

1 **BYLAWS OF THE PACIFIC NORTHWEST TOOL COLLECTORS (PNTC)**

2 Revised November 2015

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4 **Our Bylaws may require some corrections, revisions and/or updating to**
5 **comply with member wishes and 501[C]3 requirements. You will find each**
6 **line numbered. As you suggest a change to the material below please note the**
7 **line number where your ideas may fit. A committee of our peers will evaluate**
8 **your suggestions selecting those ideas that enhance the document and comply**
9 **with Federal law. Following the incorporation of selected updates a vote will**
10 **be held by the membership**

11
12 **PREAMBLE**

13 The PNTC is a non-profit organization begun informally in April 1971, by tool collectors
14 from Washington and Oregon. From 1971 through 1977, PNTC was one of three
15 regional groups of the Early American Industries Association – West. In the years
16 following, PNTC enjoyed a steady growth as an independent regional organization,
17 though no geographic boundaries have ever been intended. The regional character of
18 PNTC is merely to promote easy exchange of information and tools and is centered
19 upon Washington, Oregon and British Columbia.

20
21 **OBJECTIVES OF PNTC**

- 22 1. To promote the study, use, restoration and collecting of antique and collectible
23 tools.
24 2. To share an understanding of early tools, trades and crafts with the Membership
25 and others.
26 3. To provide an opportunity for people with common interests to meet, share their
27 knowledge, and make new friends.

28
29 **PURPOSE OF THE BYLAWS**

30 To provide a set of basic rules giving an understanding of what is expected of Members
31 and Officers of the PNTC. Such rules are intended to assure that all individuals are
32 treated fairly and equally, and that accomplishment of duties in a volunteer organization
33 is as efficient as possible. In an attempt to preserve the friendly informality of the
34 organization, only major issues have been addressed in the Bylaws. Proposed changes
35 to these bylaws shall be submitted, in writing, to the President for a vote of the
36 membership at two consecutive meetings, one in Washington and one in Oregon.

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41 **ARTICLE I - MEMBERSHIP**

42 **Section 1.** Requirements: Available to anyone interested in the PNTC objectives
43 following completion of a membership application and payment of the dues. Spouses
44 are automatically covered without payment of additional dues.

46 **Section 2.** Honorary Membership: An annual membership may be extended to persons
47 considered eminent in pursuit of PNTC objectives, or to those who have extended
48 special effort to PNTC. No charge or other requirement will be made of the recipient.
49 The President shall approve such memberships.

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51 **Section 3.** Benefits: Members are entitled to attend all regular meetings; buy, sell or
52 trade tools at meetings; vote for officers and on PNTC decisions; and receive all PNTC
53 publications. Special meetings may require an additional entry fee beyond the dues.
54

55 **Section 4.** Classes: There are three classes of membership: Prime, Spousal and
56 Honorary. Each Prime and Honorary Member has a single vote on elections or on
57 issues presented for ballot. No proxy voting is allowed. Spousal Members do not have a
58 separate vote from their "prime." A spouse may register as a Prime Member if separate
59 payment is made. Officers shall be considered Prime Members.

60 **Section 5.** Termination: A Member may be terminated from the PNTC by the Officers if
61 it is found that a person's actions prevent the organization from accomplishing its stated
62 objectives, and/or those actions are found to be detrimental to the organization, or be
63 criminal in nature.
64

65 **Section 6.** Roster: The organization shall keep an up to date register of the names,
66 telephone numbers and addresses of the Members of the organization. This
67 membership roster shall be distributed annually to each paid Member. Individual
68 Members may request that their phone numbers and/or addresses be deleted from the
69 published list. Membership rosters are issued for the convenience of Members only and
70 their sale, rent or use other than for officially authorized club purposes is prohibited.
71

72 **Section 7** Non-Discrimination Statement: The Pacific Northwest Tool Collectors
73 (PNTC) does not discriminate against club members or those seeking scholarship
74 opportunities offered by the PNTC on the bases of race, color, cultural heritage, national
75 origin, religion, age, sex, sexual orientation, marital status, physical or mental disability,
76 political affiliation, source of income, veteran's status, or any other status protected
77 under local, state, or federal law. This policy extends to all club decisions, scholarship
78 terms and conditions, vendor contracts and/or provisions of service. The PNTC does
79 not tolerate harassment for any reason. Respect for the dignity of others shall be the
80 guiding principle for our relations with each other.
81

