

**POLICIES, PROCEDURES AND PRACTICES OF PACIFIC NORTHWEST TOOL COLLECTORS**

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## **PURPOSE**

This Policies, Procedures and Practices of Pacific Northwest Tool Collectors document, referred to herein as the PPP Document, details the policies, procedures and practices of Pacific Northwest Tool Collectors (abbreviated in this document as PNTC). It is meant to be the source of information about “how things are done at PNTC” and to provide guidance and information to Directors and Members. As such, it is a living document and will have additional policies, procedures and practices added as they come into being. The Board of Directors shall maintain this document and ensure that it is up to date and accurate. The Board of Directors has authority to amend, revise, add or delete material as conditions change.

## **PUBLICATION OF THE PPP DOCUMENT**

The most current version of the PPP Document shall be published on the PNTC website where it can be accessed by all who are interested. A Secretary on the Board of Directors shall also make available hardcopy of this document to those who request it. Requestors may be charged the cost of printing and postage.

## **PNTC WEBSITE**

The PNTC website is <https://pntc.website> . The Board of Directors shall appoint a webmaster who shall maintain this site and promptly post information on it as directed by the Directors. This site shall be a repository for official PNTC records. The webmaster shall organize the site in an orderly manner for easy access of records and other information. Information and records posted on the PNTC website shall include the following.

1. The PNTC meeting schedule both for scheduled meetings of the Members and of the Board of Directors.
2. Names, position or title and contact information for PNTC Directors, PNTC Newsletter Editor, Scholarship Committee chairperson, and other persons as directed by the Board of Directors. Those listed here may request that their contact information be limited; for example, just an email address or phone number rather than both plus mailing address. Despite any limitation requested by those listed here, name, position or title and email address or telephone number shall be published as a minimum.
3. Minutes of meetings of the Members and of the Board of Directors.
4. Treasurer’s reports.
5. The PNTC newsletter.
6. PNTC Bylaws.
7. PNTC Articles of Incorporation.
8. The latest revision of this PPP Document.
9. Best in the West meeting information as appropriate.
10. PNTC Scholarship applications and supporting material.
11. Other information as directed by the Board.

## **DUES**

PNTC annual dues for Members are set by the Board of Directors. Current dues are \$25 per year.

Payment of dues allows Membership for one calendar year. Members are encouraged to pay dues for the next calendar year on or before the last two PNTC meetings of the calendar year in which they expire so that the Secretaries can have badges prepared for them by the first meeting of the next year. Dues paid in November shall allow Membership for November and December of the year paid and for the following year. Dues paid before November entitle a Member to Membership which expires at the end of the calendar year. Members not renewing their dues by March 1 of the year after which they expire shall have their membership terminated. Membership may be reinstated by payment of dues. Dues may be paid for more than 1 year in advance.

## **DUTIES AND RESPONSIBILITIES OF DIRECTORS**

The affairs of PNTC shall be managed by the Board of Directors. The Directors are responsible for operating PNTC and for establishing its direction, policy, practices and procedures. They are responsible for adoption and revision or amendment of the Bylaws and for defining, publishing and maintaining the Policies, Procedures and Practices of PNTC. Specific duties of each Director are given below.

### **President**

The President of the Board of Directors is the chief executive of the organization and is responsible for the overall wellbeing of PNTC. The President assures that the Bylaws are enforced and accomplishes the necessary coordination among Directors to assure that the organization functions effectively. Specific actions include:

1. Shares primary responsibility with the Treasurer to maintain PNTC's status as a 501(c)(3) non-profit organization.
2. Presides over Board meetings and meetings of the Membership.
3. Maintains an ongoing communication with other Directors and Members to keep all informed, to discuss and plan upcoming events and to address problems/concerns.
4. Coordinates proposed meeting dates and locations with the other Directors.
5. Schedules and coordinates the election of Directors.
6. Coordinates special events such as shows or displays.
7. Takes action when any other Directors are unable to attend or function and assures that their tasks are accomplished.
8. Verifies and approves claims for reimbursement by Members and authorizes the Treasurer to pay the claims.
9. With the approval of the Board appoints the Scholarship Committee Chairperson and coordinates the appointment of Scholarship Committee members with the Chairperson.
10. Upon retirement, takes such actions as necessary to ensure a smooth transition to his/her successor.
11. Performs other actions as directed by the Board.

