



ADMINISTRATIVE POLICIES

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ANTI-HARASSMENT & ANTI-DISCRIMINATION STATEMENT

NBS is committed to ensuring that all its activities are carried out in an environment that is free from harassment, an environment in which individuals associated with NBS respect each other and work together promoting and enjoying the hobby of button collecting. NBS is firmly committed to the principle that everyone deserves to be treated with dignity and respect. Any harassing behavior toward any member of NBS or any member of the public at an NBS function is not acceptable and shall not be tolerated. Harassment includes any conduct or comments that are intimidating, threatening, demeaning, abusive or constitute discrimination based upon an individual's sex, race, ethnicity, national origin, age, religion or any other legally protected characteristics. All members are expected and required to abide by this policy. No member will be adversely affected by bringing complaints of unlawful harassment.

Should any member of NBS engage in harassing behavior towards another person, that member shall be asked to immediately stop such behavior. If the member persists in the behavior, the member may be asked to leave, and that member, and the particulars of the incident, shall be reported to the Board of the NBS, and the Board may impose such sanctions as deemed necessary. If any member of the public engages in harassing behavior towards another person at an NBS function, that person shall be asked to immediately stop such behavior. If that person persists in the abusive behavior, they will be asked to leave the NBS function immediately.

If any member feels that he or she has been harassed they should immediately report the matter to the Board of NBS. Once the matter has been reported it will be promptly investigated and any necessary corrective action will be taken where appropriate. All complaints of unlawful harassment will be handled in as discreet and confidential a manner as is possible under the circumstances.

It is the responsibility of all members of NBS to ensure that its members and other event attendees do not engage in or persist in any behavior which constitutes harassment.



CONTROLLING DOCUMENTS

- Ref. CD-1 Bylaws of the National Button Society, Revised September 30, 1988. Amended August 13, 1999, August 9, 2002. Current copy attached as *Appendix J*.
- Ref. CD-2 Letter of Determination for the National Button Society issued June 10, 1968 by the Internal Revenue Service. (Corrected to 501c(7) – August 2011)
- Ref. CD-3 Guidelines for Hosting the National Button Society Convention (*Appendix K*).

INFORMATION SOURCES

- Ref. 1 Bylaws of the National Button Society. Revised September 30, 1988. Amended August 1999, August 2002, and August 2004, August 2008, August 2010, August 2013 August 2014.
- Ref. 2 Letter of Determination for The National Button Society issued June 10, 1968 by the Internal Revenue Service. (Revised 2012)
- Ref. 3 The Board and Membership actions obtained from minutes of the respective meetings published in the National Button Bulletin from 1942 through the present.
- Ref. 4. An Internal Revenue Service audit of the Society in 1986 and 1987.
- Ref. 00–99 Double-digit reference numbers refer to the YEAR of Board or Membership action which led to inclusion in these policies.

DEFINITION OF TERMS

National Button Society: Abbreviated in this document to NBS.

Annual National Button Society Convention: This is the official terminology for the annual convening of the Members and the Board of Directors of NBS which includes the judging of button trays entered in competition, display of trays for public viewing, Annual Meeting of the Members, Annual Meetings of the Board of Directors, Annual Breakfast for the Members and Board of Directors, various workshops and programs, and the selling of buttons by button dealers. In the past this event was referred to using different terminology, such as the National Show and Exhibit. (Ref. 91)

Executive Committee: Appointed by the board, composed of the president and two or more other board members, has powers conferred or authorized by the resolutions appointing it. (Ref. Bylaws, Article IV Board of Directors, Section 9, Committees)

Board: The Board of Directors of NBS, which consists of the Society President, First Vice President, Second Vice President, Secretary, Treasurer, and nine Directors.

Board Action: A motion made, seconded and passed at a regular or special meeting of the Board of Directors or through interim actions of the Board.

Membership Action: A motion made, seconded and passed at the first annual meeting (Classification) or the second annual meeting (Membership) or at a special meeting of the membership. (Ref. CD-1)

Policy: A settled course of action adopted either by the Board of Directors or regular membership of NBS to be followed without any further enabling action by either body. In “Robert’s Rules of Order Newly Revised” these are called “Standing Rules.”

Action Item, Self-Limiting: A course of action approved by the Board or membership that contains its own limits as to timing or funding: essentially a one-time activity, as opposed to a policy.

Continuing Responsibility: Actions required on a regular basis by an individual, chairperson or committee in compliance with a requirement specified in the bylaws or policies of the Society.

Final Authority: The Board of Directors has the final authority in managerial and financial areas, and the membership has the final authority in the classification, competition, and like areas of Society activity, should a conflict arise. (Legal opinion: William J. Evans, Co-author, 1990 Edition of Robert’s Rules of Order, Newly Revised, via Nancy Fink, First Vice President, National Button Society. August 1992)



BOARD OF DIRECTORS

CONFLICT OF INTEREST POLICY

Members of the Board of Directors of the National Button Society (NBS) have a duty to act in the best interests of NBS rather than in their personal interests. This policy sets out the duty to NBS and the principle of avoidance of conflicts of interest and what may constitute a conflict of interests.

A conflict of interest occurs when an individual has a personal or outside (non NBS) interest that is substantial enough to affect a person's judgment or in any way interfere with his or her duty to act in the best interests of NBS. An outside interest is considered a conflict when it:

- a) affects a person's ability to make decisions based on what is best for NBS;
- b) affects a person's ability to be impartial or objective; or
- c) involves personal considerations in making a business decision.

Where a member of the Board of Directors has, or believes they have, a conflict of interest, they have a duty to disclose that conflict and decline to participate in the discussion and voting of the matter in which they have a conflict.

Each Board member shall be provided with a copy of this policy upon commencement of their term of office and provide an acknowledgement of receipt of the policy to the NBS Executive Committee.

The Conflicts of Interest Policy form is attached as *Appendix A*.

BOARD OF DIRECTORS MEETINGS

1. The regular Board of Directors' meetings shall be held during the week of the annual NBS convention on Monday, on Friday afternoon, and otherwise as may be determined by the Board. ('87, '91, '17, '19)
2. Appointed officers and officers elected at the Annual Membership Meeting may be invited to attend by the President with the concurrence of the board.

BOARD OF DIRECTORS NOMINATIONS

With the exception of the Secretary and Treasurer, no elective officer may serve two consecutive terms in the same office. (Ref. Bylaws, Article II, Meetings, Section 7, Elections, Ref. 76 and Ref. 13)

OUT-GOING PRESIDENT GIFT

A "President's Gift" shall be procured and presented to out-going Presidents for their dedicated service. The Second Vice President shall have the responsibility of obtaining the gift, to be paid for by the Society. (Ref. 96)

VOTING RECORDS FOR NBS BOARD

The NBS Secretary shall comply with legal requirements for the keeping of voting records.