82 **ARTICLE II - DUES**

83 **Section 1.** Annual membership dues are assessed on a calendar year basis in U.S.
84 dollars. Such dues include both a principal Member and a spouse. Specific cost per
85 year will be set by a vote of the Membership.
86

87 **Section 2.** Dues paid after November 1 will cover membership for November,
88 December and for the immediately following year.
89

90 **ARTICLE III - OFFICERS**

91 **Section 1.**

92 General: All affairs of the PNTC shall be managed by the club Officers. In addition to the
93 powers and authority expressly conferred by these Bylaws, the Officers shall perform
94 official requests from the Membership.

- 95 1. Elective Offices – Elective offices shall be President, Vice-President -
96 Washington, Vice-President - Oregon, Vice-President - British Columbia,
97 Newsletter Editor, Treasurer, Secretary, and Sergeants-at-Arms. A Member may
98 hold two offices at the same time if so elected.
- 99 2. Terms – Terms for elected Officers shall be two calendar years. Newly elected
100 Officers will take office on January 1 of the year following election. Officers may
101 serve any number of terms for which they are elected.
- 102 3. Compensation – No money will be appropriated or withdrawn from the club
103 treasury to compensate or reward any Officer (or Member) for services to the
104 club, except for reimbursement of out-of-pocket expenses necessarily incurred
105 by such person while performing such services. The President in advance of the
106 initial expenditure shall make judgments as to what constitutes valid
107 compensable out-of-pocket expenses. Amounts not to exceed \$200 per subject
108 may be authorized by the President without an official vote of the club
109 membership. The Treasurer will verify this approval before reimbursing Officers.
110 Such reimbursement also applies to similarly approved expenses by non-
111 Officers. This rule should not be interpreted to prohibit the funding of awards of
112 modest value to Members for displays at meetings, or other acts of significant
113 benefit to PNTC. No loans of club money shall be made to the Officers or
114 Members.
- 115 4. Recall – Any Officer may be removed for cause by a majority vote of the
116 Members, as recorded at two consecutive, regularly announced club meetings
117 (such “consecutive meetings” must be in different states or provinces; one vote
118 per member).
- 119 5. Audit Committee - The President, for the purpose of reviewing the financial
120 records once annually, shall appoint a committee consisting of three (3) active
121 Members. The Treasurer will provide the records upon request of the
122 Committee. The Committee will report its findings to the membership in the next
123 issue of the PNTC newsletter.

124
125 **Section 2.**

126 President: The President is the chief executive of the organization and is responsible for
127 the overall well being of PNTC. The President assures that the Bylaws are enforced,
128 that all resolutions and orders of the Membership are acted on, and accomplishes the
129 necessary coordination among officers to assure that the organization functions
130 effectively. Specific actions include:

- 131 1. Maintains an ongoing communication with other Officers to keep all informed,
132 discuss and plan upcoming events and address problems/concerns.
- 133 2. Communicates with the Membership via preparation of the “Presidents Message”
134 in the Newsletter.

- 135 3. Coordinates proposed meeting dates and newsletter submission dates with other
136 Officers. Submits meeting dates to the Membership for approval.
137 4. Opens meetings, chairs business meeting and assists the Vice-President, if
138 needed, in running the planned program.
139 5. Has authority to approve expenditures of up to \$600* per item/subject for the
140 benefit of PNTC.
141 6. Approves reimbursement of up to \$600* per subject for out-of-pocket expenses
142 by Members.
143 7. Schedules and coordinates election and interim replacement of Officers (see
144 Elections).
145 8. Co-signs with the Treasurer for back-up access to the club bank account.
146 Reviews financial records with the Treasurer at least once each year, reconciles
147 any discrepancies.
148 9. Coordinates special events such as auctions, shows or displays.
149 10. Takes action when any other PNTC Officer is unable to attend or function and
150 assures that their tasks are accomplished.
151 11. Accomplishes any other actions as necessary.

