

## **Bylaws (Changed from "By-Laws")**

### **Michigan Button Society Organized May 21, 1940**

These Bylaws Adopted May 15, 1999.

Amended -----, 2021, Amended May 11, 2018, Amended May 8, 2009, Amended May 3, 2003.

#### **Article I. Membership and Dues**

~~Section 1. Upon recommendation of the Board of Directors, Honorary membership may be conferred upon any person by a unanimous vote of the Adult Members at the Annual Meeting at the General Membership Meeting.~~

**Section 1.** Membership to the Michigan Button Society is open to all persons interested in the hobby of button and related fasteners collecting.

**Section 1a.** There shall be three divisions of membership: Adult (includes dealers), Junior (ages 6-17), and Honorary.

**Section 2. (Previously Article II, Section 1)** The annual dues of all Adult and Junior members, living in the United States, shall be determined by the Board of Directors and confirmed at the General Membership meeting. These dues shall take effect at the first membership dues deadline following the vote.

**Section 3. (Previously Article II, Section 2)** The annual dues for all Adult and Junior members living outside the United States and its territories shall be determined by the Board of Directors, confirmed at the General Membership meeting, and shall include such additional postal costs as may be deemed necessary. These dues and postal charges shall take effect at the first membership dues deadline following the vote.

**Section 4. (Previously Article II, Section 4)** Dues are not prorated. At or after the Fall Show, dues paid by persons enrolling in the Society for the first time will cover membership for the remainder of that calendar year and the next full calendar year.

**Section 5. (Previously Article I, Sections 1 & 3)** Upon recommendation of the Board of Directors, Honorary membership may be conferred upon any person by a unanimous vote of the Adult members at the Annual Meeting at the General Membership meeting. Honorary members shall not pay dues.

#### **Article II. MBS Leadership and Responsibilities (Wording change and previously Article III)**

**Section 1. MBS Board of Directors (Combined Sec. 1 “MBS Board at Large” and Sec. 2 “MBS Executive Board”)**

- The Board of Directors (“Board”) of the Michigan Button Society includes the President, Past-President, Vice President, Secretary, Treasurer, one representative from each of the active Adult local clubs, Editor, Junior Advisor, Membership Chair, Show Coordinator, Dealer Coordinator, Chair of Competition, Chair of Awards, Chair of Entries, Historian, Publicity Chair, Quick News Editor, Social Media Coordinator, Webmaster - if a member of the MBS, and any other appointment that the presiding president deems necessary to conduct Board business. If the Webmaster is a contracted person outside of the Society, that person shall not be considered a member of the Board of Directors.
- The Board conducts MBS business as governed by its Constitution and Bylaws.
- This Board presents all necessary motions to the General Membership for their approval at the Annual Membership meeting.
- Shall work to increase the stature of MBS and increase its membership.
- Shall talk with, and listen to, MBS members at large, to learn of their ideas and concerns.
- Should it become necessary to hire individuals with specific areas of expertise other than the duties described under the Show Coordinator’s title, such action requires approval of the Michigan Button Society Board of Directors.

(Most of the offices and named, appointed position descriptions below are a blend of the bylaws, Source Book, and office holders who responded to Joy’s request for updates to the positions. The order of some duties have been adjusted.)

**Section 2. President**

- The President, along with the Treasurer, shall be signatories on all bank accounts held by the Society. The President shall have authority to sign checks, however shall exercise that authority only if the treasurer is unable to do so due to unforeseen circumstances.
- Shall preside at, and conduct, all MBS meetings.
- Prior to each meeting, check previous minutes for unfinished business.
- Prepare and distribute a written agenda for all Board members, by electronic means, prior to all Board meetings.
- Present and explain new ideas and plans to the Board, and encourage debate and exploration.
- Present Board recommendations at the General Membership meeting.
- Study and refer to MBS Constitution and Bylaws, motions and minutes of past Board actions.

