

# **Buckeye State Button Society**

## **Policy and Procedures Manual**



Approved November 2025

## **INTRODUCTION**

The Buckeye State Button Society Bylaws state that a Policy and Procedures Manual be created and maintained to contain a current and complete listing of the duties/responsibilities of each committee.

The content of these policies is approved by the Board of Directors in office at the time of the dated approval.

As documents are added or revised, the Table of Contents will be updated with proper approval dates and policy names.

The stakeholders listed in this manual will conduct an annual review of their section and recommend changes in writing to the BSBS Secretary before October 1st each year. The Secretary will compile all changes and forward them to the Officers for review and clarification. The President will then present these recommended changes to the BOD before November 1st for consideration. If the BOD approves changes to the manual the amended Policy and Procedures Manual will be distributed to the Officers, Board Members, and Regional Club Presidents. The Webmaster will also post to the society website.

**TABLE OF CONTENTS**

POLICY 1 - JOB DESCRIPTIONS

Finalized November 2025

## **POLICY 1 - JOB RESPONSIBILITIES**

The tasks and responsibilities of Officers and those appointed to positions in the organization are outlined to clearly delineate what must occur to ensure smooth operations of the Society.

**Please note that there are many more details for the Show Chair, Judging Committee, Content Editor and Publishing Editor. These details will be found in subsequent associated chapters in the Policy Manual.**

### **PRESIDENT**

- Assume responsibility for the overall operation of the Society.
- Actively develop progressive strategies for the growth of the Society.
- Schedule and preside at all meetings.
- Establish all Board meeting dates.
- Provide members of the Board of Directors with an agenda prior to each meeting.
- Appoint standing committee members.
- Ensure that local clubs are kept aware of appropriate information.
- Identify areas of concern and bring them to the Board of Directors.
- Ensure that an audit is done prior to the first Board of Directors meeting each year.

### **VICE PRESIDENT**

- Perform the duties of the president in his/her absence.
- Assist the president in identifying issues that need to be addressed.
- Offer suggestions/support to other officers/board members as indicated.
- Assist the president in matters to benefit the society.
- Serve as show coordinator/advisor.

### **SECRETARY**

- Keep minutes of the proceedings of the Society and Board of Directors.
- Conduct correspondence.
- Keep a current copy of the constitution and by-laws on file.
- Update and maintain the policy and procedures manual as appropriate.
- Maintain a roster of all active Ohio regional clubs including email addresses of officers.
- Submit minutes of the Board and General meetings to the Editor, to be published in the Bulletin or posted on the website, immediately following the meetings.
- Archive critical documents as defined by the BOD.

### **TREASURER**

- Maintain custody of Society funds through an appropriate financial institution with a minimum of two signers, one the Treasurer and the other signer(s) approved by the Board.
- Record all incoming deposits and outgoing checks.

- Maintain a checking account and other savings accounts as appropriate.
- Prepare an annual budget.
- Own a laptop or desktop computer with Microsoft Office or equivalent.
- Must be familiar with Excel or Numbers software.
- Submit current year financial reports semiannually to the board and to the editor and/or webmaster in the beginning of January and July for publication.
- File 990N tax exemption form with the IRS in a timely manner.
- Pay \$25 fee every five years to maintain Ohio nonprofit status. (Next due in 2026)
- Pay NBS and MRBA dues annually by the end of the calendar year.
- Pay editor stipend not more than 3x each year for bulletin preparation.
- Pay printing company not more than 3x each year for bulletin printing and mailing costs.
- Pay webmaster stipend and provide account information for web domain.
- Pay spring show hotel and showroom fees.
- Pay judging chair stipend, rack steward, speaker fee, and any other show awards.
- Provide petty cash as required.
- Collect all show fund envelopes from host members for registration, dealer tables, meals, tray slips, silent auction, raffle, and other show revenues.
- Deposit show funds and provide show chair with itemized details for the show report in a timely manner.
- Pay host club one half of show profits.
- Submit the top BSBS award entry to NBS and pay the entry fee by August 31 annually.

#### BOARD CLUB REPRESENTATIVE

- Serve as a member of the society board of directors.
- Act in an advisory capacity to society officers.
- Act as a liaison to members of the individual club.
- Provide communication between BSBS officers, board members and individual clubs.
- Act as a liaison between president or board appointed chairs and individual clubs.
- Provide board members with input from local club members.
- Provide a member list including addresses and phone numbers to the BSBS officers, and bulletin editor before February 1<sup>st</sup> of each year.
- Serve as a member of the nominating/succession committee.
- Ensure individual club submits the required number of articles to the Bulletin Editor in a timely manner.
- Responsible for finding show host and developing show rotation schedule.

