



P T C V

POLICY MANUAL

**Revision Approved
23 February 2023**

BUDGET, Preparation of

PTCV PS 01

1. It shall be the policy of the PTCV to operate the organization based on a balanced Budget. The Chairperson shall issue a "Budget Call" during the fourth quarter of each Fiscal Year to all who shall expect to incur expenses on behalf of the PTCV. All such persons shall submit proposals within 30 days following the "Budget Call". The Budget period of time is between 1 July and the following 30 June.

2. The Budget Chairperson shall distribute the proposed Budget to all members of the Board of Directors at least 10 days prior to the PTCV Summer Board Meeting.

PIN SWAP, Annual

PTCV PS 02

1. **Registration.** All registrations shall be processed through the Registration Chairperson appointed by the Pin Swap Chair. The Registration Chair shall prepare Swap registration packets, which shall contain activity materials deemed appropriate, including a Swap Registration badge. The Registration Chair shall have full authority to purchase Swap badges within budgetary limitations. The PTCV Secretary shall be responsible for the distribution of the registration packets.

2. **Early Bird Pin.** To encourage as many as possible to make advanced registrations, there shall be a complimentary Early Bird pin given to all who register by 1 October.

3. **Tables.** Unless the tables and table coverings are furnished by the hotel, the Swap Chairperson shall be responsible for the rental of as many tables as deemed necessary and the lay out of the tables.

4. **Complimentary Rooms.** In the event there are gratis sleeping accommodations, it shall be understood that the PTCV Swap Chairperson shall have control of all such rooms. Any PTCV member using these accommodations shall be expected to pay the same rate as other sleeping accommodations directly to the PTCV Treasurer.

5. **Auctions.** The Swap Chair shall appoint the Auction Chairperson and a Pin Screening Committee (no less than 2). The Auction Chairperson shall employ as many members as necessary to assist with the Auctions. The Auction Committee shall solicit quality pins for the Silent Auction(s) on Thursday and/or Friday and the Live Auction on Friday. After the pins for the auctions are received, the Auction Chair plus the members of the Pin Screening Committee will decide what pins shall be placed in the Auctions. The Auction Chair person shall be authorized to secure the services of an auctioneer within budgetary limitations. A 10 per cent surcharge shall be charged for pins sold at the Auctions.

6. **Special Invites.** It is customary the PTCV President invite the LITPC to hold their Board meeting at the Annual PTCV Pin Swap. A small goody bag (candy, crackers, etc.) shall be given, as a welcome gift, to each Board member, by the PTCV President and Secretary. The gift bag shall be presented at LITPC Board meeting on Wednesday.

LUNCHEON, Annual

PTCV PS 03

1. The PTCV shall sponsor an Annual Meeting and Luncheon at the site of the Virginia State Convention. The PTCV Vice President and the PTCV Secretary shall be responsible for making all arrangements for the meal.

2. An invitation to attend the Luncheon will be extended to the MD-24 guest speaker and guest, along with the MD-24 Host to the speaker and guest. The PTCV shall under write the costs for these guests.

3. Reserved tables shall be designated as a "Presidents Table" and a "Founding Fathers Table". Also, a reserved table designated as a "Special Guests Table" to include the LOV Convention guest speaker and guest, MD-24 Host and guest. There may be any other reserved table the PTCV Vice President and/or PTCV Secretary deem appropriate.

DIRECTORY, Issuance of the

PTCV PS 04

1. The PTCV membership shall be provided a Directory of all members who have paid the established dues for membership in the PTCV. The Directory shall be developed and maintained by the PTCV Membership Committee and distributed by email. In those instances where the addressee does not have an email address, the Directory will be provided to him/her at the Annual PTCV Pin Swap. Mailing the Directory will be accomplished only as a last resort.

2. New members may be included in the Directory supplements which will be issued from time to time in the PTCV newsletter by the PTCV Membership Committee.

3. The Directory shall include an alphabetical listing of all PTCV members to include their address, telephone number and e-mail address.

4. The PTCV Membership Committee shall keep a separate listing of PTCV members with their dues paid through date (year). Past dues dates shall be marked in red. This listing shall be placed in the April and July PTCV Newsletter.