- With Board confirmation, appoint non-elected Board members and Committees as needed.
- Serve ex-officio on all MBS Committees, with the exception of the Nominations Committee.
- Appoint a Nominations Committee at the Spring Show of an MBS election year, consisting of a Chairman and 2 additional members. The current Past-President shall be one of these members.
- Determine, prior to meetings, that a quorum is present to conduct business.
- Shall be included in the count to establish a quorum. Refer to Article VII of the Constitution for definition of a quorum.
- Shall not vote except as necessary to settle a tie.
- Each fall, encourage Board members to plan and budget for their specific Board responsibility.
- Write and submit a President's letter to be published in the MBS bulletin three times a year. The deadlines to the Editor are: March 1<sup>st</sup>, July 1<sup>st</sup> and November 1<sup>st</sup>.
- Write the President's Award for fall competition and submit it to the Chair of Awards by the award deadline.
- Work with the Editor and the Webmaster to oversee the MBS website.
- Transfer all motions approved by the Board to the appropriate electronic document (MBS Constitution or Bylaws) within four (4) weeks of Board adoption. Should also confirm with the Webmaster that the updated documents are posted on the MBS website.

### **Section 3. Past-President**

- Remains a member of the Board for one (1) year following their last term as president.
- Acts as advisor to the President and Board.

### **Section 4. Vice President**

- Learn responsibilities of the MBS President.
- In the absence of the President, or by his/her request, perform the duties of the president.
- Three (3) times a year, write and submit the Vice President's column to the MBS bulletin Editor for publishing. The deadlines to the Editor are: March 1<sup>st</sup>, July 1<sup>st</sup> and November 1<sup>st</sup>.
- Responsible for purchase and inventory of all ribbons and/or rosettes needed for theme tray entrants and competition winners.

- Have charge at the spring show of theme tray competition and trays entered for non-competitive display. Will oversee the attaching of winning ribbons of fall show competition trays and the hanging of trays at both spring and fall shows.
- Work with the Junior Advisor and Chair of Competition to determine that sufficient display racks are available at the spring and fall shows.
- Keep a record book of show themes and winners of Best of Show Theme tray.
- Responsible for the safety of trays at the spring show.
- Oversee the signing in and out, and the hanging of theme and non-competition trays.
- Best of Show Theme tray is determined by a paper ballot that you provide to show attendees. You shall also oversee the counting of these ballots.
- Bills incurred for any of the Vice President responsibilities are to be submitted to the Treasurer for reimbursement.
- Make a report to the Board of Directors and General Membership meetings on the participation in theme tray and non-competitive displays.
- Recruit as many member helpers as needed to accomplish your responsibilities.
- Vice President may be asked to take on other duties, or responsibilities as the President or the Board sees fit.

### **Section 5. Secretary**

- Shall keep a correct record of the proceedings of all meetings of the Society and the Board of Directors.
- Record minutes of all Board of Directors and General Membership meetings.
- Before each Board meeting, distribute a sign-up sheet for all in attendance to sign.
- Prior to each Board or General Membership meeting, be sure the President has accounted for the proper Quorum present in order to conduct business. (Refer to Constitution, Article VII, for the number needed for a Quorum.)
- Send condensed versions of the minutes of all MBS meetings to the Editor as soon as possible following the meeting/s. The deadlines to the Editor are: March 1<sup>st</sup>, July 1<sup>st</sup> and November 1<sup>st</sup>.
- Send a complete record of minutes of the Board and General Membership meeting to the President, and all others who may request a copy. This may be accomplished by electronic means.

- Keep current copies of the Constitution, Bylaws, and all motions passed available for Board reference as needed at any time.
- A list of motions enacted by the Board, should be kept, typed and separate from the complete minutes for easy access. Copies of updated versions should be made available to Board members. This may be accomplished by electronic means.
- Conduct all MBS correspondence as required.
- Secretary may be asked to take on other responsibilities as the President or Board sees fit.

### **Section 6. Treasurer**

- Along with the President, be signatories on all bank accounts held by the Society. The Treasurer has authority to sign checks and will do so unless some unforeseen circumstances exist to prevent the Treasurer from that responsibility. Should such circumstances occur, and only then, will the President have authority to sign checks.
- Receive, accurately record, and disburse all monies of the MBS, paying all duly approved bills in a timely manner.
- Have all books and vouchers available to the Audit Committee when given ten (10) days advance notice by the MBS Board.
- Deliver a complete written, and a brief oral report on all financial matters for the Board and General Membership meetings.
- Keep Show Registration information and Registration Book.
- Organize and supervise the Registration Desk at spring and fall shows. Local Clubs are on a rotation list. See Show Coordinator for volunteers. As a rule, if a local club is hosting a spring show, one volunteer for one hour, if possible, per day, for the fall show, two volunteers for one hour each per day. The Treasurer has the option of lining up registration table volunteers on her/his own.
- Print up meal tickets and distribute them to people as they register for the show. Do not mail them.
- Important for the Treasurer to be present at the Registration Desk with the official MBS Member Roster Book when the show first opens and when it closes each day. Collect and secure money at the end of each show day.
- Work with Membership Chair to handle Membership duties at the Registration desk.
- Have available cash on-hand for the Registration table, cash awards for competition trays at the fall show, and the raffle table for the sale of tickets.