## MEMBERSHIP CHAIR

- Maintain internet access for member communication and for website inquires, membership requests and renewals.
- Collect dues forms from the BSBS Treasurer. Maintain a spreadsheet of active members.
- Contact each Honorary and Lifetime member once per year to determine; a) if they desire to receive bulletins and b) if they desire to have their address, email, phone number published.
- Inform Editor of all pertinent information (prior to each bulletin). Including:
  - Name, full address, zip code, phone, email address and indicate if information can be published.
  - Different seasonal addresses and dates of address change.
  - Status, Adult or Junior, when Junior include date of birth and sponsor name and address.
  - Difference in information found on check. (Example: Someone else paying dues.)
- Communicate with members as needed.
- Send thank you notes to patrons for amounts exceeding \$9.99.
- Provide a list of paid members to the Entries Chair the first evening of the Spring show as only paid members can enter the competition.
- Contact new members via email or phone to request email addresses if missing, welcome them to BSBS and offer the closest club based on their zip code.
- During the summer of each year, email to members a directory containing name, address, phone number, and email address of each member. In the directory, only names will be listed for those members who specify on the membership form that their information can be published.

## BULLETIN EDITORS – Content Editor and Publishing Editor

- This is a stipend position. Stipend rate is \$100/issue/editor for not more than three issues, for a total yearly amount of \$600.
- Maintain internet access for communications with members, clubs and other button societies and editors.
- Responsible for editing and publication of the State Bulletin, winter and summer issues two times a year, which should arrive in member mailboxes around July 1<sup>st</sup> and December 1<sup>st</sup>.
- Publish competition awards in the winter issue and competition winners in the summer issue.
- Email a reminder in a timely manner to club presidents and representatives for deadlines for submitting articles.
- Obtain a mailing roster of members in good standing from the membership chair to be used for mailing purposes.

- Add others to the mailing list as required, including Library of Congress and Ohio History Connection. The two "mandatory deposit" copies to the Library of Congress, must be sent in ONE MAILING.
- Obtain advertising and instruct advertisers to mail fees to the treasurer, who will notify the editor when fees have been received.
- Approve vouchers related to publication of the bulletin. Keep the treasurer informed and follow up with all appropriate paperwork.
- Network with other bulletin editors and with other button collectors as appropriate to obtain pertinent information and promote button collecting in Ohio.

#### FINANCE REVIEW COMMITTEE

- Finance Review Chair and one other individual will review the financial records before December using recognized good accounting practices. Documentation of the review will be submitted to the Treasurer and President.

#### SHOW COORDINATOR/ADVISOR (VP)

- Provide host club(s) the documents required with completion dates.
- Provide host club with a list of BSBS owned materials such as digital projector, speaker etc. and other materials that were surplus from previous shows that may be used.
- Communicate the budget allowed for publicity etc.
- Provide host club(s) the "Check list" of committees and tasks.
- Monitor progress and completion of key tasks, such as a show budget presentation to the BOD by the hosting local club(s).
- Require monthly reporting of expenses, issues, completion of tasks by the hosting local club(s) to you so that you help them resolve issues "as needed".
- Check in regularly (maybe quarterly) with the other committees not directly related to the location and function such as the Judging Chair, Tray Slip Chair, Rack Steward etc.
- Collect show data and compose the show report for submission to the editor for publication in the summer bulletin.
- Ensure the club that is scheduled to next host, be given opportunities to assist in current year activities.

#### NOMINATING/SUCCESSION COMMITTEE

Membership: Membership of the nominating/succession committee shall include a president appointed chair and all board representatives.

Responsibilities: The primary responsibilities of the Nominating Committee are to identify, recruit, and nominate well-qualified candidates to serve as officers and appointed positions of the society.

The major steps in this process are:

- Determine what is needed to strengthen the board.
- Develop a list of potential nominees.
- Recruit candidates that are willing to serve.

- Developing a final slate of nominees and recommending this slate to the board prior to January of even numbered years. Prior to this final slate, a discussion and input from the current board members should be solicited.