## **Vice-Presidents**

Vice-President Directors for Washington and Oregon are the chief program officers and are responsible for planning PNTC meetings held in their respective regions. Specific actions include:

1. Presides over Board meetings and meetings of the Membership in the absence of the President. If both Vice Presidents are in attendance, the Vice President from the region in which the meeting is held shall preside.
2. Coordinates with the President to secure, well in advance, appropriate locations for meetings that offer suitable size, access, facilities and cost.
3. Plans meeting programs to include display theme, speaker(s), demonstration(s), and special activities (for example, special auctions, commercial vendor presentations or special tours).
4. Introduces and hosts theme programs at meetings.
5. Represents the President, if requested.
6. Appoints temporary Sergeants-at-Arms when official Sergeants-at-Arms are absent.
7. Upon retirement, takes such actions as necessary to ensure a smooth transition to his/her successor.
8. Performs other tasks as directed by the Board.

## **Treasurer**

The Treasurer of the Board of Directors is the chief financial officer responsible for collecting, disbursing and accounting for club monies and providing reports on it. Specific actions include:

1. Maintains bank accounts for PNTC funds.
2. Prepares a PNTC operating budget.
3. Maintains all PNTC financial records including records of all revenue, receipts, and expenditures.
4. Collects PNTC revenue, exercises judgment in paying expenses and brings matters to the attention of the other Directors or the Membership as appropriate. Communicates information about dues-paying Members to the Secretaries for preparation of the active Member mailing list and roster.
5. Shares primary responsibility with the President to maintain PNTC's status as a 501(c)(3) non-profit organization and prepares and submits required tax and financial documents. The Treasurer may engage professional assistance (for example, legal advice or tax preparation assistance) as needed to accomplish these duties. The Treasurer shall exercise discretion when doing so to assure good value for PNTC money spent.
6. Reports PNTC revenue, expenses and balance of funds at Board and Membership meetings.
7. Helps develop fundraising plans.
8. Develops and maintains the PNTC financial management plan.

9. Upon retirement, the Treasurer shall turn over to and shall assist his/her successor in getting access to all PNTC records, funds and assets controlled by the Treasurer.
10. Performs other finance related duties as directed by the Board.

### **Secretaries for Washington and for Oregon**

These Secretary Directors assure that official records of meetings in their regions are prepared and preserved and handle official correspondence. The two secretaries may coordinate their actions and combine duties for efficiency. Specific actions of each Secretary include:

1. Prepares complete and accurate official minutes for PNTC Board and Membership meetings and ensures their timely publication.
2. Prepares correspondence for PNTC business.
3. Maintains an official contact list of active Members utilizing information supplied by the Treasurer and Members.
4. Coordinates publication of the membership roster.
5. Prepares Member and Visitor badges. Badges shall prominently display Member's name, hometown, and bid number. Current year badges shall be distributed only to Members who have paid current year dues.
6. Upon retirement, takes such actions as necessary to ensure a smooth transition to his/her successor.
7. Performs other administrative duties as directed by the Board.

### **At-Large Directors for Washington and for Oregon**

These At-Large Directors represent the Membership from their regions at Board meetings. Specific actions of each At-Large Director include:

1. Brings member concerns to the Board for consideration.
2. Fully participates in all Board decisions.
3. Upon retirement, takes such actions as necessary to ensure a smooth transition to his/her successor.
4. Performs other duties as directed by the Board.

### **SERGEANTS-AT-ARMS**

Sergeants-at-Arms: The Sergeants-at-Arms are the enforcement officers and perform those duties necessary to assure proper security of tools and other valuables brought to meetings. Sergeants-at-Arms are appointed by the President of the Board of Directors with the approval of the Board. Sergeants-at-Arms serve at the pleasure of the Board of Directors.

There shall be one Sergeant-at-Arms for the Washington region and one for the Oregon region. Both Sergeants-at-Arms are encouraged to attend all PNTC meetings. When a Sergeant-at-Arms is present at a PNTC meeting out of his/her region, he/she retains full Sergeant-at-Arms powers and responsibilities. Specific actions of Sergeants-at-Arms include:

1. Ensure that all Members display current-year badges. Provide visitor badges so that Visitors may be clearly identified. Assist and encourage Visitors to become Members.
2. Escort out of any meeting any attendee whose conduct or behavior is clearly disruptive and infringes upon other's ability to enjoy the meeting.
3. Remain alert throughout meetings for any indication of security problems. Take appropriate action.
4. During those times when attendees may be away from the tool displays, such as during lunch or tours, assure that the meeting room is secured or someone is specifically assigned to provide security.
5. Perform other enforcement related duties as required.

## **COMMITTEES**

The Board of Directors may create standing or special purpose committees and committee chairpersons as it deems necessary and desirable. A committee shall consist of one or more Members.