- Prepare written reports for both shows, to be printed in the MBS Bulletin twice a year. Prepare one annual year end treasurer's report for publication. The deadlines to the Editor are: March 1<sup>st</sup>, July 1<sup>st</sup> and November 1<sup>st</sup>.
- Treasurer may be asked to take on other responsibilities as the President or the Board sees fit.

### **Section 7. Membership Chair**

- The duty of the Membership Chair is to build and maintain MBS Membership records.
- Membership space is set up at the spring and falls shows, generally near the registration area. Chair is responsible for seeing that someone is available to take dues and answer questions.
- Membership Chair address is published in the MBS Bulletin and dues are sent to that address throughout the year if not paid by electronic means.
- Chair writes the "Membership Corner" for the Bulletin which is designed to inform and inspire members to share the hobby and recruit new members.
- A Membership Packet is compiled by the Chair and this packet is sent with a welcome letter to all new members.
- Membership information is maintained in Excel format, which is updated regularly.
- The complete Membership Roster is published in the winter issue of the bulletin.
- An accurate count of members along with an Excel spreadsheet containing accurate, up-to-date membership names and mailing addresses shall be sent to the MBS bulletin Editor before each issue is published so that bulletin printing and postal charges are minimized. The deadlines for transmission of the spreadsheet are set by the Editor.
- Chair maintains the list of NBS officers and State Editors that exchange bulletins.
- New members and changes and/or corrections are published in the spring and fall issues of the bulletin. The Chairperson keeps track of these items and sends them to the Editor.
- As a courtesy, the Chairperson sends the names of new members to the President or Secretary of the Club closest to that new member so they can be invited to attend local meetings.
- Information about new members and/or notification of a death are sent to the MBS Quick News Editor and NBS Membership Chair.
- Membership Chair may be asked to take on other duties or responsibilities as the President or Board sees fit.

## **Section 8. Editor(s)**

- Produce, publish or have published, and distribute by USPS mail or electronic means, a given number of issues of the *Michigan Button Society Bulletin* as determined by the Board of Directors, each year to all active MBS members with news of the Society and local clubs, an annual listing of members and officers, and educational articles of interest and importance related to button collecting. An effort should be made to evenly space out the issues.
- With the Membership Chair, maintains an official MBS mailing/membership directory. Distribute to all members via the bulletin.
- Present to the Board fall meeting, a projected line item budget for the following year.
- Seek and maintain dialogue and interchange with other states and their publications.
- Solicit articles and information to publish a quality bulletin.
- Prepare and print an Editor's column in each bulletin.
- Work with the President and Webmaster to oversee our MBS website.
- Share digital copies of the competition tray slips and entry forms with Webmaster to be made available on the website for downloading. These forms can be created by the Editor or the Chair of Entries.
- Receive a stipend from MBS. Amount to be determined by the Board of Directors.

## **Section 9. Junior Advisor**

- Work to promote MBS membership throughout the state of Michigan for children between the ages of six (6) and seventeen (17), inclusive, and to develop programs for them.
- The Junior Advisor shall be consulted on all matters involving junior members.
- Seek dialogue, interaction with, and give help to Junior leaders in Michigan, and with Junior leaders in other states.
- If no awards for Juniors are submitted, work with the Chair of Awards on competition for the Juniors.
- Prepare a Junior segment for each bulletin. The deadlines to the Editor -- March 1<sup>st</sup>, July 1<sup>st</sup> and November 1<sup>st</sup>.
- If needed at the fall show, assist in awarding the Juniors their award honors at the designated time.
- Junior Advisor may be asked to take on other responsibilities as the President or Board sees fit.