NOMINATIONS

PTCV PS 05

1. The Nominations Committee Chairperson shall solicit nominations from the PTCV regular members for filling the anticipated vacancies in the positions held by the Officers and Directors of the PTCV. The normal means for achieving the solicitation shall be accomplished in one or more articles in the PTCV newsletter.

2. Individuals seeking the office of Vice President must have served or are serving the final year of their two-year term as a Secretary, Treasurer, or Director of the PTCV. Further, the individual presently serving as Vice President shall automatically advance to the Office of President. Failing this, the Nominations Chairperson shall solicit nominations for the Presidency from any member who has previously served as President. Failing that, any PTCV member who has served a full two-year term as a Secretary, Treasurer or Director shall be solicited to serve as President.

3. The Nominations Chairperson shall call for nominations in the Winter issue of the PTCV newsletter, with the understanding that all such nominations must be received by the Nominations Chairperson by 15 March. This will give the Nominations Committee sufficient time to prepare the official slate for publication in the Spring issue of the PTCV newsletter. A current photo or snapshot of each candidate shall also be included in the Spring issue of the PTCV newsletter.

PTCV PINS, Issuance of

PTCV PS 06

1. All Lions pins that bear the inscription PTCV must be approved by the PTCV Board of Directors prior to the ordering of such pins.

2. The PTCV shall issue the following pins on an annual basis.

a. **PTCV Annual Pin.** This pin shall be issued in the Spring of the year. An order form for the pin shall be included in the Winter issue of the newsletter, with a deadline for ordering determined by the PTCV Pin Committee. There shall be no limit on the number of pins a member, both regular and associate, can order. To avoid creating a surplus, the number of pins ordered by the membership will be the number of pins ordered from the pin manufacturer.

b. **Pin Swap Pin.** The PTCV Pin Committee shall develop a design for the issuance of a pin that can be used to commemorate the annual PTCV Pin Swap.

c. **Early Bird Pin.** The PTCV has established an ongoing series of small pins to commemorate the birds associated with the Old Dominion. These pins are provided (at no cost) to each person who attends the pin swap and has sent their Registration Form by 1 October. Accordingly, these pins shall be ordered in limited quantities to accommodate the anticipated attendees. Should there be a surplus, the pins will be sold for a minimum of \$2.00 each.

d. **Registration Pin.** Each person who registers for the Swap shall be given ONE pin at no cost. Because of this, every effort will be taken to keep the costs for the pins at a reasonable rate. Should there be a surplus, the pins will be sold for a minimum of \$2.00 each.

e. **PTCV Special Swap Pins.** There shall be a set of pins developed (usually 24). They will be issued by the individuals who agree to be in the set to encourage trading among the attendees. Where possible, 12 of the pins will be traded on Thursday of the Swap and 12 on Friday. The PTCV Pin Chairperson has the responsibility for assigning the specific pins to those who agree to be in the set.

- f. **PTCV Luncheon Pin.** Each attendee at the PTCV Luncheon shall be given ONE pin compliments of the PTCV. The actual cost of the pin may be factored into the meal price charged to attendees. In addition, those PTCV members, both regular and associate, who are unable to attend the State Convention shall be offered an opportunity to purchase ONE pin on the same order form that is provided them for ordering the PTCV Annual pin.

3. In addition to the aforementioned pins, it shall be recognized that there will be special events and/or dates that the PTCV might desire to commemorate with the issue of a special pin.

PRESTIGE PIN, Lions of Virginia

PTCV PS 007

1. The PTCV Pin Committee Chairperson shall present to the PTCV Board of Directors at the Summer Board Meeting, a proposed pin design for the LOV prestige pin for the current Lions year. After approval, the following will take place:

- a. The PTCV Pin Chairperson shall develop a memo to the Virginia members of the PTCV, together with an appropriate order form. LOV prestige pins may not be sold outside of Virginia. A deadline for submitting orders shall be established and a statement will be clear that this is the only time the pin will be offered.
- b. To avoid creating a surplus, the number of pins ordered by the membership will be the number of pins ordered from the pin manufacturer.
- c. To the maximum extent possible, the pins ordered will be scheduled for delivery to the Pin Chairperson from the manufacturer at about the same time the regular LOV pins are anticipated to be received. This is intended to facilitate having both these annual pins available to our membership simultaneously.