Standing Committees: The Board of Directors shall create the following standing committees. The detailed duties and responsibilities of these committees shall be set forth in the PNTC Policies, Procedures and Practices document.

1. Scholarship committee: The scholarship committee shall administer the awarding of scholarships. The Board of Directors shall set the number and amount of scholarships awarded by PNTC within the bounds allowed by the Articles of Incorporation.
2. Newsletter: This committee shall comprise the Newsletter Editor.

## **PNTC NEWSLETTER**

The Board of Directors shall appoint a Newsletter Editor. The responsibilities of the Newsletter Editor are:

1. Maintains the official PNTC file of logos and past newsletters.
2. Prepares the official PNTC Newsletter, "Ye Olde Tool Chest," for publication approximately four times per year. This includes drafting text, soliciting input from other Members, assembling the newsletter, posting it on the PNTC website, and printing and mailing paper copies as required.
3. Coordinates publication of the membership roster with the Secretaries or their surrogate who keeps records of the current Membership.
4. Maintains the official PNTC history.
5. Prepares other published club materials as required.
6. Keeps good records of reasonable expenses for presentation to the Treasurer of reimbursement.

## **VOTING BY WRITTEN BALLOT**

This section fills in the details for holding votes by Prime (Voting) Members by written ballot including ballot preparation, distribution, voting, collecting, counting and announcing results. Voting Members elect the Directors of the Corporation's Board of

Directors as specified in Bylaws Article 6 and remove them as specified in Article 5 Section 9 Paragraph 1; vote on any amendments of the Bylaws or the Articles of Incorporation that relate to the number of Directors, the composition of the Board, the term of office of Directors or the method or way in which Directors are elected or selected; and any other matters properly put by the Board of Directors before the Prime Members for an advisory vote.

**Section 1. Ballot Preparation**

A Secretary shall prepare written ballots. Ballots for the election of Directors shall be as specified in Bylaws Article 6 and remove them as specified in Bylaws Article 5 Section 9 Paragraph 1. Ballots on all other matters put to the Voting Members shall set forth the proposed actions(s) and an opportunity to vote for or against each action.

**Section 2. Ballot Distribution and Voting**

PNTC shall make a good faith effort to assure that ballots are distributed to all Prime (Voting) Members. The matter(s) to be voted upon shall be publicized by email to Prime Members with internet access and a notice and a ballot shall be mailed to each Prime Member who has indicated he/she does not have internet access. In addition the notice and a downloadable copy of the ballot shall be posted on the PNTC website. Both the mailed ballots and the ballot copy on the website shall have instructions stating that the ballot may be returned at either of the two consecutive Washington and Oregon meetings at which voting is conducted or returned by mail to a designated person (usually a Secretary) and that person's address and a date by which the ballot must be received (usually a week before the second of the two consecutive meetings, but other dates may be set).

1. Voting in Person: Ballots shall be distributed and votes collected at consecutive Washington and Oregon meetings. A secretary shall have a list of all Prime (Voting) Members and their Bid Numbers. As each Member returns his ballot to the ballot box, the Secretary shall check that the Member is a Voting Member and has not yet cast a vote. The Secretary shall check the Voting Member's name or bid number off his list to indicate that he/she has voted. If the Member is not entitled to vote or the list indicates that the Member has already voted, the Member shall not be allowed to deposit his/her ballot in the ballot box. The Voting Member then deposits his ballot in the ballot box. A poll watcher makes certain that the Voting Member puts only one ballot in the ballot box.
2. Votes Received by Mail: Votes cast by mail must be in a sealed envelope with the Voter's name or bid number marked on the outside of the envelope. The envelope must be marked Ballot. These votes must be received by the date specified or they shall not be counted. The person receiving mailed votes shall check against his list of Voting Members that the Member is a Voting Member and has not already cast a ballot. If these conditions are met, the name or bid number of the Voting Member shall be checked off the list of Voting Members to indicate that he/she has voted and the ballot shall be deposited in the ballot box without opening the sealed envelope. Otherwise the vote shall be discarded.

3. **Ballot Returned by Another Person:** A Voting Member may have another person return his ballot. The Voting Member must mark and put his ballot in a sealed envelope with his name or bid number and have another person deliver it to a meeting at which voting takes place. The Secretary shall check that the Member whose vote is in the sealed envelope is a Voting Member and has not yet cast a vote. The Secretary shall check the Voting Member's name or bid number off his list to indicate that he/she has voted. If the Member is not entitled to vote or the list indicates that the Member has already voted, the Member shall not be allowed to vote. The person delivering the vote then deposits the sealed envelope in the ballot box.