## Section 10. Chair of Competition

- Has full charge of Competition at the Fall show, recruiting all necessary help from the Membership to assist in the judging process.
- Prior to the show, the Chair shall obtain as many judges, clerks, spotters, counters/measurers, and runners as may be needed to complete the judging in a timely fashion. If possible, these persons should be confirmed a month prior to the show.
- Chair shall see that judging criteria sheets are written up prior to the fall show.
- **Ensure** that the judging room is set-up to meet the needs of the day.
- Provide the Show Coordinator with the actual number of workers that will be provided a lunch during judging.
- Work with individual who stores tray racks, to see that sufficient numbers of racks are provided, and the racks assembled and put in place.
- All trays that are entered into competition become the responsibility of the Chair of Competition once they are checked in by the Chair of Entries and passed on to the Chair of Competition.
- Record all winners in the award book and provide the Editor with a complete report of winners to be published. The deadlines to the Editor are: March 1<sup>st</sup>, July 1<sup>st</sup> and November 1<sup>st</sup>.
- MBS adheres to NBS classification for judging purposes.
- Chair shall hold a meeting just prior to judging, for all judges, clerks, spotters and runners, to go over the day's agenda and discuss criteria for judging.
- Chair shall try to provide whatever reference material might be helpful during the judging process, such as the *Big Book of Buttons*, NBS and/or MBS bulletins that are specific to awards being judged.
- Chair gives the final inspection of trays after they are hung to see that the correct ribbons have been attached, and then declares the judging has been completed.
- Chair has the final word on any judging conflicts that may occur during judging.

## Section 11. Chair of Awards

- Promote the writing of awards by the membership.
- Gather award submissions and prize monies. Prize money will then be forwarded on to the treasurer.
- Have the **submission** deadline of the awards be at such time that the chair is allowed time to analyze and print awards so they may be handed out at the spring show and/or published in the spring bulletin in the year prior to



the competition. This gives a competitor about 18 months to prepare a tray.

- Awards will also be posted on the MBS website. Chair will send an electronic copy of the awards list to the Editor. The Editor is responsible for sharing the awards list with the Webmaster for publishing on the website. The deadline to the Editor is March 1<sup>st</sup>.
- Shall work with the Junior Advisor about topics for Junior awards.
- Shall work with both Adults and Juniors in the writing of awards.
- Shall have the final say as to what awards will be accepted for competition.

### **Section 12. Chair of Entries**

- Make sure electronic copies of the tray slips and entry forms are available to the Editor to be posted on the website. Tray slips shall also be published in the spring bulletin prior to the fall competition. The deadlines to the Editor are: March 1<sup>st</sup>, July 1<sup>st</sup>, and November 1<sup>st</sup>.
- Chair shall enlist all the help needed to check trays in and out.
- At the show, shall provide extra tray slips and entry forms during competition tray check-in.
- At time of tray check-in, collect a per tray entrance fee as determined by the Board of Directors. This money will be totaled and noted in the Chair of Entries files, then passed on to the treasurer.
- All trays become the responsibility of the Chair of Entries once the trays have been checked in and prior to their being placed in the judging room.
- Any expenses incurred with the printing tray slips and entry forms, shall be reimbursed by the Treasurer after bills are submitted.

### **Section 13. Show Coordinator(s)**

- Work closely with the Show Chair, Dealer Coordinator, and the President.
- Creates a schedule of activities that occur during the show.
- **Host Club Selection.**
  - Coordinator tries to rotate club assignments with larger clubs hosting Fall Shows and the small clubs hosting Spring Shows. Host Club shall be notified 1.5 years in advance so the club can begin planning show theme, favor buttons, and a program. (Deleted part of this bullet point)
  - Other club assignments include, raffle table, education, ways & means table, and any other club assignments that are deemed necessary in the coordinating of a show. This rotation may also be published in the bulletin. (Door prize and hospitality deleted)
  - For duties of Host Club and Chair, see later in this document.