CLASSIFICATION

1. Proposed changes to the official NBS Classification Document are to be presented to the membership at the annual Classification meeting. The membership shall then vote to accept or reject all or part of the proposed changes. (Ref. 83, 91, 04, 12)
2. Ashley buttons are acceptable in Division IX. (Ref. 80) 3. Division V of the classification is discontinued. (Ref.87)
3. Revisions to the Classification may be made annually and published as determined by the Classification Committee and approved by the Board. (Ref. 99, 10, 12, 19)

NBS BLUE BOOK

The Official NBS Classification & Competition Guidelines

The Blue Book is the source of standards used for NBS competition. Writing awards, entering competition, and judging are based on definitions published in the most recent Blue Book edition. When all parties adhere to one set of standards, exhibitors build their competition trays using the same criteria which judges and spotters use to evaluate them. The Blue Book is provided to new members and can be downloaded in PDF and eBook formats from the NBS website.

BUTTON MEASURES

1. The Official Button Measure of the Society shall be the one adopted in January, 1951, known as the Du Bois Button Measure. Starting in 1992, it shall be known only as the National Button Society Official Measure. The price of the measure is to be \$5.00 postpaid, effective 1/1/92. (Ref. 91, 99)
2. Button measures made and sold by Phil Linley of Connecticut are acceptable as a secondary Official measure by NBS. (Ref. 88)





COMMUNICATIONS

1. The price of back issues of the Bulletin and other NBS publications, including the appropriate shipping and handling charges (which may be included in the price), shall be determined by the Board, and published regularly in the Bulletin. (Ref. 07, 19)
2. In preparing and shipping or transporting inventory from one Publications Supplier to another, reimbursement shall be up to the amount that it would cost to have a commercial establishment prepare and ship the inventory. If transported in a private vehicle, the round trip mileage reimbursement rate is set by the IRS. (Ref. 97)
3. Upon the publishing of a new issue of any publication, all former editions shall be disposed of at the discretion of the Communications Committee.
4. National publications, unless excluded by board action, shall be offered in bulk for resale, at the following rates: 12 copies at 30% discount, 18 copies at 35% discount, 24 copies at 40% discount, 30 copies at 45% discount and 36 or more at 50% discount. (Ref. 09, 19)

BULLETIN

1. The Society shall publish five regular issues of the Bulletin annually (mailed in March, May, July, October and December). All Bulletins for the year are to be mailed to all members in good standing. The Official NBS Classification System (included with the March Bulletin every other year beginning in 2014) and the NBS Directory (included with the October Bulletin in odd years beginning in 2013) shall be mailed to members in good standing and made available on the NBS website. New members joining after August 1 shall receive Bulletins published 30 days or more after dues are received by the NBS Membership Coordinator. New members joining between January 1 and July 31 shall receive missed Bulletins for that year, if available, or prior year Bulletins. New members shall receive the most recent Classification Guide and Beginners' Handbook, from the Publications Supplier. In addition, new members shall receive an order form for current NBS publications. (Ref. 80, 13)
2. All minutes and reports of the meetings of the Board, as well as those of the Annual Membership Meeting at the annual NBS convention, are to be published no later than the December issue of the National Button Bulletin. (Ref. 91)
3. A list of available back issues of the National Button Bulletin shall be maintained with the information as to the major topic in each. The Bulletins of the year prior to the current membership year only, are to be sold for a price determined by the Communications Committee, on a first come first served basis. Subscribers should list alternates acceptable when order in reasonable additional shipping and handling charge will be added. A \$1.00 shipping and handling charge per issue is to be added to the price of back issues shipped to countries other than the United States. (Ref. 98, 99, 08)
4. The retention and disposal of earlier Bulletins shall occur according to the guidelines governing publications. (Ref. 99)
5. A \$20.00 shipping and handling charge is to be added to annual dues of any member residing





in other than a U.S. postal zip code area and Canada, asking to have their Bulletin sent via airmail instead of the regular second class mail, effective with the 1994 dues year. (Ref. 92)

- 6. The regular issues of the Bulletin shall be mailed in an envelope by the printer unless the added cost shall exceed \$450 per issue, which would then require that the practice be suspended and the President and Treasurer be notified by the Editor of such action. (Ref. 94)
- 7. The Editor is to publish in the March issue of the Bulletin the place, dates, room rates, and any other information that is available on the upcoming year's convention. (Ref. 95)
- 8. Membership renewal notices are to be included in the July and October Bulletins. (Ref. 95)
- 9. The price of Bulletin issues published two or more years prior to the current year may be altered upon recommendation of the Communications Committee, with Board approval.

ADVERTISING

- 1. Advertisements (black and white) may be placed in the Bulletin only by members of NBS in good standing and must directly relate to the button hobby. (Ref. 72)
- 2. Advertising rates for ads placed in the Bulletin shall be reviewed periodically by the Board.
- 3. The following revised rates are to be effective upon publication in the October 2008 Bulletin and to apply to the renewal of a current ad or to the request for a new ad. (Ref. 98, 00, 07)

AD SIZE	1 ISSUE	5 ISSUES
Full page:	\$ 360.00	\$1440.00
1/2 page:	180.00	720.00
1/4 page:	90.00	360.00
1/8 page:	54.00	216.00
1/16 page:	36.00	144.00

- 4. -AD PRODUCTION SERVICES: First-time advertisers will not be charged for production services, if needed, for their first ad. The NBS Bulletin Editor will provide: design, layout, typesetting, scanning, photo outlining, and file conversion. Also included is a PDF proof and one round of corrections. Advertisers must be NBS members. Ads must support the button collecting hobby.

CONTRACT ADVERTISERS: Advertisers with 5X contracts may request production services for the first issue of their annual contract. Those who want the option to alter every ad will be charged 10% of their contract rate, payable when contract payment is due. If the prior option for 5X contracts is not chosen and an ad change is needed during the contract year, there will be a \$35 flat surcharge. (Contact information changes are free.)

NON-CONTRACT ADVERTISERS: Non-contract advertisers will be billed 15% of the ad cost for changes. (Contact changes are free.)

ELECTRONIC FILE SUBMISSION: Accepted file formats: high resolution (300dpi or higher) PDF, TIFF, PSD, PNG or JPG.

- 5. The National Button Society takes no responsibility for the quality of goods or the accuracy of advertisements appearing in the NBS Bulletins. (Ref. 92, 98, 99)





DEALER REFERRALS

From time to time, NBS receives requests from NBS members and the public asking for referrals to dealers, button consultants and other agents/individuals for advice on buttons, valuations of their collections, purchase or sale their buttons/collections, etc.

The Board may direct the inquiry to the President of the closest NBS state society or club from which the inquiry came, and that state society or club may submit a name or names, with caution as to not infer endorsement of the names provided. It is recommended that the names given be members of NBS in good standing.