152 **These expenditures do not include regular costs that occur throughout the year for such items as*
153 *newsletters, rosters, insurance, meeting facility rentals, meals and Best in the West expenses.*
154

155 Vice-Presidents: Vice-Presidents for Washington, Oregon and British Columbia are the
156 chief program officers and are responsible for planning PNTC meetings held in their
157 respective states/province. Specific actions include:

- 158 1. Secures appropriate locations for meetings, well in advance, that offer suitable
159 size, access, facilities and cost.
160 2. Plans meeting program to include display theme, speaker(s), demonstration(s),
161 special activities (e.g. special auctions, commercial vendor presentations, special
162 tours).
163 3. Introduces and hosts theme programs at meetings.
164 4. Prepares advance meeting announcement information and transmits it to the
165 Editor in sufficient time to be advertised in the Newsletter before each meeting. In
166 the event that a Newsletter will not be released in time to properly announce
167 meeting details or last minute changes, an appropriate mailing to the
168 Membership will be prepared and distributed by the Vice-President.
169 5. Represents the President, if requested.
170 6. The three Vice-Presidents may be required to elect an interim President as
171 detailed under Elections.
172 7. Appoints Sergeants-at-Arms when official SAA are absent.
173 8. Performs other tasks as required.
174

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

- 178 1. Maintains a bank account for PNTC funds that provides an interest earning
179 capability as well as an ease of payment of official debts.
180 2. Maintains a record of all receipts and expenditures.

- 181 3. Exercises judgment in paying expenses (Newsletter printing and mailing, meeting
182 room rental, Officers' phone calls, etc.) and collecting revenue (annual dues,
183 raffles, donations from tool sales, etc.) and brings matters to the attention of the
184 other Officers or entire Membership as appropriate.
- 185 4. Processes paperwork to maintain PNTC's status as a non-profit organization per
186 the IRS.
- 187 5. Provides a reporting of revenue, expenses and balance of funds at meetings.
188 Provides written documentation of it to the Editor for at least twice annual
189 publishing for the Membership.
- 190 6. Upon retirement from office, he/she shall turn over to his/her successor all
191 records, funds and assets in his/her possession belonging to the club.
- 192 7. Performs other finance related duties as required.

193
194 **Editor:** The Editor is the club historian and is responsible for seeing that the official
195 PNTC Newsletter is published and distributed. Specific actions include:

- 196 1. Maintains the official PNTC file of logos and past newsletters.
- 197 2. Prepares the official PNTC Newsletter, "Ye Olde Tool Chest," for publication
198 approximately four times per year. This includes drafting text, soliciting input from
199 other Members, getting raw material typed/sized/reproduced as needed and
200 mocking up a final draft for printing.
- 201 3. Negotiates with an appropriate private vendor for necessary services to print,
202 reproduce, staple and collate newsletters for mailing.
- 203 4. Coordinates newsletter mailings.
- 204 5. Prepares other published club materials as required.

205
206 **Secretary:** The Secretary is the chief administrative officer and assures that an official
207 record of meetings is prepared and handles official correspondence. Specific actions
208 include:

- 209 1. Prepares the official minutes for PNTC meetings and makes timely transmittal to
210 the Editor for publishing in the following PNTC Newsletter. Any and all official
211 PNTC business decisions will be accurately recorded for the edification of the
212 Membership.
- 213 2. Upon request of the President or vote of the Membership, prepares
214 correspondence for PNTC business.
- 215 3. Maintains an official mailing list of active Members utilizing information supplied
216 by the Treasurer and Members.
- 217 4. Accomplishes other administrative duties as required.

218
219 **Sergeants-at-Arms:** The Sergeants-at-Arms are the enforcement officers and perform
220 those duties necessary to assure proper security of tools and other valuables brought to
221 meetings. Two Sergeants-at-Arms should be available for all meetings. Specific actions
222 include:

- 223 1. Assure that identification badges are prepared for all Members and made
224 available at the beginning of all regularly scheduled meetings. Name and
225 hometown shall be prominently shown to speed recognition of Members.

- 226 2. Provide blank visitor badges at the beginning of all meetings so that visitors and
227 new Members may be clearly identified. Request that these people fill out full
228 name and address information in PNTC Registration Book.
- 229 3. Make audible efforts during the course of meetings to assure that all attendees
230 are wearing proper ID badge and are registered.
- 231 4. Circulate PNTC Registration Book to assure that meeting attendees are legibly
232 recorded.
- 233 5. Escort out of any meeting, any attendee whose conduct/behavior is clearly
234 disruptive and infringes upon other's ability to enjoy the meeting.
- 235 6. Be alert throughout meetings for any indication of security problems. Take
236 appropriate action. Theft of either tools or cash has been a rare, though totally
237 unacceptable occurrence in the past.
- 238 7. During those times when attendees may be away from the tool displays, such as
239 during lunch or tours, assure that room is secured or someone is specifically
240 assigned to provide security.
- 241 8. Other enforcement related duties as required.