- **Site Selection and Considerations.**

- Coordinator will find a site at least one year in advance. (Deleted working with host club to find site)
- Fall shows are generally held in the center portion of the state. Spring shows may be held closer to the Host Club. Try to locate near major highways, and easily located from the highway exit.
- Showroom must be able to accommodate at least 28 tables for Spring, and 46 tables for Fall. A room with a minimum width of 38 feet works best to allow for tables on each side, island tables in the middle, and two aisles. A mixture of 8 and 6 foot tables work best. Dealers prefer table widths of 30-36 inches. Whenever possible, distribute tables as follows: 1 table = 8 ft., 2 tables = 8 ft. + one 6 ft., 3 tables = two 8 ft. + one 6 ft., 4 tables = two 8 ft. + (deleted two 4 ft) two 6 ft., and 5 tables = three 8 ft. + two 6 ft.
- Check for barriers that may be problematic for table set-up. Check for adequate lighting for viewing black glass, diminutives. Check for electric outlet locations for microphone. Check for handicap access and nearby restrooms. Distance from showroom to sleeping rooms should not be excessive. High ceilings in a showroom are a plus.
- Site must be able to accommodate all events. Check schedule from previous year, arrange for rooms for judging (Fall only), (deleted hospitality) Junior meeting, Board meeting, and General Membership meeting. Displays of trays may be in an area in the showroom, or a separate room nearby. Area where trays are displayed needs to be capable of being secured overnight, or when not in use.
- Check with hotel to see if they charge for overnight use of the showroom and/or room where trays are displayed, and that these rooms can be locked. Determine the earliest time that dealers may set-up. Ask for Friday night set-up, although we will not pay extra for it.
- Arrange for a water station outside the showroom if offered free by hotel.

(Deleted bullet point beginning with "Hospitality rooms need to be")

- **Site Contract**

- Show coordinator negotiates and signs the site contract.
- Contact Treasurer for a deposit check to be sent to hotel.
- Obtain a written contract with the hotel that includes a date, times, and cost of all rooms, food, and services, as well as number and

size of tables, and number of chairs to be furnished for each event. Be sure to figure in tax and service charges to meal charges. A room use time schedule should be included in the contract. Also a description of table/chair layout and whether water service is required. (Deleted references to coffee)

- Note any charges for tables, chairs, linen, microphone or A/V equipment.
- Use meal and room reservations as bargaining tools with hotel to reduce cost of meeting room rentals. Negotiate the lowest possible group rate for sleeping rooms. Reserve a block of rooms for our group and note the date on which rooms will be released.
- **Planning Show Meals.** (References to “gratuity” were replaced with “service charge”)
  - It is suggested that the spring show has a buffet, and the fall show has a Saturday evening banquet.
  - Select a menu offering choices, if possible. MBS must pay for the number reserved whether or not they show up. A restaurant usually plans for five extra. In negotiating for meals, try to have us pay for meals ordered and served, plus the meal tax and service charge, nothing more.
  - Work with MBS Editor far enough in advance to make certain that slips for reserving meals, and show schedules, room reservations, are published in a timely fashion. (Fall show information appears in the spring bulletin with a March 1<sup>st</sup> deadline. Spring show information appears in the Winter Bulletin with a November 1<sup>st</sup> deadline.)
  - When writing up meal reservation slips, make it clear that no meal reservations will be accepted after the reservation deadline and that members will not be allowed to attend meals or occupy the dining area during meal time without reservations/deposits paid in advance.
- **Showroom Set-up**
  - Work with Dealer Coordinator to submit scaled, detailed showroom drawings to the hotel at least two weeks before the event. State total number of tables and the approximate number of chairs needed for showroom and all other rooms. Bring extra copies of the layout to the room at the time of set-up (hotel crews sometimes lose them) and copies with dealer locations for the dealer set-up. The day prior to the show, see that the hotel replaces any spent light bulbs in the showroom and all other meeting rooms.

- Show coordinator needs to provide the dealer coordinator with a detailed floor plan of the showroom, including dimensions, shape, wall protrusions, and exits to enable Dealer Coordinator to draw out the showroom set up.
- The maximum allowed number of tables, per Dealer, is at the discretion of the Dealer Coordinator and the Show Coordinator combined.
- Show Coordinator and Dealer Coordinator are the only two who can ask the hotel staff to open the showroom. Show Coordinator should make sure the hotel understands the importance of the showroom staying locked with no entry until the Show or Dealer Coordinators are in the room.
- (Deleted bullet point referencing dealer name cards)
- **Advertising**
  - Coordinator works the Publicity chair on advertising needs. See the Publicity Chair job description for details.