INFORMATION & IMAGE SHARING

In the spirit of sharing information about button collecting and advancing knowledge amongst potential button collectors, upon request NBS will share articles with organizations, museums, and non-profits whose membership can benefit from the content of our articles. No article will be shared without the advance approval of its author(s).

FAIR USE POLICY

The Board of the National Button Society, "NBS", authorizes the President and/or the Communications Chair, to grant the right to and privilege of using portions of materials copyrighted and published by NBS under those circumstances that abide by the "Fair Use" requirement for the materials. "Fair Use" is described as: 1) the material will be used for noncommercial use only without personal benefit or commercial connections, 2) the material will be used for educational purposes, and 3) the material must include proper reference/citation to the NBS sources. All other requests concerning use of copyrighted material will be brought before the NBS Board. A request for the use of NBS copyrighted materials must be in writing, addressed to the NBS President and must state how the proposed use meets the "Fair Use" requirements. Any proposal for the use of NBS copyrighted material that has the potential for monetary profit must include a specific clause for the sharing of the profit between the writer and NBS. (Ref. 00)

LOGO USE GUIDELINES

The name, National Button Society, is a registered trademark of the National Button Society. The logo is a copyrighted trademark of NBS and is protected under the law. The logo and website banner pictured are the exclusive intellectual property of NBS. Specific regulations regarding the use of the logo and website banner are listed below. Any person or group using the NBS name and/or logo and/or banner outside those guidelines will be subject to prosecution under the law.

The logo of NBS may not be altered (including the use of a different color and/or use of sections) nor displayed differently from the Official Logo.

The name, "National Button Society", and its logo may be used **without special permission** by members and organizations currently listed as members in good standing* with the National Button Society for the following:

- Member Society and Club:
 - Letterheads, Publications and Websites
 - Name Tags
 - Rosters
 - Event Fliers





- Similar Media Used to Promote Events
- Certificates, Plaques, Pins, Badges
- Personal and/or business cards indicating NBS **membership**, only.
- Any Other Similar Uses
- Members can use the name and logo in the promotion of education programs relating to buttons.

LICENCING INFORMATION: Any use of the NBS logo beyond the above specified uses requires a special licensing agreement. To initiate creation of an agreement, contact the NBS Treasurer.

A downloadable Logo is available to approved members (see above) from the webmaster at www.nationalbuttonssociety.org or the Public Relations Chair. (Ref. 16, 19)

** A member in good standing is defined as one who is current on membership dues and has never been removed from the rolls of NBS for reasons other than non-payment of dues.*

NBS MEMORIAM POLICY

The Board on this day November 11, 2012, hereby agree and state that the MEMORIAM POLICY for the National Button Society shall be as follows:

NATIONAL BUTTON BULLETIN: That the Board policy dated August 12, 1992, is hereby amended and shall be a part of this Memoriam Policy; and that in the October Bulletin each year the Editor shall publish a Memorial List of deceased members, and the name of their state.

That the Editor with approval from the Board shall publish a Memoriam article for deceased members who help the following positions: and that the Editor shall determine the amount of space, with or without picture, and the Bulletin Issue for the same.

Past and/or current positions combined for a total of ten years.

- National Button Society Officers & Secretary
- Editor and Assistant Editors
- Web Master
- Show Managers and Assistants
- Committee Chairs and Assistants
- Classification Committee Delegates
- Authors of major articles published in National Button Bulletin
- Authors of major button books, who were a member of NBS and who acknowledge the National Button Society in their book
- Major bequest
- NBS Dealers

That at the discretion of the Board and the Editor, a Memoriam shall be published for any of the above even if not a National Button Society member at the time of death, or did not hold combined positions for ten years or more.

REQUESTS: That any request to publish a Memoriam from family and/or friends shall be considered by the Board and the Editor.

CONTRIBUTIONS: That the Board Policy, dated August 11, 1999 is hereby amended and shall be a part of this Memoriam Policy; and that the Board shall send on behalf of the National Button Society a floral bouquet or a memorial contribution to the family of a deceased past or present President not to exceed seventy-five dollars (\$75.00).





NBS WEBSITE: That the Webmaster shall post a Memoriam page for deceased members to be approved by the Board prior to posting and that no charge will be made to post or link a Memoriam, but a charge to be determined by the Board and Webmaster will be made to create a memorial page if requested by the family/friends.

SPONSORED AWARDS: That the Presentation/Sponsored Awards Chair with the approval of the Board shall include in the Sponsored Awards any award submitted “In memory of a deceased member” during the year of death and prior to publication deadline for the December Bulletin, even if it exceeds the limited number of two-hundred (200) Awards Policy established by the Board, August 10 2005.

SOCIAL MEDIA

1. **OBJECTIVE:** The National Button Society’s main goal is the preservation and study of clothing buttons. Although the NBS has more than 3,000 members on four continents, a renewed effort must be made to educate current members and future members on the benefits of NBS membership.
2. Sustaining and growing membership are the two objectives of this new paid position of Social Media Coordinator within NBS. The average age of members is rising, consequently the attraction of younger members to the Society is crucial. It has been determined that to attract younger button collectors or crafters, an NBS Social Media Coordinator is needed to promote membership through social media outlets, coupled with print media.
3. **DUTIES:**
 - Create a marketing/media plan
 - Create content through close collaboration with the Communications Committee
 - Set up and optimize social media platforms for NBS
 - Advertise organization in target markets
 - Monitor/moderate traffic and interactions (specifically including NBS Facebook page)
 - Analyze and report findings

WEBSITE

1. A website shall be developed and maintained, for the purpose of making available in electronic form the location, schedule, and program information provided by the host state show committee. Future state show committees are directed to provide such information to the webmaster as soon as it is available. (Ref. 00)
2. An official NBS website shall be maintained. A webmaster, under contract with NBS, shall be paid an hourly rate established by the Board for related services. (Ref. 04)
3. The webmaster may charge the hourly rate established by the Board to local/regional clubs or individuals to create and post memorials or other requested services. (Ref. 11)





CONVENTION

1. There shall be two annual meetings of the Society to be held during the week of the annual NBS convention. The first annual meeting, the Classification Meeting, shall be limited to matters of classification. Proposed changes to the Classification Document shall be voted on by the members at the meeting. Proxy and absentee voting may be allowed. The second annual meeting, the Annual Membership Meeting shall be for the purpose of electing officers and/or directors and for the transaction of such other business as may properly be brought before the meeting. Proxy and absentee voting shall be allowed for the election of officers and proposed amendments to the Bylaws. Proper notification of these two annual meetings shall be given to the members not less than one calendar month prior to such annual meetings. (Ref. 03, 04, 13)

Should no state or regional society submit an acceptable invitation to host an annual NBS convention, it shall be the responsibility of the Board to determine the time and location of such convention, during which the annual meetings shall be held. (Ref. 87)