2. Unless individual arrangements for picking up the pins from the Pin Chairperson can be agreed to, the pins will be available at the PTCV Annual Pin Swap. If the membership requests the pins be mailed, the cost for this service must be borne by the member.

FUNDS

PTCV PS 08

All funds received shall be deposited to the credit of PTCV in such banks, trust companies, or other depositories as designated by the PTCV Board of Directors.

To assure that the PTCV funds are readily accessible at all times, signature cards will be required of the PTCV Treasurer and the PTCV Secretary. It shall be understood that the PTCV Secretary shall be authorized access to the funds only when it is absolutely essential due to an extended absence of the PTCV Treasurer for whatever reasons. A determination may be made by the Board of Directors that it would be in the best interest of the PTCV to require a signature card of the PTCV Vice President, with the understanding that the access rules for the PTCV Secretary also applies to the PTCV Vice President.

All requests to the membership for payment of services (event meals, etc.) shall clearly direct that said payments shall be addressed to the PTCV Treasurer or his/her designee. All monies collected at events such as the Annual PTCV Pin Swap and at the PTCV Annual Meeting shall be directed to the PTCV Treasurer or his designee.

REFUNDS

PTCV PS 09

1. In recognition that the PTCV shall, from time-to-time, be required to give financial guarantees for services rendered to the organization, e.g., meals and materials ordered for the membership, it shall be the policy of the PTCV, monetary refunds to members shall be limited to the provisions herein.

2. When the PTCV is required to give a guaranteed number for services to be rendered, it shall be understood that a deadline will be established where the membership must submit an appropriate amount of money for that event or service. Normally, the deadline shall be well in advance of the date the PTCV is required to give a guarantee. Requests for refunds prior to the date the PTCV is required to give the guarantee will be accommodated upon receipt of the request. However, once the guarantee is given by the PTCV to the organization providing the service, there shall be no refunds granted unless the service or item can be sold to another individual. The PTCV shall not incur a financial loss, except when the members of the Board of Directors determines that such loss would be in the best interest of the organization. Said loss by the PTCV should be limited to those rare instances wherein a death or serious accident or health problem involving the individual member or a member of the immediate family shall be the basis for a request for refund.

REVIEW/AUDIT

PTCV PS 10

The President, in consultation with the PTCV Treasurer, shall require an annual review, audit or compilation of the PTCV Treasurer's records.

FOUNDING MEMBERS, Life Membership for

PTCV PS 11

1. The following were the Founding members of the PTCV:

Curtis Barnhill, Robert M. Curry, Charles W. Fields, Harry Fulwiler III, Montie Gibson, David E. Harris, Neil M. Hicks, James Kidwell, Joseph S. Lipomi, William A. McClain, Daniel McLachian, David Mangione, Donald Moore, Irvin L. Poole, William A. Smith, J.O. Ward and Raymond Welch.

2. In recognition of the special status connected with a Founding Member, those individuals are hereby granted Life Membership status in the PTCV and are no longer obligated to pay annual dues.

COMPLIMENTARY MEMBERSHIP, Granting of

PTCV PS 12

1. Complimentary Membership shall be bestowed upon the District Governors of MD-24 and the MD-24 State Secretary/Treasurer. The President shall notify these officials of their complimentary membership status. This complimentary status is valid only for as long as the individual is serving in the office mentioned herein. Individuals who have been granted this special status shall have voting privileges.

2. Membership dues for members of the PTCV who are serving as a District Governor are exempt from payment of same during the year they are serving in that office. In those instances where they have made advance payment of their dues, the normal expiration date for the dues shall be advanced by one year.

EXPIRATION DATE, Dues

PTCV PS 13

1. Any NEW member who submits a Membership form with their dues payment during the months of January through June will be given an expiration date of the following two years. Example: A new member submitting a form with dues payment in February of 2021 shall have an expiration date for the payment of dues of June 2023.

FLOWERS FOR CURRENT OFFICERS AND PAST PRESIDENTS, Funeral/Memorial Services PTCV PS 14

1. The PTCV Secretary shall arrange to send flowers to the funeral and/or memorial services for a current officer or a Past President of the PTCV. In the absence of the Secretary, the ranking PTCV Officer shall be responsible for making the appropriate arrangements to fulfill this policy. An expenditure of \$200 is approved for this purpose.