#### **Section 14. Dealer Coordinator**

- Dealer Coordinator works closely with the Show Coordinator
- Using measurement specifications of showroom provided by Show Coordinator, Dealer Coordinator draws up a detailed floor plan of showroom, then shares it with Show Coordinator.
- When necessary, the Dealer Coordinator represents the views and needs of the dealers at Board meetings.
- Makes certain that Dealers are informed in a timely manner with show schedules for their future planning, to avoid show conflicts.
- Maintains an updated mailing list of Dealers as well as a master copy of the contract and the cover letter.
- Keep an updated mailing list of Dealers so all that are interested may be invited to our shows.
- Give Dealers a contract for the next show at the current show and mail to Dealers not in attendance as soon as possible after the show closes. Give/send exact dates, times, locations, cost per table, and number of tables available to each participating Dealer. Send one copy of the Dealer contract, which is filled out and signed, then returned to the Dealer Coordinator. If a Dealer wants a copy of the contract, they can copy it on their end. A cover letter should be included, reminding that they must be an active MBS member to sign a contract to sell at any MBS show; that if an admission charge is in place, the dealer and one assistant pay no registra-

tion fee but all other helpers do; that space is limited and table reservations are on a first come, first serve basis; include an MBS membership blank form if needed.

- The maximum number of tables allowed at the show is determined by the Show Coordinator, but the maximum number of tables, per Dealer, is at the discretion of the Dealer Coordinator and the Show Coordinator combined.
- Have Dealer checks made out to MBS and returned to the Dealer Coordinator with signed contracts by a date certain, as stated in the cover letter.
- Respond promptly to each dealer that is not accepted. Return their checks and tell them they will be placed on your waiting list should any cancellations occur.
- Keep all signed contracts, a complete record of contracts sent, checks received, and other information useful for future planning.
- Send all checks to the Treasurer and notify her/him when all spaces have been booked. Inform the Show Coordinator as well.
- At the show, Dealer Coordinator should check to be sure the tables are arranged properly before the time Dealers are allowed to set up.
- Dealer name tags will be provided on the tables by the Dealer Coordinator, collecting them before the end of the show for use in the future.

### **Section 15. Publicity Chair**

- Shall lead state members in publicity surrounding spring and fall shows, as well as any other event or project that MBS wishes to promote.
  - Each club assists by distributing flyers to the public, contacting local media regarding interest in the hobby, MBS shows, and their local clubs. Knowing names of columnists at local newspapers is an assist to feature stories.
- Share Ideas for promoting buttons collecting. Public speaking events, museum programs, local craft and art fairs are among the possible places to spread knowledge of button collecting.
- Develop and use a standard press release template (using brand recognition) for show information to promote a familiarity with the MBS. Business cards with local club information are suggested for inclusion in a press release packet.
- Shall work closely with Show Coordinator and Host Club chair.
- List shows in the NBS, and any nearby state bulletins. Check with those Editors for publishing deadlines.
  - The NBS bulletin contact is the person in charge of Calendar of Events whose name can be found in the NBS bulletin. Spring show

information must be submitted by December 8<sup>th</sup> in the year prior to be printed in the February issue. The fall show must be submitted by May 8<sup>th</sup> for the July bulletin. include dates, hours, location, theme, Speaker (optional), phone number and e-mail address of both Show and Dealer Coordinators.

- Press releases should be submitted to media sources at least three (3) months in advance when looking for a feature news article. Then, sent again at one (1) month and at two (2) weeks prior to show.
- Always be seeking nontraditional, inexpensive publicity to publicize the wonders of button collecting.
  
- **Preceding the Show**
  - Chair submits announcement and/or early bird flyers to MBS Editor for bulletins that precede the show.
  - **Spring Show:** send in by November 1<sup>st</sup> for the winter bulletin and by March 1<sup>st</sup> for the spring bulletin
  - **Fall Show:** send by March 1<sup>st</sup> for spring bulletin and July 1<sup>st</sup> for summer bulletin.
  - Include theme, dates, site, directions to site, speakers/topics, hours registration fee, room prices and hotel phone number for room reservations. Note any special discounts for MBS and that room reservations are made directly with the hotel. Also include coupon or information paragraph about meals, prices, where to send money, and “checks payable to Michigan Button Society”.
  
- **Six weeks or more prior to show**
  - Create flyer and distribute to; shows in nearby states via mail or through MBS members attending these shows; the hotel and their area, and send one black and white copy to each MBS club president requesting they copy and distribute in their areas (fabric/knitting shops. antique shops and malls. groceries, libraries, etc.).
  