242
243 Scholarship Chairperson: The Scholarship Chairperson will facilitate the operation of
244 the Scholarship Committee.

- 245 1. Prepare and distribute informational material to members, schools, interested
246 parties and organizations that host scholarship information for service areas
247 selected by the membership.
- 248 2. Recruit and select club members interested in serving as part of the selection
249 committee. At least two individuals, preferably three shall be selected to
250 serve as scholarship selection committee members.
- 251 3. Direct the selection committee in the use of the scoring materials for
252 applications submitted for the current year.
- 253 4. Review and distribute complete scholarship applications to selection
254 committee members for review and evaluation.
- 255 5. Review results of the selection committee and resolve issues arising from the
256 selection committee application review.
- 257 6. Certify the committee's selection of winners with the club president and
258 determine the amount of the current year's award based on the available
259 budget.
- 260 7. Develop a budget based on projected revenues realized during the current
261 year. This budget will be presented to the club officers before the end of the
262 calendar year and presented to the membership prior to the end of the
263 calendar year.
- 264 8. Notify the winners of their selection and coordinate the distribution of funds to
265 their educational institution.
- 266 9. Host the current winners at the Best-In-The West (BITW) meeting (selected
267 years) or at a regularly scheduled PNTC meeting where these individuals can
268 be introduced to the assembled membership.
- 269 a. Coordinate distribution of a stipend for scholarship selectees attending
270 such meetings to defray costs.
- 271 b. Collect signed receipts for the funds presented.

- 272 c. These stipends can be provided “in-kind” such as room for the night
273 instead of cash.
- 274 10. Coordinate the receipt of current scholarship winner’s grade reports required
275 to establish the satisfactory progress requirement needed for the release of
276 the second payment to their educational institution in accordance with
277 scholarship committee procedures and statements of understanding.
- 278 11. Solve issues that may arise between the current winners, their schools and
279 the club for the definition(s) or enforcement of club by-laws.
- 280 12. As soon as possible after selection of the successful PNTC scholarship
281 selectees, all the other PNTC scholarship applicants who submitted
282 applications shall be notified in writing that their applications were not
283 selected for funding.
- 284 13. Collect and destroy all applications that were submitted to the PNTC for
285 review and selection of the current year within 30 days of notification to the
286 winners. Those applications selected as winners and alternates will be kept
287 on file for a period of two years following the award of the current year. Old
288 applications, two years or older will be destroyed unless the winner requests
289 consideration for circumstances beyond his/her control.
- 290 a. This process is found in the by-laws under “Scholarships Committee,
291 Section 11
- 292 14. Field questions, resolve issues, research material, coordinate items of interest
293 concerning scholarship for PNTC members and others interested in our
294 program.
- 295
- 296 15. Keep records of all scholarship expenditures. Prepare and distribute expense
297 reports for club officers and other interested parties. Keep a second copy of
298 expense reports with valid receipts for a period of two (2) years.
- 299

300 *ARTICLE IV - ELECTIONS*

301 **Section 1.** Nominating Committee: In early September of an election year (the second
302 year of a biennial term), the current President will, in consultation with the current Vice-
303 Presidents, assemble a Nominating Committee of not less than 6 individuals drawn
304 largely from past PNTC Presidents and Vice-Presidents. Committee representation will
305 fairly represent Washington, Oregon and British Columbia. Names of the Committee will
306 be publicized to the Membership at the earliest date, to encourage nominations from the
307 Members at large. The Committee will seek at least one consenting, qualified nominee
308 for each position – additional nominees are highly desirable if available. Committee
309 representatives will solicit interest during the business portion of at least two
310 consecutive meetings before the election. Nominations from the floor shall be
311 specifically requested at those times. It is permissible for a member of the Committee to
312 accept nomination for an office.