#### **Section 4. Vote Count and Results**

After voting is concluded (usually during the second of the two consecutive meetings at which votes are conducted) a Secretary and one or more observers shall count the votes. Ballots in sealed envelopes shall be removed from the envelopes and the envelopes discarded. These votes and those returned in person shall all be counted alike. The results of votes for election or removal of Directors shall be determined as specified in the Bylaws. A simple majority of the votes cast shall determine the outcome of all other matters. A tie vote means that the matter did not pass.

Immediately after the votes have been counted the results shall be announced. The results shall also be promptly emailed to all Members with internet access, posted on the PNTC website, and recorded in the minutes of the meeting. The results shall be mailed to Members who have indicated that they do not have internet access.

### **PNTC MEETINGS**

#### **Section 1. Number and Frequency**

Four to eleven PNTC regular meetings per year will be held at roughly equally spaced intervals. The number of Members attending meetings should be the gauge of how often to schedule. A major meeting receiving national advertising will be held every other summer if sufficient interest exists.

As required by law, there shall be an Annual Meeting at which the Board of Directors shall meet, conduct business, and receive input directly from the Membership. The Board may designate one of the regular PNTC meetings to be the Annual Meeting.

#### **Section 2. Location**

Convenient and economical facilities near the approximate centers of Members' geographic locations will typically be sought, unless a meeting is planned around a specific site. Thus meetings will normally be planned for the Portland, OR, and Seattle, WA, vicinities. Roughly equal numbers of meetings should be planned for Washington and Oregon, given the current predominance of membership from these states.

#### **Section 3. Scheduling**

Not later than the last two meetings of a calendar year, the President will use two consecutive business meetings to propose specific dates and locations for the following year's PNTC meetings. Following receipt of comments, the President will finalize a schedule that reflects Member desires. The meeting schedule shall be published on the

PNTC website (<https://pntc.website/>), announced at PNTC meetings and published in the PNTC newsletter as soon as it has been finalized.

#### **Section 4. Smoking**

All club functions shall be “No Smoking” when held indoors.

#### **Section 5. Religion**

PNTC is a purely secular organization and thus there will be no religious observances made at any meeting.

#### **Section 6. Name Tags**

All attendees at PNTC meetings shall wear nametags as a condition of attendance. Members will wear official current-year tags, while visitors and guests will be given temporary tags.

#### **Section 7. Rules of Order**

Meetings shall be run in a reasonably informal style to maintain the friendly atmosphere typical of PNTC functions.

#### **Section 8. Visitors**

PNTC welcomes Visitors. Visitors must register and receive a Visitor badge. Visitors may not buy or sell at PNTC meetings unless they first become dues-paying Members.

### **AUCTIONS**

#### **Section 1. PNTC Procedures**

Procedures are designed to assure that all attendees have an equal opportunity to examine tools before they are auctioned. Except as described in **Section 8. Non-Auction Sales** all sales at PNTC meetings are normally by auction except in a limited number of special circumstances when the President announces different rules governing sales (see **Section 6. Verbal Auction** paragraph 9). There are two sets of auction rules: one for regular auctions by Member Sellers and one for Estate auctions. All auctions are governed by the rules set out in **Section 2. Eligibility** and **Section 3. Subjects for Auction**. Regular auctions by Member Sellers are governed by **Section 4. Seller** through **Section 6. Verbal Auction**. Estate auctions are described in **Section 7. Estate Auctions**. During regular auctions by Member Sellers a silent auction shall be utilized before a verbal auction, both to have a non-intimidating method of selling tools and associated items, as well as to segregate the tools with the greatest bidder interest for the verbal auction.

The Board of Directors has set a Member Seller fee of \$5 per sales table when PNTC provides sales tables. This fee is collected by the Sergeant-at-Arms and given to the Treasurer.

All Member Seller auctions are private transactions between the Member Seller and the Member Buyer. Other than providing facilities and rules for these transactions, PNTC is not involved in them.

## **Section 2. Eligibility**

Only Members whose dues are currently paid may participate either as sellers or as bidders at any standard club auction.

## **Section 3. Subjects for Auction**

Tools for any trade or craft are legitimate sale items, whether complete or partial, old or new, original or reproduction. Similarly, items associated with the tools and their associated trades and crafts are acceptable.

## **Section 4. Seller**

The Member Seller must attach to any sale/auction item an auction tag clearly identifying the owner's name and the minimum bid price that he/she will accept. Designating the proper name for the tool is helpful. The President may set a limit to the number of tools/lots that each Member may enter into the auction. Unless otherwise specified, there is no limit.

