membership to the National Button Society President during their term of office only and without aforementioned process.

Section 5: Junior Membership

Junior membership shall be open to persons from age 6 through 17. Junior members do not have voting privileges.

Section 6: Regional Clubs

The Buckeye State Button Society includes the support of regional clubs. Regional clubs may be formed at any location where there are sufficient numbers of interested Ohio members. Newly formed clubs wishing to be recognized by the state society shall submit their request in writing to the president. This request will be presented at the next scheduled board of directors meeting. A majority board vote will grant acceptance of the new regional club.

Section 7: Board Representatives

Recognized regional clubs are expected to designate a locally elected representative to serve as a member of the board of directors. This representative shall be a member other than a state society officer. After two years without representation, a club will no longer be recognized by the state society.

Section 8: Withdrawal of Club Status

Regional clubs wishing to withdraw club status shall notify the president in writing. The board and membership will be notified at the next meeting.

Section 9: Membership

Active membership shall be open to all interested persons. No territorial limits shall be established for the organization.

ARTICLE IV – MEETINGS AND FISCAL YEAR

Section 1:

Regular board meetings shall be held as provided in the bylaws.

Section 2:

The annual meeting shall be held as provided in the bylaws.

Section 3:

The fiscal year shall begin the first day of January each year.

ARTICLE V - OFFICERS

The officers of this society shall be voting members in good standing. Officers include a president, vice-president, secretary, and treasurer, all of whom shall be elected during the annual meeting each even-numbered year. Officers are elected for a two-year term and shall take office immediately. Officers may be re-elected.

ARTICLE VI - BOARD OF DIRECTORS

Section 1:

The board of directors shall consist of the officers of the society and one representative from each active Ohio regional club. One representative shall be selected by each regional club and shall be a voting member in good standing. Representatives may not concurrently serve as a state officer. Representatives shall serve until their successors are duly selected.

Section 2:

The board of directors shall be the governing body of the organization and shall have power to make such regulation and take such action, not inconsistent with the constitution and bylaws, as may be necessary for the welfare of the organization.

Section 3:

The decisions of the board in all organization matters shall be final, subject only to appeal by the voting membership of the organization.

ARTICLE VII – SURRENDER OF CHARTER

If this organization deems it desirable, by unanimous vote of the active voting membership, to terminate operation of this organization, all assets, records and monies shall be transferred to the National Button Society.

ARTICLE VIII – AMENDMENT OF CONSTITUTION

Section 1:

The constitution may be amended at any general business meeting by a majority of voting members present, provided such changes have previously been approved by the board and published on the society website. The proposed amendment must be submitted in writing to the secretary at least 30 days in advance of a board meeting. The secretary shall submit copies of the proposed amendment forthwith to all officers and members of the board of directors. Upon board approval, the proposed amendment will be available on the society website for member review a minimum of 30 days prior to a vote.

Section 2:

Approved changes to the constitution will be published on the society website.

ARTICLE IX – ADOPTION OF THE CONSTITUTION

This constitution shall take effect and be in force upon its adoption.

Buckeye State Button Society Bylaws

ARTICLE I – MEETINGS

Section 1: Annual Meeting

An annual meeting shall be held at a date, time, and place designated by the board of directors for the purpose of presenting reports and transaction of other business. Officers will be elected and installed during meetings held on even-numbered years.

Section 2: Special Membership Meetings

Special meetings of the organization may be called by the president or a majority of the board of directors upon written notice to the secretary at least 30 days in advance of said meeting.

Section 3: Quorum

The majority of the active members in good standing present shall constitute a quorum at any meeting of the organization.

Section 4: Rules of Order

The board of directors shall adopt Roberts Rules of Order for use at all meetings.

ARTICLE II – DUTIES OF OFFICERS

Section 1: President

The president shall preside at all meetings of the society. The president shall establish board meeting dates. The board of directors shall, at a minimum, meet quarterly. The president shall appoint all committees and perform other duties as customary for such office. The president or designee shall report show dates for publication in the national bulletin.

In the event a vacancy exists in the office of president, the vice president shall assume the office and title of president, appoint a new vice president and serve the remainder of the unexpired term.

