

# WASHINGTON STATE BUTTON SOCIETY

## STANDING RULES

Revised 2010

### **ADVERTISING:**

Bulletin...Paid advertising...(see also: Bulletin, Advertising)

Annual Show...(See also: Annual Show, Advertising)

### **ANNUAL SHOW:**

One meeting each year shall be designated as the Annual Show, usually in September or October. It shall last sufficient days to accommodate competition and sales. The Annual Show shall include members and guests, plus open to the public on one of the days. Info is sent out inviting dealers to sell buttons. Meals are provided by members or catered as needed. Generally there is no business meeting or board meeting during the show and sales but they may be called if needed. A program or other educational displays may be included during this time.

### **ANNUAL SHOW, SHOW CHAIRMAN:**

The outgoing Show Chairman shall review and update the Show Chairman's binder and turn it over to next year's chairman as soon as possible after the show, no later than the January Quarterly meeting.

### **ANNUAL SHOW, PUBLICITY:**

The Show Publicity Chairman will send information regarding this event to NBS, Oregon, Idaho, California & WRBA as soon as times, dates, etc. are confirmed. No later than January for a September show, if possible. Closer to the show information is to be sent out to area newspapers, publications, etc. Further info is found in the Show Chairman's binder and Publicity Chairman's folder.

### **ANNUAL SHOW, AWARDS:**

Awards for competition may be sponsored by any WSBS member in good standing for approval by the Awards Chairman. Sponsor of each award determines the amount of and provides the 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> place prize money. Typically \$5, \$3, \$2. Awards, along with prize monies, are to be submitted to Awards Chairman by a cutoff date published in the Bulletin by the Awards Chairman.

WSBS Board shall create the following awards each year:

**WASHINGTON STATE AWARD:** This shall reflect in some way the theme of the Show.

**PRESIDENT'S AWARD:** This award honors the current WSBS President and should reflect his or her preferences in buttons.

**AWARD'S CHAIRMAN:** Will create a number of awards as needed to balance the overall Awards List for the year. These awards need not carry prize monies, but shall be eligible for Award Ribbons.

**ANNUAL SHOW, AWARD RIBBONS:**

1<sup>st</sup> Place---Blue Ribbon

2<sup>nd</sup> Place—Red Ribbon

3<sup>rd</sup> Place---Green Ribbon

In the event of only one or two entries for an Award, 1<sup>st</sup> and/or 2<sup>nd</sup> Place can be awarded.

Unawarded prize monies are retained in the WSBS Treasury general fund. An Award in which there were no entries or no ribbons were awarded may be repeated the following year at the discretion of the Awards Chairman, by vote of the membership or the sponsor who submitted it.

**ANNUAL SHOW, COMPETITION:**

Button competitions are held each year at the WSBS Annual Show. Competitors must be members in good standing of WSBS. Entry fees shall be \$.25 per tray entered. They must have a completed tray slip and entrant's form, both of which are available either from the Awards Chairman or Chairman of Judges during Quarterly meetings, or at the show, or in the Bulletin.

WSBS follows the same rules for competition regarding tray size, size and number of buttons per grouping, etc. as the National Button Society. See also: Official NBS Classification & Official NBS Button Measure.

**ANNUAL SHOW, JUDGING SHEETS:**

Judging sheets or Judging Criteria for each award May be prepared by the Awards or Judging Chairmen and be given to the membership when requested.

**ANNUAL SHOW, PAYMENT OF PRIZE MONEY:**

Prize monies are to be paid to Award Winners or their representative at the breakfast the day following judging competition. Treasurer shall prepare sealed envelopes containing prize monies, write name of award winner on envelope and give to Awards Chairman prior to breakfast for distribution to winners. In case of absentee winners without designated representative at breakfast, Awards Chairman may deliver envelope to designated representative, or may return envelope to Treasurer, who shall return monies to the general fund and mail a check to the winner.

**ANNUAL SHOW, AWARDS & JUDGES CHAIRMEN:**

The outgoing Awards chairman and Chairman of Judges shall review and update their prospective binders and turn them over to next year's chairmen as soon as possible after the show, no later than the January meeting.

**ANNUAL SHOW, DEALER'S SALES TABLES:**

The Dealer's Chairman will send a letter to dealers early in the year, inviting reservations. The number of tables available for the show will be determined by space limitations at the show venue and what the Board or Show chairman feel our club can

support. In the letter it is to state the number of tables allowed due to space limits. Fee per table is will be determined by the Board.

**BULLETIN, ADVERTISING:**

WSBS Bulletin shall accept paid advertising of a button-related nature at the discretion of the Editor. A short document detailing the rules and regulations regarding paid advertising, and costs thereof, shall be prepared by the Editor and made available to potential advertisers. Payments for advertising shall be sent to the Editor or Treasurer. Editor shall keep an accurate record of payments received and advertisements published and present same to Treasurer along with a Quarterly Expense Report. Unpaid advertisements: i.e. news notices of interest to the general membership, shall be printed at no charge.

**BULLETIN, AWARDS:**

Awards for the coming year shall be printed in the Bulletin in the September issue just prior to the Annual Show.