## **Section 5. Silent Auction**

For an announced period of time Members may examine the tools/lots offered for sale/auction at their leisure. If a Member is interested in buying a tool/lot, he/she writes his/her name and bid price on the auction tag. A valid bid must at least meet the minimum bid price. Successive interested Bidders must also write their names and raise the previous bid price. If a Member writes down a bid less than the listed minimum bid, the Seller is under no obligation to consider it. If no one else shows any interest in the tool, however, a lower bid could be considered at the discretion of the seller. When the initial, pre-set, silent bidding period is over, an announcement is made that open sales are allowed. At this time the following rules come into force.

1. Any tool/lot that has received no valid bids may be sold for whatever price a Buyer and Seller agree on.
2. Any tool/lot that has received only one valid bid may be immediately sold for the bid price. If, however, the Seller desires to see if additional Bidders show interest, and the verbal auction is not imminent, the sale of the tool/lot may be delayed until the just before the verbal auction begins. A single Bidder is obligated to pay the bid price when the seller is prepared to sell.
3. Any tool/lot with two or more valid bids recorded will be held for later verbal auction. If a tool/lot has only two valid bids, at the option of the Seller and with the agreement of the two Bidders, they may verbally bid for the tool/lot between themselves before the formal verbal auction. The tool is then immediately sold to the high Bidder.
4. A Member may change his/her mind and decide to remove his/her name and bid from an auction tag before the verbal auction. Should this happen, the bid is considered never to have been made. This can affect the number of people eligible to bid on the item during the verbal auction (for example, three bidders are reduced to two, only those two bidders could participate in the verbal auction). If a Member is interested in being able to bid on a tool/lot, the Member

must place his/her name and bid on the auction tag or accept the risk that deletion of names could eliminate the item from open auction.

### **Section 6. Verbal Auction**

At a later pre-announced time after open sales are announced, the sale progresses into the verbal (standard) auction mode. No names or bids may be added, deleted or changed after this time. If there is only one valid bid on an item/lot, it will be sold directly at the bid price, without being involved in the verbal auction. The Auctioneer will sell each tool/lot that has two or more written bids indicated on the auction tags. Each tool will be identified before bidding starts. Opening bid will begin with the last/highest bid indicated on the tag. The Auctioneer will recognize bids indicated by a Member's raised hand, verbal bid, nod or gesture, though the responsibility is on the bidder to be heard or seen. Bidding will progress efficiently until it appears that the highest bid has been reached. Following indication that the tool has been sold, the successful bidder will give his/her bidding number for the benefit of the recorder and the Membership. The successful bidder will pay the seller directly.

1. If there are two valid bids on a tool/lot at the start of the verbal auction, it will be verbally auctioned off between only those two bidders.
2. If there are three or more valid bids on a tool/lot at the start of the verbal auction, the sale of the item will be open to all Members in attendance.
3. If a Member has registered a bid on an auction tag, and isn't present when said item is formally auctioned, unless another Member has agreed to be a proxy bidder, the absentee's bid will be cancelled. The auction will proceed as if that bid had never been made.
4. A Member cannot bid on his own tools/lots.
5. The Auctioneer is not responsible to identify defects, replacements or problems with auctioned items.
6. Decisions of the Auctioneer shall be final. In the event of a dispute between bidders, the Auctioneer will at his/her discretion determine the successful bidder. The Auctioneer may choose to re-offer and resell the lot in dispute if done at the same auction.
7. All items are sold "as is, where is." Buyers are responsible to verify the condition of the auction lots in advance of their bid. The final bid is viewed as a verbal contract and the buyer is bound to follow through with appropriate payment. All sales are final. Purchases must be removed from the meeting premises by the end of the meeting.
8. The President can announce modified procedures for any PNTC auction in advance of the sale. One common variation is a no-minimum auction where the silent auction does not precede the verbal auction.
9. At the discretion of the President tools/lots for sale at a limited number of meetings each year may be sold on a first-come-first-served basis without going through the regular auction procedure.