Section 2: Vice-President

The vice-president shall perform the duties of the president in his/her absence and assist the president in matters to benefit the society. The vice-president will also serve as show coordinator. See Article V, Section 6 for show coordinator duties.

Section 3: Secretary

The secretary shall keep the minutes of the proceedings of the society and board of directors, conduct the correspondence, keep a current copy of the constitution and bylaws on file, update the policy manual as appropriate, and perform the usual duties required of the secretary. The secretary shall maintain a roster of all active Ohio regional clubs including addresses and telephone numbers of officers and members. Each regional club will supply this information to

the president, secretary, and Bulletin editor before February 1st of each year. The secretary shall submit minutes of all board and general meetings to the editor of the Buckeye State Button Society Bulletin for printing in the next bulletin or for posting on the society website.

Section 4: Treasurer

It shall be the duty of the treasurer to have custody of the society funds, keep an accurate account of all finances, pay all bills approved by the president in a timely manner, and provide a full report at each meeting. The treasurer shall submit a full financial report each year and prepare an annual budget for approval. The financial report will be published in the society bulletin or posted on the society website. The treasurer shall submit the report with all books and vouchers to the audit committee at a time established by the board of directors. The treasurer shall turn over to their successor or to the president all funds, records, and property of the society at the expiration of their term of office. All financial institution accounts of the society will include the names of the treasurer and one additional board-approved member.

ARTICLE III – BOARD OF DIRECTORS

Section 1: Board Representatives

Board representatives shall act in an advisory capacity to society officers and as liaison to the membership. A representative shall not concurrently serve as a state society officer.

Section 2: Representation and voting

Board representatives shall have one vote and not represent more than one club.

Section 3: Membership committee

Board representatives are automatically members of the membership committee, and as such are responsible to the membership chair.

ARTICLE IV – PRESIDENTIAL APPOINTMENTS

Section 1: The president will make the following appointments in a timely manner as necessary and appropriate:

- 1) Membership Chair - Appointment made prior to summer bulletin submission to printers
- 2) Bulletin Editor - Stipend position
- 3) Judging Chair - Stipend position
- 4) Entries Chair
- 5) Rack Steward - Stipend position
- 6) Competition Datakeeper
- 7) Show Coordinator/Advisor (Vice President)
- 8) Financial Review Chair
- 9) Nominating and Succession Committee Chair

- 10) Education Chair
- 11) Junior Member Advisor
- 12) Webmaster(s)- Stipend position
- 13) Historian /Archivist
- 14) Officer vacancies occurring during the elected term
- 15) Other positions as needed - determined by the president

ARTICLE V – COMMITTEE CHAIR DUTIES and RESPONSIBILITIES

Section 1: Membership Chair

Membership chair shall collect the membership dues and provide the editor and treasurer an accurate list of paid members. All dues collected will be submitted to the treasurer in a timely manner.

Section 2: Bulletin Editor

Bulletin editor shall be responsible for editing and publishing the Buckeye State Button Society Bulletin. The editor shall have the authority to designate one or more assistants. It is the responsibility of the editor to approve all vouchers in connection with the publication of the bulletin and forward them to the treasurer for payment. Any significant change from past practice, such as change in publication format, equipment purchases or advertisement costs, must be brought before the board of directors for approval. The editor will be responsible for obtaining advertisement for the bulletin and ensure that appropriate fees for advertisements have been forwarded to the treasurer. The editor will receive a stipend.

Section 3: Judging Chair

Judging chair shall be responsible for the selection of judges, and is in charge of judging at the spring competitive show. The judging chair shall select state sponsored awards for spring competition and accept and validate all submitted awards for publication in the winter bulletin and accurately track novice/regular status and publish status change in the BSBS Bulletin. He/She shall work with the entries chair and competition datakeeper to ensure proper tracking of competitive trays. The judging chair will receive a stipend.

Section 4: Entries Chair

Responsible for tray check-in/check-out and rack display, works closely with the judging chair. He/She prepares awards for presentation following the competition. This position will receive a stipend.

Section 5: Competition Datakeeper

Responsible for competition database entry and reporting.