2. In the event the family makes it known that a donation to a charitable organization is preferred over the sending of flowers, the PTCV Treasurer shall be authorized to send a check for \$200 to the organization noted by the family. Should the family leave it to the discretion of the PTCV, the Lions International Trading Pin Club (LITPC) Youth Scholarship Foundation shall be the charitable organization of preference.

3. The Board of Directors shall have the authority to grant an exception to this policy in order to honor a PTCV member.

LITPC BOARD OF DIRECTORS, Official Endorsement of PTCV Members to the

PTCV PS 15

1. The Lions International Trading Pin Club (LITPC) is recognized by the PTCV to be our parent organization within the Lions pin trading community. When a PTCV member meets the basic LITPC requirements for serving on their Board, the LITPC requires that said member must receive the written endorsement of the PTCV before their name can be shown on the ballot for election. Accordingly, any PTCV member who desires to seek election to the LITPC Board of Directors must first request an endorsement by the PTCV Board of Directors.

2. The PTCV shall give priority consideration for PTCV members seeking a Director position on the LITPC Board of Directors to those members who have served as an Officer or Director of the PTCV. Individuals seeking to become an Officer of the LITPC, (Officer being defined as Vice President, Secretary, or Treasurer), must likewise receive an endorsement by the PTCV Board of Directors. The priority consideration is the same as for a LITPC Director position.

3. The PTCV endorsement shall be in the form of a written letter signed by the President, or his designee. The endorsement shall clearly state that said endorsement is supported by a vote of the members of the PTCV Board of Directors.

DUES, Establishment and Renewal of

PTCV PS 16

1. The PTCV dues are \$7.50 per year and shall be collected on a two-year dues cycle of \$15.00 per collection.

2. A Membership Form shall be developed by the Membership Committee for use in obtaining dues from new members and for dues renewal from the PTCV membership. The said form shall require the submission of sufficient information to be used in the preparation of the PTCV Membership Directory. This includes the name, address, telephone information and email address.

3. Where possible, the Membership Committee shall have Membership Forms available at all Lionistic gatherings. The committee shall also provide a form for inclusion in the Spring edition of the PTCV newsletter. Individuals who do not have email services and who receive a hard copy of the newsletter shall be mailed a form by the Membership Committee.

4. It is understood that Life Members shall be exempt from yearly dues.

5. The PTCV Membership Committee shall have a special written dues notice in the Spring and Summer edition of the newsletter.

6. Based on the recommendation of the Membership Committee, the PTCV Board of Directors may, from time-to-time, determine that it is appropriate to offer the PTCV membership a special pin as an incentive for prompt payment of dues. The type and design of the pin shall be coordinated with the PTCV Pin Chairperson. The cost for the pin will be borne by the PTCV.

LOGO, PTCV Official

PTCV PS 17

The official PTCV Logo is hereby established for use on all PTCV stationery and other documents deemed appropriate by the PTCV Board of Directors. The PTCV Board of Directors reserves the sole rights for the use of the PTCV Logo.

The official PTCV Logo is shown below and may or may not be in color. When it is produced in color it shall duplicate that which is shown herein to the maximum extent possible. Individual members of the PTCV wishing to use the Logo MUST first receive authorization to do so from the PTCV Board of Directors. In this connection, all requests must be very clear as to how the Logo will be used and in what medium it is to be used.



The revised Policy was approved by the board on 23 February 2023
Last revised - 23 February 2021
Previous revision - 8 February 2003

PIN TRADERS CLUB OF VIRGINIA
Membership



() NEW MEMBER () RENEWAL

PLEASE PRINT OR TYPE
NAME _____

ADDRESS _____

STATE/PROVINCE _____ ZIP/POSTALCODE _____ COUNTRY _____

EMAIL ADDRESS _____

PHONE: Home _____ Cell _____

NAME OF SPONSORING PTCV MEMBER _____

Please make check payable to PTCV and mail to:

PDG DOUG CROSS
PTCV TREASURER
13334 FIELDSTONE WAY
GAINESVILLE, VA 20155-6616

OUR DUES ARE ONLY
\$15.00 FOR TWO YEARS