2. The National Button Society and sponsoring organization(s) hosting a National Convention shall divide profits equally, starting with the 2006 convention. Should there be no profits, the society shall underwrite any losses incurred by the sponsoring organization(s). (Ref. 02, 03)
3. The document, "Guidelines for Hosting The National Button Society Convention," 2018 Edition (revised 2010, 2012, 2013), is a supplement to the Documents of Governance, and was adopted by the Board. These Guidelines give specific instructions for hosting an NBS convention. Between revisions of this document, should there be a conflict, board actions shall take precedence over this document. The Guidelines are available upon request from the NBS Show Manager. (Ref. CD- 3, 92)
4. Dealers' registration fees shall be included in their table fees. (Ref. 77)
5. Junior members will receive a \$10 discount off the registration fee. (Ref. 09)
6. Dealers shall not be allowed to set up tables until Thursday morning of the show week. (Ref. 76)
7. There shall be no dogs other than service dogs allowed in the showroom. (Ref. 08)
8. The taking of a roll call by states of the United States and by other countries at the annual breakfast meeting shall be at the discretion of the President. If taken, the state and country tally is to be published in the Bulletin. (Ref. 87, 99, 06)
9. The hosting state/regional organization shall arrange for and provide a lunch on the first day of judging for the judges, clerks, runners, etc. to be paid for by the Society if the projected cost, including tax and gratuity, has been pre-approved by the Board either at the convention prior to the upcoming convention or by interim action. (Ref. 94, 98) If lunch exceeds \$10.00 then arrange with the hotel to give out \$10 meal vouchers to be used in hotel restaurants, bar or snack bar.
10. The following rules shall apply toward National Button Society workshops or tours at the annual conventions:
 - A. If such workshops or tours are over-subscribed, efforts shall be made to either raise the number of participants or repeat the event, and that, in the case neither of these alternatives is possible, the participants shall be included on a first come, first served basis if the event is over-subscribed on the first day. (Ref. 01)





11. A minimum of 36 inches must separate dealer table setups, and main aisles shall be a minimum width of 6 feet. (Ref. 94)
12. Show Guidelines appear as *Appendix K*.

COMPETITION

1. A member in good standing can enter a maximum of ten trays in open competition each year at the annual NBS convention. There is no limit on the number of trays that may be entered in competition for Sponsored Awards and Presentation Awards. Juniors may enter Presentation or Sponsored awards but must pay for the tray slips. (Ref. 88, 11)
2. The Entries Chairperson shall provide the recipients of the tray slips the opportunity to express his or her desire as to whether their names be made available to society members only, as the owner of a designated tray during display of the judged trays. (Ref. 83)
3. Removable tabs or stickers are not to be placed over the entrant's number on tray slips. (Ref. 87)
4. Trays entered in competition are not to be released before the end of the show. (Ref. 87)
5. Trays receiving a blue ribbon in competition at an annual NBS Convention cannot be entered again in the same classification for three years. (Ref. 73)
6. A hold harmless agreement disclaimer is to be part of an order for tray slips, which the competitor must sign and return with the request for tray slips. (Ref. 85)
7. The Chairperson of Judges shall have full authority to establish the rules in the judging room and in spotting. (Ref. 93)
8. The Society shall have the responsibility of providing battery powered illuminated magnifiers for the use of judges while judging trays entered in competition. The Chairperson of Judges shall have the responsibility of storing and transporting the magnifiers. (Ref. 96)
9. Members who mail in trays for competition shall be limited to 50 trays. Competitors who do not follow the guidelines for mailing in trays may have their trays excluded from competition in the current show. The President, in conjunction with the Show Manager, shall determine who has not followed the mailing guidelines. (Ref. 95)
10. The Entries Chairperson shall have the responsibility of informing members of the 50 tray limitation. (Ref. 96)
11. The Chairperson of Judges shall be responsible for scheduling and holding an annual meeting of the National and State Chairpersons of Judges during the National Convention. The National Chairperson is to determine the time and to see that it is added to the convention agenda. (Ref. 02)



AWARDS, PRESENTATION

Effective with the 2003 awards, “Trophy” awards, “Funded Memorial” awards, “Honor” awards, and any awards involving prizes other than cash shall become “Presentation Awards”. Presentation Awards shall be announced at the Annual Awards Breakfast together with the highest points winner. All other awards, called “Sponsored Awards”, will continue to have prize money mailed to winners by the Treasurer. Also effective with the 2003 awards, all “Trophy” awards shall be changed to monetary awards only. (Ref. 12)

The Awards Chairperson shall maintain a list of Presentation Award donor’s names, addresses, phone numbers if possible, and award specifics as well as beginning and ending dates. The list shall be kept by the Awards Chairperson, with copies sent to the Secretary, Treasurer and Classification Chairperson for backup, and pass on to succeeding Awards Chairperson(s). (Ref. BA-47) A comprehensive statement of the policies and rules regarding Memorial Awards adopted in 2012 is as follows:

1. No changes shall be made to the administration of Presentation Awards without the written notification of the primary donor for each such award.
2. An award may be submitted for a minimum of 5 years or maximum of 10 years.
3. All Presentation Awards shall include monetary prizes for 1st, 2nd and 3rd place winners. The minimum monetary amount for a Presentation award is \$100 per year with a minimum of \$50 for 1st place, \$30 to 2nd and \$20 to 3rd place winners. Junior awards may be written for a lesser amount to be determined by the Board.
4. New Presentation Awards for NBS competition shall be accepted by the Board only if the following conditions are met:
 - a. Award request accompanied by a check made out to the National Button Society for the entire amount for the duration of the award and mailed to the Awards Chairperson who shall contact the donor to determine particular award criteria. When criteria are finalized the award will be sent to the Board for approval and check deposited by the Treasurer.
 - b. With the exception of the President’s and Editor’s Awards funded by NBS, all shall be Memorial Awards honoring a deceased collector involved in the hobby. No self-serving awards will be accepted, e.g. award must include X brand of studio maker.
5. A new or converted award shall be kept active for a maximum period of ten years and is not renewable. Non-utilized funds remaining in the Memorial Award Fund at the end of the active period shall be transferred to the General Fund.
6. As of 2013, all awards of undetermined length will be converted to follow the preceding procedure
7. Those wishing to sponsor an award as a memorial to a deceased member or to honor a living member of the Society for one year at a time may do so by writing and funding a Sponsored Award for the amount of \$10 or more each year.