- **Four to six weeks prior to show**
  - Create flyer/bookmark with content similar to bulletin announcement. Send to each local club president 4-6 weeks prior to show with a note that they make copies and distribute for display. Flyers may be sent to bulletin editors in nearby states; check with MBS bulletin Editor for current names and addresses.
  - One month to show date - Distribute show flyers/bookmarks to any craft, sewing or antique store within an hour of show location (about a 50 mile radius). We do not know unless we physically hand out

flyers that they end in the trash, which is why in person delivery is important.

- **Three weeks prior to show**
  - Send out press releases to local media. Hotel can assist with names and addresses of local media in their surrounding area.
- **One to two weeks prior to show**
  - ~~Write and distribute press releases to local media. Might wish to work with hotel and host club chair.~~

## Section 16. Host Club and Chair

- The Host Club has an opportunity to be innovative and to “do things their way”. There is one restriction, the show income should balance with the show expenses as nearly as possible. (deleted “dates, time and place”)
- The Host Club Chair (often the club president) works with their club members and the Show Coordinator to determine the theme for the show.
- **Host Club selects the favor button (if any), activities, and plan for an educational program.** (deleted “schedule of”)
- Host Chair works closely with the Show Coordinator, Dealer Coordinator, and the MBS President and keeps them informed and up-to-date with information each needs to perform their duties.
- If for any reason the Host Club cannot carry out a show planning activity or responsibility, the Show Coordinator assumes that duty.
- For any show, the Host Club and Chair may seek help from the Show Coordinator as needed. A strong experienced group may need very little input from the Coordinator, yet another, newer group may seek more help. Far in advance of each show, the Show Coordinator and the Host Club Chair should put together in writing those details that are to be handled by each party so that no important detail is overlooked.
- **Favor buttons** can be a costly item. In the past they have ranged in price from \$2.00 - \$6.00, ordering from 60-80, depending on the number believed to attend a meal or function, based on recent records. (Check with the Show Coordinator for the number to be ordered.) The cost of the favor button is added to the price of the meal, taxes and service charges. Seek quality buttons that are reasonably priced.
- Favor buttons are passed out or placed on the tables prior to a meal.
- **Planning Educational Program(s)** The program is usually the responsibility of the Host Club. This can be of general interest, or related to the theme of the show. Give these details to the Show Coordinator as soon as possible.

- **Keeping Others Informed** Host Club Chair is most aware of the ongoing changes and progress and should keep the Show and Dealer Coordinator, and the President informed at all times.

(Deleted were the bullet points starting with “Work with Show Coordinator in making a budget plan”, “Print up meal tickets”, Check with Show Coordinator for a list of the Club Rotation Assignments”, “Show Program. Create and print”, “Obtain names of dealers”, Have the programs available at Registration Desk”, “Opening of the show. Check that”, and “Registration Desk, Raffle, and Door Prize tables”.)

### **Section 16. Historian**

- Historian is to acquire any material pertaining to the history of the Michigan Button Society. This may be in the form of bulletins, newspaper and magazine articles, or any other ephemera pertaining to the collecting of buttons that would be of interest to the membership.
- Items of historic interest should be displayed periodically for membership to view.

### **Section 17. Quick News Editor**

- Keeps an up-to-date computer address book on MBS members with an email address.
- Works closely with the Membership Chair who furnishes the address information.
- Approval by the President or Editor is needed for ‘Quick News’ items to be sent.
- Send pertinent MBS information to the membership via email regarding the following.
  - Death of a member.
  - Urgent MBS information that cannot wait until the next bulletin.
  - Show reservation reminders.

### **Section 18. Social Media Coordinator**

- Will develop original content and suggest creative ways to attract more members and promote our Society using platforms such as Facebook, Twitter, Instagram, etc.
- Ultimately, she/he should be able to increase member and non-member engagement and encourage interest in the hobby of button collecting and its related educational programs and activities.



- Requires time to review and interact with others, make requests to share images or information from other sites with appropriate credits, grow and maintain relationships with an online presence. Report back to MBS, seek permission to pursue projects.