## Section 7. Estate Auctions

1. Purpose and objectives: The primary purpose for PNTC to sanction estate auctions of tools is to redistribute usable and collectible grade tools to new users and collectors for the use, study, and restoration of tools used in trades and crafts with a link to the past and traditional methods of work.  
PNTC is in no way a full service auction business and has no purpose, objective, or obligation to maximize the sale price of auction lots. PNTC does make a reasonable effort to obtain the best price from those authorized to buy at all PNTC auctions.
2. At the discretion of the President with guidance from the Board of Directors PNTC may or may not auction all or part of a collection or estate, whether owned by a Member or Non-member, living or deceased.
3. The President with guidance from the Board of Directors will appoint an Auction Coordinator who may assemble a committee to administer the auctions.
4. The Auction Coordinator's duties are as follows:
  - a. Schedule with the President or presiding officer at least 14 days in advance of a meeting at which an auction may take place.
  - b. Make contact with and arrange for the pick up or delivery of any tools consigned for auction.
  - c. Complete and have signed a standard contract developed by the PNTC Board of Directors between the client (consignor of goods) and PNTC. No auction may be scheduled without a signed contract.
  - d. Create a manifest listing all lots by number for the associated auction.
  - e. Make photographs of the auction lots available to be published on the PNTC website prior to the meeting at which the items are scheduled to be auctioned.
  - f. Maintain a physical log book of all auctions, including the following information:
    - i. The name of the persons or estate who will receive the proceeds of the auction.
    - ii. The total number of lots sold and total value of the auction.
    - iii. The date of the auction.
    - iv. The commission to be paid by the client.
    - v. A copy or copies of the contract(s) related to each auction.
  - g. Organize the lots into reasonably valued units and arrange the order of sale.
  - h. Coordinate with the President the scheduling of auctions so as to be included in the meeting planning and notification.
  - i. As much as possible plan auctions for meetings in both Washington and Oregon. This is in keeping with making tools available to all members.
5. Fees; The fees charged by PNTC for the performance of an auction shall be
  - a. Members living or deceased: 15% of the total proceeds. A Member must have joined PNTC at least 6 months before his/her estate auction and

have paid current dues to qualify for the Member fee; otherwise the Member shall be charged the Non-Member fee.

- b. Non-Members living or deceased: 20% of the total proceeds.
6. Normal verbal auction rules apply to estate auctions. The President and Auction Coordinator may adopt different rules for all or part of the lots in an auction. If different rules are adopted, they shall be clearly communicated to the members in attendance prior to the auction.

### **Section 8. Non-Auction Sales**

Following approval by the President, a Member may directly sell non-unique items outside the PNTC process. Multiple items, duplicate copies of books, pamphlets, photos, art works and tickets are examples of such items.

### **BEST IN THE WEST**

Every other year PNTC holds a meeting which is advertised nationally and called Best in the West. The President appoints one or more committees and committee chairpersons to arrange and coordinate this event. This section will document the procedures necessary to conduct this event.

### **REFRESHMENTS**

The Board of Directors may authorize Members or others to provide refreshments such as coffee, donuts, lunches, etc. at PNTC meetings. When this is done under PNTC auspices, prices shall be charged to Members partaking of the refreshments which roughly balance the cost of refreshments. Proceeds from sales of refreshments shall be deposited into the PNTC general account. PNTC shall reimburse the provider of the refreshments for reasonable costs upon presentation of valid receipts to the Treasurer.

### **PNTC SCHOLARSHIP PROGRAM**

The PNTC Scholarship Program was initiated to support students requiring financial assistance to attend vocational training programs in trades that use traditional tools similar to those collected by the Members of Pacific Northwest Tool Collectors. The specification of this program is presented in two sections. The first section describes the duties of the Scholarship Chairperson and Scholarship Committee members. The second describes the Scholarships themselves and requirements for application and award.

#### **Section 1. Scholarship Committee Chairperson and Committee**

The Scholarship Committee Chairperson (Chairperson in this section) is appointed by the President. When the Chairperson position becomes vacant, the President shall act promptly to find a replacement.

The Chairperson facilitates the operation of the Scholarship Committee (Committee in this section). Specific actions by the Chairperson and the Committee include:

1. The Chairperson coordinates with the Treasurer in developing a budget for PNTC Scholarships. The Board of Directors sets the number and amount of the scholarships to be awarded using this budget for advice.
2. The Chairperson recruits and selects club Members interested in serving as part of the Committee. At least two individuals, preferably three shall be selected to serve as Committee members.
3. No conflict of interest or appearance of favoritism is allowed. Therefore, scholarship applications from close acquaintances and relatives of a Scholarship Committee Member shall not be considered while the Member is on the Scholarship Committee. In the event of an application from such a person, the Committee Member must resign from the Committee or the application will not be considered for a PNTC Scholarship.
4. The Committee prepares and distributes informational material to members, schools, interested parties and organizations that host scholarship information.
5. The Chairperson directs the Committee in the use of the scoring materials for applications submitted for the current year.
6. The Chairperson reviews and distributes completed scholarship applications to Committee members for review and evaluation.
7. The Chairperson reviews results of the Committee and resolves issues arising from the Committee application review.
8. The Chairperson certifies the Committee's selection of winners with the PNTC President.
9. The Chairperson notifies the winners of their selection and coordinates the distribution of funds to their educational institutions.
10. The Chairperson hosts the current winners at the Best-In-The West (BITW) meeting in years when BITW is held or at a regularly scheduled PNTC meeting where they can be introduced to the assembled Membership. The Chairperson also
  - a. Coordinates distribution of a stipend for scholarship selectees attending such meetings to defray their costs.
  - b. Collects signed receipts for the funds presented.
  - c. These stipends can be provided "in-kind" such as room for the night instead of cash.
11. The Chairperson coordinates the receipt of current scholarship winners' grade reports required to establish the satisfactory progress requirement needed for the release of the second payment to their educational institution in accordance with scholarship committee procedures and statements of understanding.
12. The Chairperson solves issues that may arise between the current winners, their schools and PNTC for the definition or enforcement of club PNTC Bylaws.

13. As soon as possible after selection of the successful PNTC scholarship winners, the Chairperson notifies in writing all the other PNTC scholarship applicants who submitted that they were not selected for funding and encourages them to apply next year if they are qualified.
14. The Chairperson retains the applications of Scholarship winners and alternates for two years after award. After two years the Chairperson destroys these applications unless a Scholarship winner requests consideration for circumstances beyond his/her control.
15. The Chairperson fields questions, resolves issues, researches material and coordinates items of interest concerning the scholarship for PNTC Members and others interested in our program.
16. The Chairperson keeps records of all scholarship expenditures and prepares and distributes expense reports for PNTC Directors and other interested parties. The Chairperson keeps a second copy of expense reports with valid receipts for a period of two years.

## **Section 2. PNTC Scholarships**

The scholarship program was initiated to support students requiring financial assistance to attend vocational training programs in trades that use traditional tools similar to those collected by the Members of the Pacific Northwest Tool Collectors.

1. The Board of Directors has determined that there shall be two scholarships awarded annually, each in the amount of \$2500 with \$1250 awarded for the first year of study and the remaining \$1250 awarded for the second year of study. The award for the second year is contingent upon the recipient's satisfactory completion of the first year of studies. Evidence of successful completion shall be provided by the recipient's educational institution. Payment of the Scholarship awards shall be directly to each recipient's educational institution.
2. The scholarship program supports vocational training to the Associate of Arts level in the United States of America, generally a two year program or other skill based training recognized by a state's or country's educational authority.
3. Paid apprenticeship programs and other non-tuition based programs are not supported, nor are they eligible for scholarship funding. Unpaid apprenticeship programs may be eligible.
4. Selection criteria for award shall give consideration to multiple factors, including but not limited to the completeness of the submitted application, statement of need, that the career/trade the applicant the applicant is applying for uses traditional tools, has a connection to the Northwest by living in the club's service area, is training and will work within the service areas (shown below), applicants accomplishments, past grades, and recommendations
5. Members residing in other locations or countries have the same privileges as those living in the Northwest.
6. Each applicant for the current year's scholarship must submit an official application found on the PNTC website or a facsimile of it. Each applicant

- must follow all applicable requirements posted in the application forms, procedures and statements of understanding.
7. Scholarship applications shall be available on the PNTC website (<https://pntc.website/>) for review and download. The requirements and the application shown on this website are applicable to all submitting applications and to the Committee Members evaluating accepted applications. All necessary components must be forwarded to the Chairperson post marked by 1 May of the current calendar year.
  8. Three copies of the application and supporting information must be submitted for evaluation.
  9. Provided that there are enough qualified applicants, the Committee shall recommend two primary individuals for scholarship award and one alternate individual to the President for approval prior to any official notification to either the winners or other participants.
  10. Applications and attached information become the sole property of the PNTC upon receipt. These applications will not be returned under any circumstance. Applications and associated information will be destroyed as described in Section 1 paragraph 14.
  11. Letters of congratulation or rejection shall promptly be mailed to all applicants following the approval of the President.
  12. Winners will have one year to use the Scholarship award for their educational endeavors after notification of award by the scholarship chairperson. Any unused portion of the Scholarship award will be returned to the PNTC Scholarship fund.
  13. If a situation or circumstances arise beyond the recipient's control, every effort will be made to work with the recipient to provide the proceeds of the award. The scholarship chairperson will refer the recipient's situation to the Board of Directors for resolution. After reviewing the information provided, the Board of Directors can select one of the following choices.
    - i. Extend the scholarship or remainder of the award for up to one additional year.
    - ii. Ask the individual to provide additional information.
    - iii. Cancel the entire scholarship if no funds were initially provided or cancel the remainder of the award.