AWARDS, SPONSORED

1. The Society shall retain any un-awarded Sponsored Award money since the sponsored award monies, when accepted by the Society, become the property of the Society. (Ref. 78)





2. All Sponsored Awards shall be funded for a minimum of \$20 in whole amounts to be divided among all three ribbon winners. (Ref. 04)
3. The Awards Chairperson shall accept no more than 200 Awards each year, to be accepted as received. At the discretion of the Awards Chairperson, awards not of a national caliber or not promoting general competition shall be eliminated from those submitted. (Ref. 05)
4. Awards must be submitted by the deadline on the approved NBS Sponsored Award Submission Form (*Appendix B*).
5. Sponsored Awards may be paid by PayPal by INTERNATIONAL NBS members. (Ref. 19)

LIABILITY FOR BUTTONS ENTERED IN COMPETITION OR FOR EXHIBITION

A member enters buttons for competition or exhibition at the annual NBS convention at his/her own risk. NBS will exercise every reasonable precaution to take care of such buttons, but cannot be responsible for damage. (Ref. 88)

TRAY SLIPS

1. Tray slips are ordered by Members using the NBS Tray Slip Order form (*Appendix C*). The approved NBS Tray Slips and Tray Entry Form are attached as *Appendix D*.
2. The Entries Chairperson may refuse any order for tray slips requested less than thirty calendar days prior to the opening of the annual NBS convention. (Ref. 88)
3. Starting with year 2000 competition, tray slip fees are to be \$0.50 for all Divisions except Div. VI, Div. VII and Div. VIII, which have no charge. Juniors may enter presentation or sponsored awards but must pay for tray slips. (Ref. 99, 11)
4. Any form used by a member requesting tray slips shall include a disclaimer statement specifying whether the member's trays may or may not be photographed and relieving the National Button Society of any responsibility for any damage that might occur. (Ref. 00)
5. Beginning in 2014, up to 54 tray slips may be sold on the first Monday of a convention. They will be \$1 each and no more than 5 will be sold to any one individual at that time.

DEALERS

1. A dealer shall be a member in good standing of NBS for a minimum of two years prior to the time of selling at an annual NBS convention. (Ref. 87) (The current year of the show is not to be considered a prior year.)
2. Dealer's table rental for the convention shall be \$125 per table, 6 foot minimum in length. (Ref. 93, 04, 08)
3. Beginning at the 2005 convention, premium spaces shall be established, as determined by the show manager, not to exceed 20 tables, for senior dealers at a table fee of \$150.00 each on a first come first served basis. (Ref. 04, 08)





4. Dealer agrees that sales area shall not exceed 30 inches in height; it must be a simple display that does not include any large structure that adds a SUBSTANTIAL second level to the intended table top display. Vertical racks or displays are subject to approval by the show manager. They must be installed securely and shall not obstruct views. (Ref. 12)
5. Dealers shall not be allowed to sub-let space on their table(s), but the consignment of buttons from other artists or craftsmen shall be allowed. This information is to be printed in the Bulletin and contained in the dealer's contract. (Ref. 94)
6. Dealers shall submit the full fee for the table rental with their signed contracts by the required date. One half of the full fee shall be regarded as the "deposit" portion of the payment. In the event that a dealer is required to cancel a table rental prior to July 1 before the NBS convention, the dealer is entitled to a refund of the deposit portion of the payment. (Ref. 16)
7. The registration fee established for members shall be included in dealer table rental contract fees. (Ref. 80)
8. A notice shall be published (but not added as a separate sheet) in the December NBS Bulletin notifying dealers that the show manager must receive requests for a contract by January 1. Dealers may submit applications by email. Dealers with 10 or more years prior participation, considered senior dealers, will be sent a contract automatically, to be returned by January 31, and shall receive their confirmation on a first come, first reserved basis, by March 1. Senior dealers who have not communicated with the Show Manager for the two consecutive prior years shall not receive automatic contracts. All additional space beyond that taken by senior dealers will be given out on a first come, first served basis, with contract confirmation to be returned to the dealers by April 15. (Ref. 94, 95, 07)
9. The National Button Society membership takes the position that dealers be strongly urged not to sell from their rooms during judging and the hanging of trays, as well as during scheduled show events such as programs and receptions. Violations of this policy may result in sanctions by the organization and the loss of the privilege to be a dealer in the showroom. In addition, the National Button Society discourages people from selling from their rooms while the show room is open on Thursday, Friday, and Saturday, and the membership shall be encouraged to buy from dealers in the showroom. (Ref. 94)
10. To make dealers aware of the above position of the Society, the Show Manager shall include in the dealer's contract, the following: "Dealers are requested not to sell in their rooms on Tuesday or Wednesday while the judging room is open. This implies that dealers may sell in their rooms before the judging begins, at lunch time, or after the judging room has closed." (Ref. 95)
11. The number of dealers to be accepted at an annual convention is to be left to the discretion of the Show Manager, after his/her careful consideration of space and safety, so that show space is in compliance with all legal regulations. This policy replaces the 35 dealer maximum allowed by previous board action. (Ref. 96)





EDUCATION

1. A committee, appointed by the President, shall compose a one or two sided flyer as a handout of National Button Society button facts, to be available on the National Button Society table at a convention and available to state and local clubs to help publicize the hobby of button collecting and to educate the public. (Ref. 95)
2. The National Button Society shall sponsor educational workshops to be incorporated into the annual convention programs, with attendance and the number of sessions to be determined by the presenter. The First Vice President shall have the continuing responsibility to chair a committee to plan the workshops. A sum of \$2,000 per convention (or such other amount as approved by the Board) shall be made available to conduct workshops. (Ref. 19)
3. An additional sum of \$200 per convention shall be made available for workshops for Juniors.
4. Should the total expense of the convention workshops exceed \$2,200, the Board must take interim action. (Ref. 95, 99, 19)

SPECIAL EXHIBITS COMMITTEE

The purpose of the Special Exhibits Committee is to encourage NBS members to share and display their buttons in a non-competitive forum at the annual National convention. This allows the exhibitor the opportunity to display their buttons within an educational context; exhibitors will be encouraged to ask questions about their buttons on their tray slips, with Committee members providing answers and/or commentary.

Special Exhibits' criteria will be based on the upcoming show theme with provision for non-theme trays to be described in the NBS Bulletin issues for December of the year preceding the convention and in May of the convention year.

Organization of the Committee

1. The Committee shall consist of five members:
 - a) A Chair to be appointed by the President of NBS;
 - b) The Chair of Division VIII (Education) Classification Committee who will also act as liaison to the Classification Committee;
 - c) Three members at large to be selected by the Chair of the Special Exhibits Committee.
2. Should a current member of the Committee be unable to continue or wish to resign, the Chair of the Committee with input from the other members of the committee may select a replacement and must notify the Board of Directors of NBS of that replacement.
3. Should the Chair of the Special Exhibits Committee be unable to continue or resign his or her position on the Committee, the President of the NBS Board with input from the remaining Committee members will appoint a new Chair. This appointee may or may not be an existing member of the Special Exhibits Committee.

Publicity for Special Exhibits

1. Special Exhibits will have appropriate space in the Dec. and May issues of the NBS Bulletin to promote this annually.
2. The Committee shall be responsible for the content of the article describing the upcoming Special Exhibits and the NBS Bulletin Editor will continue to be responsible for layout and editing.