**BULLETIN, BACK ISSUES:**

Creation, storage, and sales of back issues of the Bulletin may be handled in either of two ways:

1. When the Editor utilizes outside printing to produce the Bulletin, a predetermined number of issues shall be ordered and kept for availability as back issues. These may be stored by the Editor or Historian. The cost of these copies shall be billed to the Society for reimbursement to the Editor at the time of the issue. A price for that back issue shall be predetermined by the Editor and all monies from the sale of back issues shall be paid directly to the WSBS Treasury.
2. when the Editor prints the Bulletin and stores a Master copy (hard copy or disk storage), the reimbursement request to the Treasurer for each issue shall include only those copies actually sent, and any future sales of back issues shall be made at a predetermined price (plus current postage, if applicable), and monies shall be paid directly to the Editor (or the ex-Editor still holding the master stored copy). When possible, this is the preferred method as it assures a supply of back issues for new members. The cost of each issue shall be determined at the time of the initial printing and noted for insertion into the Society's records and made available at Board and Quarterly meetings.

**BULLETIN, COMPLIMENTARY COPIES:**

Complimentary (free) copies of the Bulletin may be given out at the discretion of any Board member. A list of copies given out shall be kept by the Editor and shall be available to members at Quarterly meetings.

**BULLETIN, DEADLINES:**

Deadline for Bulletin articles, notices, advertisements, etc.: March 15, June 15, August 15 & November 15.

The Editor shall notify members either in the Bulletin or at Quarterly meetings, what exchange Bulletins have been received. These Bulletins shall be kept for at least one year in her file. Editor will also keep a single copy of each WSBS bulletin if there is no current Historian.

**BULLETIN, EDITOR'S EXPENSE PROCEDURES:**

At the completion of the production and distribution of an issue of the Bulletin, the Editor shall submit to the Treasurer an itemized statement of costs associated with that issue and a copy of the receipts for materials. Treasurer shall issue to the Editor a check for that amount in a timely manner ,

OR at the discretion/agreement of the Editor and the Treasurer, an advance of funds may be made toward the costs of production of an upcoming issue. Any concerns shall be discussed with the Executive Board.

**BULLETIN, MAILING INFORMATION:**

The Bulletin is published quarterly on the 1<sup>st</sup> day of January, April, July & September and mailed out directly. Articles may be reprinted unless otherwise noted in the bulletin. They are to be mailed via First Class U.S. Postal Service in a sealed envelope.

**CONSTITUTION, BY-LAWS & STANDING RULES: (See also: Secretary)**

A copy of the combined Constitution & By-laws of the WSBS shall be provided to each member upon joining. It is enclosed in the New Member Packets.

A copy of the combined Constitution, By-laws & Standing Rules shall be kept by each Board member. The President is to keep the master copy in the President's binder. Standing rules shall be reviewed, discussed and changed as needed by the Executive Board. Changes will be printed in the next Bulletin or posted on the Web site.

**DUES:**

Annual dues for WSBS shall be, due by December 31<sup>st</sup> of each year, as follows:

Adults: \$12.50 per year

Joint adults (two members living in the same residence): \$15.00. Only one Bulletin to be issued.

Juniors (up to 19<sup>th</sup> birthday): \$5.00 per year \*Note that Juniors will not receive a separate bulletin if they live with a current WSBS member.

Life Member: May be given a long time member at the discretion and approval of the Executive Board. No annual dues shall be collected again of the member.

No receipts will be issued unless member requests.

**EXECUTIVE BOARD:**

Meetings shall be held just prior to the Quarterly meetings. The Executive Board consists of the President, Vice President, Secretary, Treasurer, appointed chairmen and President or President's representative from each regional club. The representative will have full voting powers during the meeting.

**HOSPITALITY:**

At each Quarterly meeting the person in charge of Hospitality shall be responsible for setting up and cleaning up the coffee, tea and other items as used. He/she will also store the coffee makers and boxes of paper goods (napkins, paper cups, plastic ware, etc.) between each Quarterly meeting. At present they are being stored at the church.

**MEMBERSHIP LIST:**

(see also: Dues)

WSBS membership list shall be printed in the Bulletin once a year in April. Current updates shall be the responsibility of the Secretary or may be kept by the Treasurer. Changes shall be passed on to the Bulletin Editor & President in a timely fashion.

**MEMORIALS:**

A monetary memorial will be sent, upon the passing of a WSBS member, to NBS and designated for the Color Plate Fund or a special award in their honor.

**MINUTES OF MEETINGS:** (see: Secretary)

**NEW MEMBER PACKET:**

Each new member shall receive a New Member Packet containing:

Copy of combined Constitution & By-laws & Standing Rules

Copy of the most recent Bulletin

Membership list

List of local regional clubs

List of information on WSBS, NBS & WRBA

Copy of: "The New Beginner's Booklet" by Jocelyn Howells

History of Buttons sheet

Copies of: Dues sheet, Official Button sizing information, button cataloging sheet

**OFFICERS:**

The term of office is 2 years beginning January of each odd year (2001, 2003, 2005, etc.) There are no term limits. Elections are held the first part of the January Quarterly meeting and new officers take over at the end of that meeting.