### **Section 19. Webmaster**

- Appointed by the MBS President with approval from the Board.
- Responsibilities include, but are not limited to, maintaining the MBS website, contracting for web hosting and other arrangements necessary to keep the site up and running.
- The webmaster is to post information related to the society's spring and fall button shows, including, but not limited to the program schedule, awards lists and competition forms, hotel reservations, etc.
- The webmaster may also post items of historical significance regarding MBS.
- Is possibly a paid position.

### **Article III. Show Admission and Registration (Changed from Dues and Show Admission) (Sections 1 - 4 were moved to Article I)**

**Section 1.** The Board of Directors shall determine whether to charge a showroom entry fee and, if an entry fee is to be charged, determine the amount to be charged.

**Section 1a.** If an entry fee is to be charged, all Adults, whether MBS members or not, shall pay for entry to the showroom, except the following:

**Section 1a1.** Each contracted Dealer shall receive free admission to the showroom for themselves and one helper.

**Section 1a2.** Honorary MBS members gain free entry into the showroom.

**Section 1b.** If an entry fee is to be charged, all Juniors, whether MBS members or not, shall gain free entry to the showroom.

**Section 2.** All persons, whether Adult, Dealer, Juniors, or Honorary, shall register when entering the showroom.

### **Article IV. The Society Year**

**Section 1.** The year of the Society shall begin on the first day of January of each year and shall end on the 31<sup>st</sup> day of December next following.

**Section 2.** Officers are encouraged to seek out and develop constructive activities to aid the growth and development of the Society. Those planned activities or purchases which are expected to cost \$100.00 or more, are asked to come to the Board of Directors for approval, otherwise the purchaser will become liable for

the expenditure. Such approval by the Board may be obtained by electronic means.

**Section 3.** When new officers are elected and appointed at the fall General Membership meeting, all Society books, equipment, records and manuals shall be transferred to the new officers with the exception of the Treasurer's books.

The Treasurer's books should be held and used by the outgoing Treasurer until immediately before the new fiscal year, then delivered to the new Treasurer in person or sent by mail or UPS whichever is most convenient. The outgoing Treasurer will be reimbursed by the Society for any cost in sending or delivering the books.

#### **Article V. Succession**

**Section 1.** Elected officers may serve additional terms in office if renominated and re-elected.

**Section 2.** Appointed officers may serve additional terms if reappointed and confirmed.

#### **Article VI. Committees**

**Section 1.** All MBS Committees are appointed by the President with confirmation of the Board and all Committees report to the Board.

**Section 2.** The Nominations Committee consists of three (3) Adult members appointed by the President.

**Section 3.** An Audit Committee will examine MBS financial procedures and records when requested by the Board. An audit is recommended every two years.

#### **Article VII. Dealers**

**Section 1.** Dealers wishing to sell at MBS Shows must be MBS members to be issued a show contract.

**Section 2.** When the number of Dealers at an MBS show is limited, the policy shall be "first come, first serve".

**Section 3.** Each Dealer contracting to sell at an MBS show must register at the show and that Dealer and one assistant shall receive free admission to the show. All other adult Dealer assistants, helpers, spouses, etc. must register and pay admission if an admission fee is being charged.

**Section 4.** Dealer table rental at MBS shows shall be confirmed at each General Membership meeting as recommended by the Board, to take effect the following year.

#### **Article VIII. Local Clubs**

**Section 1.** Active, local, Adult, Michigan button clubs will have a voting representative on the MBS Board of Directors, participate in the Society responsibilities and duties, and share a voice in its operation.

**Article IX. The *Michigan Button Society Bulletin***

**Section 1.** A fund for additional color pages, to be called the “Color Fund”, to be used for color pages in the MBS bulletin is established. The Treasurer will accept and record donations and memorials for this fund and will notify the Editor when amounts are sufficient for use.

**Section 2.** The MBS bulletin will be mailed using USPS, first (1<sup>st</sup>) Class postage or by electronic means.

**Article X. Disbursement of Funds Should Michigan Button Society Cease Operation**

**Section I.** In the event that Michigan Button Society ceases operation, any funds held by the organization at the time the Board of Directors determines that the Society can no longer continue to operate will be disbursed to the National Button Society (NBS) for promotion of educational research and exhibitions, the publishing and dissemination of information about buttons, and the preservation of the aesthetic and historical significance of buttons for future generations and to encourage the hobby of button collecting.

*Please note: This document consists of eighteen (18) pages.*