Exhibitors' Guidelines

1. Exhibitors entries shall conform to the Classification Blue Book rules noted under:
 - a) the Division VIII Educational Exhibits Rules for Entry (shown under Division Definitions);
 - b) Mounting Requirements shown under NBS Competition Entry Procedures; and
 - c) Shall obtain entry slips as noted under Entry blanks in the Competition Entry Procedures, including whether or not the Exhibitor grants permission for their tray(s) to be photographed.

Special Exhibits' Committee Reports

1. The Chair of the Special Exhibits Committee shall present a formal report both verbally and in writing to the Board of Directors and Membership at the General Membership Meeting at each annual Convention, this report to include:
 - a) Categories chosen for that Convention's Special Exhibits;
 - b) Number of trays hung in each category;
 - c) Number of participants including the number of convention Speakers and Special Exhibits Committee members participating; and
 - d) The number of trays hung per exhibitor.

(Ref. 16, 19)





FINANCE

COLOR PLATE FUNDS

Policies and rules regarding the Bulletin Color Plate Fund are as follows:

- A. Contributions of \$25 or more made to the fund shall be listed annually in the Bulletin.
- B. The listing shall include the name of the contributor and the name of the honoree if applicable.
- C. The contribution amount shall be listed only at the specific request of the contributor. (Ref. 95)

FINANCIAL ACCOUNTING

1. For accounting and control purposes, the funds of the National Button Society are to be maintained in separate financial accounts, which are a General Fund, used for unrestricted expenses; and other Restricted Funds in which the monies may only be spent for the intended purpose of the fund. Currently these Restricted Funds are:
 - A. Life Membership Fund,
 - B. Memorial Award Fund, and
 - C. Jane Ford Adams and Member Supported Color Fund.

The Memorial Fund may contain non-memorial sub-accounts as a matter of fiscal management without changing the name of the account. (Ref. 91, 92)

2. As a non-profit Social and Recreational Club, as defined by I. R. Code Section 501 C(7), NBS shall file all necessary Federal and State income tax returns annually and pay any and all applicable taxes from the General Fund. (Ref. 87, 19)
3. The Society will also be responsible for taxes imposed by the Federal Unemployment Tax Act if four or more individuals are employed. (Ref. CD-2)
4. The President of the National Button Society and each of the two Vice-Presidents or other pre-assigned Board member shall be authorized to sign checks in the event the Treasurer becomes incapacitated or is otherwise unavailable. (Ref. 66)
4. The cost of transportation and storage of the tray racks and library between annual NBS conventions shall be borne by the Society. There shall be prepared yearly, by the Treasurer, a written contractual agreement with whoever will transport and/or store the racks and library of the National Button Society outlining the fees and responsibilities of the Society and the individual or individuals. (Ref. 92, 96, 11)

FINANCIAL COMPENSATION

1. Compensation for NBS contractors shall be established by the Board. Contracts shall be reviewed at a minimum of every two years. Current Schedule attached as *Appendix E*.
2. Reimbursement amounts and applicable categories for NBS volunteer positions shall be established by the Board. Current Schedule attached as *Appendix E*. Reimbursement requests should be submitted on the NBS Payment Request Form (*Appendix F*).
3. The Treasurer shall pay travel allowances only after a satisfactory written request is submitted accompanied by original receipts. The amount reimbursed shall not exceed the maximum payment established by the Board. (Ref. 93)





4. Approved mileage expense shall be reimbursed be at the rate set by the I.R.S. (Ref. 96)
5. The Second Vice President shall be reimbursed for the cost of obtaining a “President’s Gift” for past (Ref. 96, 08)
6. Individuals holding more than one position are entitled to travel stipends for all positions held but the total amount paid shall not exceed the current approved maximum of \$350 as of August 18, 2018 and as approved annually thereafter and shown on the Stipend and Travel Reimbursement Schedule approved by the Board. *Appendix E.*

INSURANCE

Insurance for Directors and Officers Liability, Business Personal Property and General Liability policies will be purchased yearly and shall remain current at all times. (Ref. 13)

PUBLICITY MATCHING GRANT

The National Button Society has set aside funds that are designated to fund grants to local and state button clubs in support of certain kinds of activities designed to promote button collecting, the National Button Society, and membership in local and state button clubs as well as NBS. *These funds are included with the Publicity Grant Committee Budget.* These *Events/Projects* can be conducted by local or state clubs/societies and may involve a wide variety of activities including exhibits, special programs on collecting buttons, etc. The goal of these *Events/Projects* should be to generate greater awareness of button collecting as a hobby and invite *those reached* to participate as members of a button collecting organization. Creativity is encouraged and will be a major consideration in the process of selecting grantees.

Our surveys and other research have revealed that the primary connection and starting point for most new collectors is with a local club or individual collector. Therefore, we are going to offer both monetary and consulting support to button clubs and societies who are willing to engage in activities that promote button collecting and membership in our organizations. It should be kept in mind that the purpose of these grants is to *supplement* the investment that the local or state organization is committed to investing in the activity. Evidence that the local or state organization is making a significant commitment to the proposed activity will be a very important consideration in selecting grantees.

There is a process by which button clubs/societies can apply for these grants. These applications will be reviewed by a committee appointed by the NBS President and those selected for funding and other support will be notified within a specified time frame. Notification of the availability of these grants and the dates for submission of applications will be published in the National Button Bulletin and on the NBS website. Notification of awards will be sent directly to applicants within the specific time limit stated in the announcement of request for applications. Complete instructions and forms to be used in the application for a grant are provided in the following pages.

Post-grant activity will include a review of the measured success of past grant actions or the future potential for new Grant applicants. Reviews shall include the increase in membership, attendance at events, increased activity to a website or social media post, etc. plus innovations planned by previous awardees will also be a critical part of the selection process. (Ref. 19)





Object: The object of this Program is to partially fund state-initiated proposals which would meet at least one of the following criteria.

- a. Increase state and NBS membership
- b. Increase member engagement as seen through participation in workshops, shows, competitions, committees, etc.
- c. Improve visibility of the state organization among button collectors, antique dealers, sewists, quilters and/or other associated organizations.
- d. Increase and sustain junior and student membership.
- e. Increase public attendance at organizational events.
- f. Improve access to organizational events, i.e. in large states increase the number of events and host them in different areas of the state.
- g. Develop and provide educational programs on buttons for use with associated groups.

Who May Apply: Any organization that is an active member of the National Button Society may apply. The organization must have an institutionally-based account (bank, credit union, etc) where monies could be deposited. Awards will not be granted to individuals.

Grant Limits: Organizations may apply for up to \$500 and it must be matched by the state. (Ref. 14)

Process:

1. **Application:** Application is made by submitting the application form to the Publicity Grant Committee. The form may be downloaded from the Members Only section of the NBS website *Appendix G*.
2. **Timeline:** Applications may be submitted at any time during the year. Determination of the grant will be provided within six weeks of receipt of the completed Application.
3. **Reporting:** Upon completion of the Event/Project, the following would be required:
 - a. A full report provided the NBS Board of Directors.
 - b. The organization would grant permission to NBS to publish their project and results.
 - c. Examples of any print materials developed as well as artifacts of web-based pages or sites.
 - d. A complete accounting of how funds were spent including any funds coming from the local level.
4. **Refunds:** Any funds initially granted not used specifically for completion of the Project will be returned to the National Button Society.