313

314 **Section 2.** The Membership will receive ballots in the mail not later than November 1
315 identifying nominees for all positions and indicating that write-in names are permissible.
316 Combining the ballot distribution with that of a newsletter is urged. Ballots will be

317 returned for tabulation to a Committee representative not running for office. At least two
318 weeks time should be allowed for return of ballots, with a firm, specific deadline given.
319

320 **Section 3.** In the event that the President is unable or unwilling to complete the elected
321 term of office, or is recalled, a formal process shall be utilized to replace the chief
322 executive. If this office is vacated in the second year of the biennial term, the three Vice-
323 Presidents will elect an interim President from among the three to serve through to the
324 scheduled election. If such vacancy occurs during the first year of the term however, the
325 three Vice-Presidents will similarly elect an interim President among their number, but
326 will also name a Nominating Committee and go through the full election process as
327 described above (though adjusting calendar dates as necessary) to obtain a duly
328 elected President.
329

330 **Section 4.** In the event that any Officer other than the President is unable or unwilling
331 to complete their term of office, or is recalled, the President and the remaining elected
332 Officers will vote to expediently elect a replacement, either from among their number or
333 from the general Membership. The burden of a full election will be reserved for the
334 biennial election of all Officers (or combined with replacement of a President, should
335 such occur).
336

337 **ARTICLE V - MEETINGS**

338 **Section 1.** Number and Frequency: Four to ten regular meetings per year will be held
339 at roughly equally spaced intervals. Numbers of Members attending should be the
340 gauge of how often to schedule. A major meeting receiving national advertising will be
341 held every other summer if sufficient interest exists.
342

343 **Section 2.** Location: Convenient and economical facilities near the approximate
344 centers of Member's geographic location will be typically sought, unless a meeting is
345 planned around a specific site. Thus meetings will be normally planned for the Portland,
346 OR, Seattle, WA and Vancouver, BC, vicinities. Roughly equal numbers of meetings
347 should be planned for Washington and Oregon, given the current predominance of
348 membership from these states. A single, biennial meeting in Canada may be sought,
349 per the specific request of British Columbia Members.
350

351 **Section 3.** Scheduling: Not later than the last two meetings of a calendar year, the
352 President will use two consecutive business meetings to propose specific dates and
353 locations for the following year's PNTC meetings. Following receipt of comments, the
354 President will finalize a schedule that reflects Member desires.
355

356 **Section 4.** Smoking: All club functions shall be "No Smoking" when held indoors.
357

358 **Section 5.** Religion: PNTC is a purely secular organization and thus there will be no
359 religious observances made at any meeting.
360

361 **Section 6.** Name Tags: All attendees at PNTC meetings shall wear nametags as a
362 condition of attendance. Members will wear official authorized tags, while visitors and
363 guests will be given temporary tags.

364
365 **Section 7.** Rules of Order: Meetings shall be run in a reasonably informal style to
366 maintain the friendly atmosphere typical of PNTC functions. During business portions of
367 a meeting, if complicated issues or disagreements arise and the PNTC Bylaws do not
368 cover the situation, “Roberts Rules of Order, Revised” shall be utilized.

369
370 **Section 8.** Quorum: The minimum number that must be present at any scheduled
371 meeting to officially transact business shall be 15 paid-up Members.

372
373 **Section 9.** Voting: Exercise of Member’s voting rights is a necessary and appropriate
374 manner of arriving at decisions that best reflect the will of the Membership. Experience
375 has shown, however, that most Members prefer that meeting time be spent viewing,
376 selling, buying, trading and discussing tools, and that business discussions be reserved
377 for subjects of consequence. The following guidelines represent a compromise between
378 Member control and convenience:

- 379 1. The President, or his representative, will call for a single vote at any given
380 meeting to obtain decisions that pertain to that specific meeting, to gain approval
381 for expenditure of PNTC funds over \$600 but under \$1200, or to resolve
382 pressing, time-sensitive issues. A simple majority from a “show of hands” will
383 carry an issue.
- 384 2. The President, or his representative, will call for consecutive votes at Washington
385 and Oregon meetings to obtain decisions that have pertinence beyond any single
386 meeting, to gain approval for expenditure of PNTC funds over \$1200, or to
387 amend/alter the PNTC Bylaws. A simple majority from a “show of hands” (both
388 meeting’s votes added, but only one vote per Member) will settle most issues,
389 but for the most significant or contentious subjects the President, or his
390 representative, may call for a written vote via the mail. A simple majority decides
391 written ballots.