### Responsibilities for Succession Planning

The major steps in this process are:

- Identify Critical Roles. Start by identifying the key positions within the society that are critical to its success.
- Identify critical skills, data, passwords etc. that should have safeguards in place.
- Recommend solutions; should these positions have assistants that are fully trained as backups?
- Evaluate Potential Candidates.
- Create a Development Plan.
- Present recommendations to the board.
- Monitor Progress.
- Review and Update Regularly.

### DEALER CHAIR

- Send invitations to dealers
- Manage dealer contracts

### ENTRIES CHAIR

- Coordinate the trays checked in for competition at the Spring Show.
- Collect money from the Tray Slip sales and give it to State Treasurer.
- Coordinates the retrieval of trays at the end of the Show.
- Responsible for storing and replacing items as needed.

### SHOW CHAIR

1. Host- Ohio board
2. Chair- selected from clubs
  - a. Theme selection
  - b. Speaker selection
  - c. Button selection
  - d. Pre-registration
3. Advertisement
  - a. Flyer for show
  - b. Notification to NBS, BSBS editor
  - c. social media and publicity
4. Fund raising
  - a. Auction
  - b. Raffle
  - c. Other
5. Hospitality (works with treasurer who collects pre-show registration)
  - a. Schedule

- b. Name tags
- c. Registration
- d. Dealer bags
- e. Greeters at the show (multiple each hour)
- 6. Facility management
  - a. Hotel choice and contract
  - b. Food management including selection
  - c. Show Room arrangements
  - d. Meeting, Lobby, Raffle, Auction areas arrangements
- 7. Education (works with chair to coordinate with theme)
  - a. plans supplemental educational offerings (including juniors)
- 8. Judging
  - a. Oversees awards (after intake committee but before editor)
  - b. Oversees judging sheet (writing, printing etc.)
  - c. Trains judges, clerks and runners as needed
  - d. Selects judging room personnel (judges, clerks, runners, and spotters)
  - e. Oversees count and measure
  - d. Oversees double check before rack room is opened
- 9. Tray check in/out
- 10. Data team
- 11. Rack team

## WEBMASTER

- This is a stipend position at \$350 per year.
- Design, develop, and maintain BSBS website, Facebook and Instagram to ensure functionality, accessibility, and user experience.
- Implement and manage content updates, including text, images, and multimedia elements, ensuring accuracy and relevance.
- Manage Resource library including archives
- Monitor website performance, including traffic, load times, and user engagement, and implement optimizations to improve performance.
- Ensure websites comply with web standards, accessibility guidelines, and SEO best practices.
- Troubleshoot website issues, identify root causes, and implement solutions in a timely manner.
- Manage domain registration, hosting services, and server configurations to ensure reliable website operation.
- Implement and maintain website security measures, including SSL certificates, firewalls, and malware detection tools.
- Provide technical support and training to staff members on website management tools and procedures.

## JUDGING COMMITTEE

- This is a stipend position at \$100 per year.
- Select state sponsored awards for NBS competition.

### Before the Show

- Receive awards and money
  - BSBS Treasurer – Due August 31
- Awards intake team
  - Grammar and wording
  - Intent, accuracy, and competition friendliness
  - Send to judging chair by mid week of the last week in September
  - After judging chair review send to editor and webmaster by October 1<sup>st</sup>.
    - Webmaster posts awards online only after bulletins are mailed
- Any questions will be addressed by the judging chair and corrections/revisions will be posted in the bulletin and on the website. (for example, May 1, 2025, for 2026 awards)
- Write Judging Sheets
- Train judges, clerks, and runners as needed
- Judging Team Selection

### At the Show

- Entries Chair (works closely with data team)
  - Tray check in/out
  - Rack management
  - Double check ribbon placement
- Count and measure team to be selected by judging chair
- Competition Data Team
- Runners
- Team to move award stacks to Judging Teams, to Spotting Team(s) to Display Rack Team
- Select Spotting Team(s)
  - Math
  - All Other
- Final Judging Authority

## JUNIOR MEMBER ADVISOR

- Contact and encourage juniors quarterly to fully participate in the hobby, not just at the state show.
- Contact each new junior member and welcome them to the BSBS.
- Gather donations to send each new member a welcome packet.
- Include a fun activity for junior members with educational components at each BSBS show that will foster interaction with each other.
- Coordinate a junior's time slot with the show chair for each BSBS show.
  - Ensure this schedule will be available in advance on the BSBS website and BSBS Bulletin.
- Submit at least one junior article to the Bulletin editor annually.
  - Articles can be based on upcoming junior awards or other topics.

- Articles should educate about and be illustrated by buttons likely to appeal to juniors.