MEMBERSHIP

1. There is no age limit on Annual, Associate, Sustaining, and Co-memberships. (Ref. CD-1)
2. The age limit for Life Membership is 18 years or over. NOTE: In October 2004 Life Memberships were suspended until further notice. (Ref. CD-1)
3. The age limit for Junior Membership is 6-17 years inclusive. (Ref. CD-1)
4. Any member in good standing making an additional annual contribution of \$25 or more, shall be noted in the Bulletin as a sustaining member. (Ref. 91, 08)
5. New members shall receive the most recent Classification Guide (Blue Book) and Beginners' Handbook (*Appendix H*), from the Publications Supplier.

MEMBERSHIP DATABASE, DIRECTORY & EMAILS

1. A computerized database of the NBS membership shall be maintained and shall include a record for each member of the Society. Inputs for updating the database shall be provided by the Membership Coordinator of the Society. It shall be used for providing files for the addressing of Bulletins/envelopes and generating the Society membership portion of the every other year Membership Directory, a supplement to the October Bulletin.
2. Permission to use the National Button Society membership list must be obtained from the Board of Directors. (Ref. 92)
3. For purposes of the database and in order to maintain continuity of the records therein, members who have two separate residences and wish to have their Bulletins sent to the relevant correct address, are designated as "DUAL" members. DUAL meaning that they have two or dual residences. (Ref. 02)
4. The Membership Directory shall be published in alphabetical order by name of member. State societies and local clubs will still be listed in the back by State/Country. (Ref. 08)
5. The Membership Directory shall be published every two years, alternating formats by alpha and by State. (Ref. 10)
6. Email access to members via the NBS website is for the purpose of sharing information about button collecting and encouraging communication amongst button collectors. The membership email directory may NOT to be used for any commercial purpose whatsoever. Any such use may result in the sender being removed from access to the NBS "Members Only" site.

DUES

1. Dues, due October 31 for the following calendar year, payable to the Membership Coordinator Secretary, entitle members to all issues of the NBS Bulletin, voting rights, and participation in the Annual Meetings. (Ref. 80)
2. Effective January 1, 2009, adult and associate membership dues shall be \$35 US and \$45 International & Canada per annum, due and payable by October 31st of each year. Junior





membership dues shall be \$18 per annum. Dues for Co-memberships shall be \$45 US and \$55 International, per annum, with only one Bulletin sent per household, but all having all other rights of membership. Members who renew their membership after the October 31 deadline shall receive only those issues of the Bulletin for which the Publisher cut-off date has not yet passed as of the date of that renewal. The Communications Committee may sell copies of current year Bulletins to late renewing members, and new members who join during the year, for a reasonable price (which may include shipping and handling) that is determined by that Committee and published regularly in the Bulletin. (Ref. 00, 02, 06, 08, 12)

3. Effective October 1, 2004, the acceptance of new Life Memberships shall be suspended until further notice. (Ref. 04)
4. Associate members (clubs, libraries, organizations, etc.) shall receive the National Button Society Bulletins, but shall not have voting rights. (Ref. CD-1)

PRIVACY POLICY

Our Privacy Policy was last updated by the Board on June 2, 2019 posted on July 20, 2019.

Your Privacy The National Button Society follows all legal requirements to protect your privacy. Our Privacy Policy is a legal statement that explains how we may collect information from you, how we may share your information, and how you can limit our sharing of your information. You will see terms in our Privacy Policy that are capitalized. These terms have meanings as described in the Definitions section below.

Definitions "Non Personal Information" is information that is not personally identifiable to you and that we automatically collect when you access our Website with a web browser. It may also include publicly available information that is shared between you and others.

"Personally Identifiable Information" is non-public information that is personally identifiable to you and obtained in order for us to maintain membership records and provide other access not available to the public. Personally Identifiable Information may include information such as your name, email address, and other related information that you provide to us or that we obtain about you.

Information We Collect Generally, you control the amount and type of information you provide to us when using our Website. As a Visitor, you can browse limited sections of our website to learn more about our Organization. You are not required to provide us with any Personally Identifiable Information unless you submit a Membership Application.

As a Registered Member limited "Personally Identifiable Information" is available to other organizational members. You may review what "Personally Identifiable Information" is shared by viewing the privacy settings in your member profile. If you do not want information that is marked for sharing visible in your profile please contact the National Button Society Secretary.

How We Use Your Information We use the information we receive from you as follows:

- **Our Website** We use the Personally Identifiable information you provide to us along with any computer information we receive to maintain the membership database and validate access to the website. The information collected is required for website logon, bulletin mailings, creating member directories and access to specific sections of the site.
- **Sharing Information with Affiliates and Other Third Parties**
We do not sell, rent, or otherwise provide your Personally Identifiable Information to third parties for marketing purposes.





We may provide your Personally Identifiable Information to affiliates that provide services to us with regards to our Website (i.e. payment processors, Website hosting companies, etc.); such affiliates will only receive information necessary to provide the respective services and will be bound by confidentiality agreements limiting the use of such information.

We may provide your Personally Identifiable Information to NBS affiliated button clubs for the sole purpose of furthering the hobby of button collecting and not-for-profit purposes.

- **Data Aggregation** We retain the right to collect and use any Non Personal Information collected from your use of our Website and aggregate such data for internal analytics that improve our Website and Service as well as for use or resale to others. At no time is your Personally Identifiable Information included in such data aggregations.
- **Legally Required Releases of Information** We may be legally required to disclose your Personally Identifiable Information, if such disclosure is (a) required by subpoena, law, or other legal process; (b) necessary to assist law enforcement officials or government enforcement agencies; (c) necessary to investigate violations of or otherwise enforce our Legal Terms; (d) necessary to protect us from legal action or claims from third parties including you and/or other Members; and/or (e) necessary to protect the legal rights, personal/real property, or personal safety of National Button Society, our Users, employees, and affiliates.

Computer Information Collected When you join our organization and use our Website, we automatically collect certain computer information by the interaction of your mobile phone or web browser with our Website. Such information is typically considered Non Personal Information. We also collect the following:

- **Cookies** Our Website uses "Cookies" to identify the areas of our Website that you have visited. A Cookie is a small piece of data stored on your computer or mobile device by your web browser. We use Cookies to personalize the Content that you see on our Website. Most web browsers can be set to disable the use of Cookies. However, if you disable Cookies, you may not be able to access functionality on our Website correctly or at all. We never place Personally Identifiable Information in Cookies.
- **Third Party Tracking Tools** We may use third party tracking tools to improve the performance and features of our Website. These third party tracking tools are designed to collect only Non-Personal Information about your use of our Website. However, you understand that such tools are created and managed by parties outside our control. As such, we are not responsible for what information is actually captured by such third parties or how such third parties use and protect that information.
- **Automatic Information** We automatically receive information from your web browser or mobile device. This information includes the name of the website from which you entered our Website, if any, as well as the name of the website to which you're headed when you leave our website. This information also includes the IP address of your computer/proxy server that you use to access the Internet, your Internet Website provider name, web browser type, type of mobile device, and computer operating system. We use all of this information to analyze trends among our Users to help improve our Website.