Section 6: Show Coordinator/Advisor

The Vice President shall also serve as show coordinator/advisor.

The show coordinator will keep records. These records will be available to the board and to the regional club hosting the next show.

Section 7: Financial Review Committee

The Financial Review committee shall consist of a chair, appointed by the president, and one other appropriate individual selected by the chair and approved by the president. If a society member is not available, a non-member may be selected. The financial review committee, each year, shall audit/review the books of the treasurer in accordance with recognized generally accepted accounting principles (GAAP), having received all books and vouchers from the treasurer at or before November 1st. The result of this audit/review shall be presented to the board and available for member review.

Section 8: Nominating and Succession Committee

The nominating committee shall be composed of a chair and the BOD members.

The officers are responsible for communicating vacant positions and providing detailed job descriptions and requirements. The committee shall be responsible for the presentation of a slate of candidates to the president and board of directors. The slate of candidates will be published in the winter bulletin. At the spring business meeting the floor shall be opened for any additional nominations by any active member in good standing.

Section 9: Education Chair

Education chair may appoint additional members. The education chair shall seek to advance member knowledge in a variety of ways. Possible avenues would include seminars, panels, exhibits, bulletin articles, and digital presentations.

Section 10: Junior Member Advisor

Section 11: Webmaster(s)

Design, develop, and maintain BSBS website and Social media to ensure functionality, accessibility, and user experience. Implement and manage content updates, including text, images, and multimedia elements, ensuring accuracy and relevance. The webmaster will receive a stipend.

Section 12: Historian /Archivist

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 spring show or as the president directs. Items will be submitted to the president or next appointed historian. Archivist duties relate to the preparation and deposit of appropriate materials to the Ohio History Connection 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 History Connection for archive inclusion.

Section 13: Officer vacancies

Officer vacancies shall be filled in a timely manner by the president.

Section 14: Other positions or committees

The president may appoint other positions and/or committees as needed.

Section 15: The policy manual will contain a current and complete listing of the duties/responsibilities of each committee.

ARTICLE VI – HOST CLUB

Section 1

The board of directors will determine rotation and host club responsibility for state shows. The selected regional club is responsible to act as host. The host club shall select a suitable show facility. The host club will prepare and submit the show planning worksheet to the vice president. Each club will either host or act in a designated support manner to assist the host club with state shows.

Section 2

The host club shall send a copy of the schedule to the editor in an appropriate time frame to ensure 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 expenses may be requested from the treasurer. These funds are accountable as part of the show financial statement. The club shall submit the show financial statement to the vice president and net proceeds to the treasurer no later than 30 days after the show close. After all show expenses are paid, profits shall remain in state society treasury except specifically identified club money-making projects, unless the show incurred a deficit. In this event, the deficit shall be paid by the state society.

ARTICLE VII - DUES

Section 1

Dues are payable in conjunction with the fiscal year which runs January 1 through December 31. To receive the following years bulletins, members must pay dues by October 31st.

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 board approved increase. Dues can be adjusted by vote at any general membership meeting, changes to be initiated on January 1st

of the following fiscal year. Dues rates shall be included in each issue of the Buckeye State Button Society Bulletin.

ARTICLE VIII - AMENDMENTS TO BYLAWS

Section 1

The bylaws may be amended at any general business meeting by a majority vote of voting members present, provided such changes have previously been approved by the board and published on the society website. The proposed amendment must be submitted in writing to the secretary at least 30 days in advance of a board meeting. The secretary shall distribute copies of the proposed amendment forthwith to all officers and members of the board of directors. Upon board approval, the proposed amendment will be published on the society website for member review. Any proposed changes must be included in the minutes of any meeting at which they are discussed. Proposed amendments to the bylaws shall be approved by a majority membership vote.

Section 2

Changes to bylaws will be printed in the next scheduled printing of the Buckeye State Button Society Bulletin or made available on the society website.

ARTICLE IX – 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 manual.

Section 2

The policy manual will be updated on a regular basis by the board and committee chairs. It is the responsibility of the Secretary to make changes and assure publication of appropriate changes. The policy manual will be distributed to each state officer and board member. Policy manuals will be available on the society website.