392 **ARTICLE VI - AUCTIONS**

393
394 **Section 1.** PNTC Procedures: Procedures are designed to assure that all attendees
395 have an equal opportunity to examine tools before they are auctioned. A silent auction
396 shall be utilized before a verbal auction, both to have a non-intimidating method of
397 selling some tools, as well as to segregate the tools with the greatest bidder interest for
398 the traditional auction.

399
400 **Section 2.** Eligibility: Only registered, paid-up Members may participate either as
401 sellers or as bidders at any standard club auction.

402
403 **Section 3.** Terms of Exchange: Designation of bids in the silent and verbal auctions, as
404 well as for payment of auction obligations, will be based upon the currency issued by
405 the country in which the auction is being held. Thus, auctions held in Canada will be
406 based upon Canadian currency. Auctions held in the United States will utilize U.S.
407 currency.

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P. 10

Section 4. 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 5. 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 Officers may set a limit to the number of tools/lots that each Member may enter into the auction. Unless specified, there is no limit.

Section 6. Silent Auction: For an announced period of time before the verbal auction, not less than one hour, Members may examine the tools offered for sale/auction at their leisure, and if they are interested in buying any given tool, they write their name and their bid price on the auction tag. A valid bid must at least meet the minimum bid price. Successive interested bidders must also write their name 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 (typically at Noon, though the Officers can modify this time) an announcement to that effect will be made.

1. 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 may be delayed until the end of the silent bidding period. A single bidder is obligated to pay the bid price when the seller is prepared to sell.
2. Any tool/lot with two or more valid bids recorded will be held for later verbal auction.
3. A Member may change his/her mind and decide to remove their name and bid from an auction tag during the silent bidding period. Should this happen, it can affect the number of people eligible to bid on the item during the verbal auction (for example, three bidders reduced to two, would restrict all but those two bidders from the verbal auction). If a Member is interested in being able to bid on an item/lot, it is their responsibility to place their name and bid on the auction tag or accept the risk that deletion of names could eliminate the item from open auction.

Section 7. Verbal Auction: At a later pre-announced time, the silent bidding will be over and 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 be the last/highest bid indicated on the tag. The Auctioneer will recognize bids indicated by 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

454 highest bid has been reached. Following indication that the tool has been sold, the
455 successful bidder will give his/her name or bidding number for the benefit of the
456 recorder and the Membership.

- 457 1. If there are two valid bids on a tool/lot following the silent auction period, it will be
458 verbally auctioned off between only those two bidders.
- 459 2. If there are three or more valid bids on a tool/lot following the silent auction
460 period, the sale of the item will be open to the entire attendance.
- 461 3. If a Member has registered a bid on an auction tag, and isn't present when said
462 item is formally auctioned, unless another Member has agreed to be a proxy
463 bidder, the absentee's bid will be cancelled. Auction will proceed as if that bid
464 had never been made.
- 465 4. A Member cannot bid on tools that he/she already owns.
- 466 5. The Auctioneer is not responsible to identify defects, replacements or problems
467 with auctioned items.
- 468 6. Decisions of the Auctioneer shall be final. In the event of a dispute between
469 bidders, the Auctioneer will at his/her discretion determine who is the successful
470 bidder. The Auctioneer may choose to re-offer and resell the lot in dispute if done
471 at the same auction.
- 472 7. All items are sold "as is, where is." Buyers are responsible to fully verify the
473 condition of the auction lots in advance of their bid. The final bid is viewed as a
474 verbal contract and the buyer is bound to follow through with appropriate
475 payment. All sales are final. Purchases must be removed from the meeting
476 premises at the end of the meeting.
- 477 8. For special event auctions, the PNTC may decide to register bidders and utilize
478 bidder numbers. On such occasions, it will be required that all bidders be formally
479 registered.
- 480 9. The Officers can announce modified procedures for any PNTC auction in
481 advance of the sale. One common variation is a no-minimum auction where the
482 silent auction does not precede the verbal auction.

483
484 **Section 8.** Compensation to PNTC: Successful sellers are encouraged to donate to the
485 club treasury 2% of the value of their sales at the end of each meeting.