Certain portions of the duties of WSBS Officers may be temporarily exchanged by agreement between the officers involved and by agreement of the Executive Board. (Example: If an officer has access to a computer and another does not.)

**OFFICERS: NOMINATING COMMITTEE:**

The nominating committee is to be chosen at the July Quarterly meeting and is to meet and give those nominated to the Bulletin Editor by the Nov. 15<sup>th</sup> deadline. These along with an absentee ballot are to be included in the January Bulletin.

**PARLIAMENTARIAN:**

If there is a qualified person available, the President shall appoint a Parliamentarian. He/she shall be familiar with Robert's Rules of Order (revised) and shall be the final arbiter of any procedural disputes during meetings. He/she will be loaned the WSBS copy of Roberts Rules during his/her term. If the office is unfilled, the President shall keep the book and act in that capacity.

**PRESIDENT'S BOOK/BINDER:** (see also: All Standing Rules)

The book/binder shall be kept up to date and passed on to the new incoming President by the outgoing President at the end of the odd year January meeting.

**PROGRAM CHAIRMAN** (see also: Vice President)

**PROGRAMS:**

The program presenter should, if possible, provide the Bulletin Editor with written information to be printed in the following Bulletin for those who were unable to attend.

**QUARTERLY MEETINGS:**

Quarterly meetings are the 3<sup>rd</sup> Saturday of January, April, & July. \$2.00 is asked of each attending member (guests are free) to help cover cost of rental of the room.

Dealer's Sales Tables: \$2.00 per table, no reservations needed.

January Quarterly meeting is designated as the Annual Meeting.

The date, time and place for the Quarterly meetings shall be published in the Bulletin which shall be mailed to members about 2 weeks prior to each meeting.

**RACK STORAGE:**

Racks, signs, etc. for the annual show & Quarterly meetings, shall be stored by a member of WSBS and paid a storage fee annually of \$300, not to come out of show expenses.

**SECRETARY:** (see also: Executive Board, Officers, Membership List)

She/he will keep a binder up to date with a copy of each Executive Board and Quarterly meeting and keep back minutes indefinitely. A copy of the minutes shall be forwarded or emailed to the President & Bulletin Editor within one week of each meeting. The binder will keep track of any correspondence, master copies of the combined Constitution, By-laws and Standing Rules and any other documentation needing to be kept by the Society. The binder is to be passed on to the new incoming Secretary on the odd year in January.

**TREASURER:** (see also: Annual Show: Awards, Payment of prize money, Bulletin: Advertising & Editor's Expenses, Executive Board, Membership List, Memorials, Officers, Programs)

The Treasurer shall keep updated records of all monetary transactions of WSBS. The report is to be brought to all Quarterly and Executive Board meetings.

The Treasurer shall reimburse members for expenditures by check or petty cash after receipt is submitted, not to exceed \$200. Over \$200 needs the approval of the Executive Board. Exceptions are receipts from the Annual Show and Bulletin Editor. The Treasurer shall provide a Quarterly Report to the Bulletin Editor by the deadlines for the upcoming Bulletins (see: Bulletin, Deadlines)

Only the Treasurer and President are registered as check signers. This is to be transferred to the new officers by the end of January of the year new officers take over. The Treasurer shall keep a record of the sign-in roll call from each meeting.

Money Market account: WSBS account becomes due for termination or renewal in June of each year. This account should be reviewed by the Executive Board and changed if a higher interest rate is being offered.

The Treasurer shall prepare an Annual Report and present that report, along with all treasury records for the year, to the Auditor in January of each year. A copy of the Audit shall be forwarded to the Treasurer along with all treasury records, as soon as possible following the audit. The Auditor also sends a copy to the President and Bulletin Editor.

The outgoing Treasurer will arrange to meet with the new Treasurer soon after the close of the January (odd year) meeting to go over the books and to be available for a time afterwards to answer questions.

Treasury records shall be made available for members' inspection upon request and the agreement of a reasonable time and place for inspection (normally the next Quarterly meeting). Should an occasion arise in which a member in good standing feels that the Treasury Records are not being made available for inspection in a reasonable time frame, the member should appeal to the President of the Society. The President should call for a special meeting of the Executive Board to be held as immediately as feasible. The Executive Board has the right and power to demand of the Treasurer that The Treasurer present the Treasury Records for inspection by the Executive Board no later than one week after such a demand is made. The Executive Board may then set a reasonable date, time and place for inspection of the Treasury Records by the requesting member.

**VICE-PRESIDENT:** (see also: Executive Board, Officers, Programs)

The Vice-President will also be the Program Chairman and organize and provide a program for each Quarterly meeting. The Program Chairman shall assist the Annual Show Chairman in the selection of, and preparations for, the programs given at the Annual show. The Program Chairman shall obtain a check from the Treasurer for \$25 to be given to the presenter at the end of the presentation. The binder for the Vice President should keep an ongoing record of programs, dates and presenter. The binder is to be given to the incoming new Vice President at the end of the meeting in January as the new officers take over.