The Scholarship Chairperson shall will notify the recipient of the club's decision via USPS Registered mail with Return Receipt Requested.

14. Provided that the first installment of the award was made, the chairperson will follow up with the recipient to ensure that the information on file is correct for the second part of the award. If information is not received a second attempt will be made within two months using USPS Registered Mail with Return Receipt Requested to obtain and/or verify current information. If no communications are received from the previous year's winner by September

of the following year the remaining payment will be forfeited and returned to the PNTC Scholarship fund.

## **LIABILITY INSURANCE**

PNTC shall maintain liability insurance.

## **PNTC FINANCIAL MANAGEMENT PLAN**

### **Check request and reimbursement**

It shall be the policy of the PNTC that all monetary disbursements shall be by checks from PNTC bank accounts and shall be documented with a check request which must be authorized and signed by two or more Board Members, preferably the Treasurer or his stand-in and President. In the absence of the President one of the Vice Presidents or Secretaries may sign the request. These signatures indicate that the request is valid and approved. The person requesting reimbursement may not be an authorizing signature his own check request.

This requirement for two signatures applies to all expenditures with the following exceptions listed below. The following items only require that the Treasurer alone sign the check request after determining that the amount is budgeted and the request is valid.

- Rent for Meeting spaces.
- Hospitality expense at meetings.
- Recurring fees and expenses such as liability insurance, internet subscription renewal, computer programming fees, tax preparation, legal consultation, Department of Justice annual filing fee.

All other checks issued for any purpose or to reimburse any expenses incurred by a member must have the requisite two authorizing signatures on a completed check request form. In addition any expenditure which is not budgeted for will require the form to be utilized.

Completed check request forms shall be retained as PNTC records.

### **Procedure for Check Request and Reimbursement Form**

Whenever a check is required to disburse funds from the PNTC bank account, a check request form must be prepared by the person requesting the funds. These are the instructions for the form.

- Date, the date the form was filled out.
- Check Number: to be filled in by the Treasurer or person issuing the check.
- Person requesting funds: Printed name and signature.
- Is the item budgeted for? Treasurer or check writer indicates by circling: Y[es] or N[o].
- Budget category: to be filled out by the Treasurer.
- Describe the purpose for the funds: Explain why you need the funds.

- Name of person or organization to receive this check.
- Amount of check: Total dollar amount. If unknown, leave blank.
- Attach any receipts and submit with form.
- Approving signatures: Two Usually Required: Treasurer, President (if available), or other Board Member. The person requesting the check may not sign the form as an authorizing signature.

An example Check Request and Reimbursement Form is shown below:

**PNTC CHECK REQUEST AND REIMBURSEMENT FORM**

**Date:** \_\_\_\_\_ **Check number:** \_\_\_\_\_

**Person requesting funds:**

\_\_\_\_\_

**Is this item budgeted for? Y N (circle one) Budget category:**

\_\_\_\_\_

**Describe the purpose for this check:**

\_\_\_\_\_

\_\_\_\_\_

**Name of person or organization to receive this check:**

\_\_\_\_\_

\_\_\_\_\_

**Amount of check; \$** \_\_\_\_\_

**Please attach any receipts:**

**Signature: Treasurer:** \_\_\_\_\_

**Signature: President:** \_\_\_\_\_

**Signature: other:** \_\_\_\_\_

## **COMPENSATION**

No money will be appropriated or withdrawn from the PNTC treasury to compensate or reward any Director or Member for services to the club, except for reimbursement of out-of-pocket expenses authorized by the President, verified by the Treasurer, and necessarily incurred by the person while performing the services. The President in advance of the initial expenditure shall judge what constitutes valid compensable out-of-pocket expenses. Amounts up to a maximum set by the Board of Directors per service may be authorized by the President without further approval by the Directors. The Treasurer will verify that the expense has been approved before issuing reimbursement. This rule should not be interpreted to prohibit the funding of awards of modest value to Members for displays at meetings, or for other acts of significant benefit to PNTC. No loan of club money shall be made to any Member.

## **SEVERABILITY**

If any part of this document is in conflict with either legal requirements or the PNTC Bylaws, that part shall be null and void without affecting the authority of the remainder of this document. The Board of Directors shall act promptly to bring the nonconforming part into conformity.