Links to Other Websites Our Website may contain links to other websites that are not under our direct control. These websites may have their own policies regarding privacy. We have no control of or responsibility for linked websites and provide these links solely for the convenience and information of our visitors. You access such linked Websites at your own risk. These websites are not subject to this Privacy Policy. You should check the privacy policies, if any, of those individual websites to see how the operators of those third-party websites will utilize your personal information.





In addition, these websites may contain a link to Websites of our affiliates. The websites of our affiliates are not subject to this Privacy Policy, and you should check their individual privacy policies to see how the operators of such websites will utilize your personal information.

Our Email Policy

Our affiliates and we fully comply with national laws regarding SPAM. You can always opt out of receipt of further email correspondence from us and/or our affiliates. We agree that we will not sell, rent, or trade your email address to any unaffiliated third-party without your permission.

Privacy Policy Updates

We reserve the right to modify this Privacy Policy at any time. You should review this Privacy Policy frequently. If we make material changes to this policy, we may notify you on our Website, by a blog post, by email, or by any method we determine. The method we chose is at our sole discretion. We will also change the "Last Updated" date at the beginning of this Privacy Policy. Any changes we make to our Privacy Policy are effective as of this Last Updated date and replace any prior Privacy Policies.

You May Change Your Privacy Settings To change your personal privacy settings, login to the Members Only portion of the website. You can access your profile in the upper right hand corner of the page. If you select "Privacy" you should see your Address is not shared, but your City is. If you wish to not have the City show to other members, you can edit the settings for City. Only NBS Administrators see information you don't want shared. The database is used for mailing the NBS Bulletin.

Questions About Our Privacy Practices or This Privacy Policy If you have any questions about our Privacy Practices or this Policy, please contact us. (Ref. 19)

VOLUNTEERS

1. The description of all NBS positions, paid and unpaid, shall be routinely made available to all holders of such positions, and shall be available on the NBS website.
2. A questionnaire expressing interest by members in filling an appointed position shall be made available to NBS members on the NBS website and at the Annual NBS Convention. *Appendix I.*





RECORDS & RETENTION

ARCHIVES

The Original Articles of Incorporation and Bylaws, as well as early photos and memorabilia, were given to Ohio State University in 1991 by Ann Rudolph, NBS Historian. They are owned by OSU but may be accessed with an appointment, by contacting the OSU Rare Books Section in the Thompson Library. (Ref. 12)

RECORDS RETENTION POLICY

NBS is a non-profit corporation organized under the General Corporation Law of the State of Delaware on March 26, 1971. NBS is committed to compliance with applicable laws in our record keeping, retention, and disclosure.

This retention and destruction policy identifies the record retention responsibilities of staff, volunteers, board members, and outsiders for maintaining and documenting the storage and destruction of NBS documents and records.

GENERAL. Unnecessary records should be eliminated from NBS files so as not to impede the use of pertinent records. Several categories of documents warrant special consideration and are identified below.

EXCEPTION FOR LITIGATION RELEVANT DOCUMENTS. NBS expects all officers, directors, and contractors to

comply fully with this records retention policy, provided that all officers, directors, and contractors should note the following general exception to any stated destruction schedule: If you believe, or NBS informs you, that NBS records are relevant to litigation or potential litigation, then you must preserve those records until it is determined that the records are no longer needed. This exception supersedes any previously or subsequently established destruction schedule for those records.

ELECTRONIC MAIL (E-Mail). Emails to be retained are those relevant to the items identified below. E-mail that needs to be saved shall be saved either by printing in hard copy and kept in appropriate files or downloaded to a computer file and kept electronically as a separate file.

P = Permanent Records

Numeric = Retention period in years

GUIDELINES FOR RETENTION

BUSINESS RECORDS		ACCOUNTING	
Annual Financial Reports	P	Balance Sheets	P
Articles of Incorporation	P	Budgets	3
Audit or Financial Reviews	P	Cash Disbursement & Receipts	P
Board and Committee Members	P	Chart of Accounts	P
Board & Committee Minutes	P	Check Register	P
Bylaws	P	Correspondence, Accounting	5
Contracts	P	Donation Records	P
Correspondence, General	P	Insurance	7
Election Records	P	Profit/Loss Statements	P
Inventory Records	P	Reimbursement Requests	7
Membership Records	P	Tax Forms	7
		Vendor Records	7





RECORDS RETENTION REFERENCES

1. **Corporate Law of Delaware** (non-profits are a type of corporation, and must comply with the state law): http://delcode.delaware.gov/title8/c001/index.shtml#P-1_0
Download the state laws by clicking the links at bottom of that webpage.
2. **Non-Profit Law of Delaware.** <http://delcode.delaware.gov/title6/c019/index.shtml>
 - a) Delaware requires an annual report to remain in good standing. NBS retains the services of CSC to submit our annual report.
 - b) Delaware law requires access to our records for any member who wants to see the records, within five days of the request. The law states that records should be organized and ready for viewing at all times. (Title 8, Sect 220)
 - c) Title 8, Sect 224 contains the Delaware requirements for records and record access. If your records are digital, then you must to provide them to any member who wishes the digital records. The federal law is more stringent. See #3 below.
 - d) Title 8, Sect 231 contains specific requirements for records of any vote. The record (written or digital) of the vote count, must include 1) a certification that voters were eligible, 2) a validation of the count, 3) the requirement of a specific list of who was eligible to vote, and who was present at the vote.
3. **IRS Records Retention Requirement for Non-Profits**
<http://www.irs.gov/pub/irs-pdf/p4221nc.pdf>
A tax exempt organization does not have to comply with individual requests for copies if it makes the documents widely available. This can be done by posting the documents on a readily accessible website.
4. **Federal Laws.** <https://www.usa.gov/>

APPENDICES & FORMS

- A. Conflict of Interest Policy Form
- B. NBS Sponsored Award Submission Form
- C. NBS Tray Slip Order Form
- D. NBS Tray Slips & Tray Entry Form
- E. Stipend and Travel Reimbursement Schedule
- F. NBS Payment Request Form
- G. NBS Publicity Grant Application
- H. NBS Beginners' Handbook
- I. NBS Volunteer Questionnaire & Application
- J. Current NBS Bylaws (2012)
- K. NBS Show Guidelines (2018)