486
487 **Section 9.** Estates: At the discretion of the Officers, PNTC may, or may not, agree to
488 auction all or part of a collection or estate, whether owned by a Member or non-
489 Member, whether living or deceased. The following applies:

- 490 1. The fee for a Member (living or deceased) will be 10% for proceeds up to
491 \$10,000.00 and 5% for proceeds over this level.
- 492 2. The fee for a non-Member (living or deceased) will be 15% for proceeds up to
493 \$10,000.00 and 10% for any proceeds above this level.
- 494 3. If a living Member seeks to sell 50 lots or more (worth at least \$10 each) at a
495 meeting, the Officers will treat those lots as an estate auction at the 10% fee.

496
497 **Section 10.** Non-Auction Sales: Following approval of the President or the applicable
498 Vice-President, a Member may directly sell non-unique items outside the PNTC

499 process. Multiple items, duplicate copies of books, pamphlets, photos, art works and
500 tickets are examples of such items

501
502 Section 11. PNTC Scholarship Program
503

- 504 1. The scholarship program was initiated to support students requiring financial
505 assistance to attend vocational training programs in trades that use tools similar
506 to those collected by the members of the Pacific Northwest Tool Collectors.
507
- 508 2. Selection criteria shall give consideration to multiple factors, including but not
509 limited to the completeness of the submitted application, statement of need, that
510 the career/trade the applicant is applying for use traditional tools, has a
511 connection to the Northwest by living in the club's service area, is training and
512 will work within the service areas (shown below), applicants accomplishments,
513 past grades, and recommendations. Members, their spouses, children, and first
514 grandchildren of club members shall be given extra consideration, a bonus of five
515 additional points. These points will be added to the individual's total accumulated
516 points used to select the scholarship winners.
517
- 518 3. Members residing in other locations or countries have the same privileges as
519 those living in the local service areas of Oregon, Washington and British
520 Columbia.
521
- 522 4. Each applicant for the current year's scholarship must submit an official
523 application found on our website or other official agencies that post our
524 scholarship activities Each applicant must also follow all applicable requirements
525 as posted in the application forms, procedures and statements of understanding,
526

527 The scholarship program supports VOCATIONAL training to the Associate of Arts level
528 in the United States of America, generally a two year program or other skill based
529 training recognized by a state's or country's educational authority.
530

531 Apprenticeship programs and other non-tuition based programs are NOT supported, nor
532 are they eligible for scholarship funding at this time.
533

- 534 5. The PNTC Scholarship Program is divided and run under two sections.
535
- 536 a. The First section is found in our "BY-LAWS." The By-Laws establish the
537 requirements under which club officers, the scholarship chairperson, and
538 the selection committee operate. They contain central aspects and
539 portions of, but NOT all existing text used by the club to collect and supply
540 information used by various governmental departments or agencies such
541 as the Internal Revenue Service.

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b. The Second reference section is the scholarship committee's documents. They include the application form, procedures, statements of understanding and other documents as published and available on the PNTC website. The committee uses score tabulation sheets, stipend receipts, winner certificates and other forms and documents to facilitate the efficient operation of the program. These items are available to committee members and officers but not all are published or available on the club's website.

i. UNDER NO CIRCUMSTANCE WILL THE PROCESS BE ABRIDGED TO OVERRIDE A RULE OR GOVERNING REGUALTION.

ii. THE PROCESS FLOWS FROM THE BY-LAWS. IT IS USED TO CLARIFY REQUIREMENTS, SEEK ADDITIONAL INFORMATION FOR REVIEW OF SUBMITTED DOCUMENTATION, VERIFY THE NEEDS OF THE APPLICANT, AWARDING POINTS FOR THE APPLICANT'S ACCOMPLISHMENTS.

6. Each year the president will appoint or reconfirm the Scholarship Committee Chairperson in September. It is the Committee Chairperson's duty to get at least two, preferably three additional individuals to carry out the work of the committee. Every effort will be made to balance committee representation within the main geographic regions of Pacific Northwest Tool Collectors (PNTC) shown above.

7. No conflict of interest or appearance of favoritism will be allowed. Therefore, Scholarship Committee Members and their family members shall NOT be considered for a scholarship during their service to the committee. In the event that a scholarship committee member, or a relative of said member, applies for a scholarship, that scholarship committee member must resign from the committee or the application will not be considered for a PNTC scholarship.

8. Scholarship applications shall be available on our website (**pntc.website**) for review and download. The requirements and the application shown on this website are applicable to any individual submitting an application and the committee members evaluating accepted applications. All necessary components must be forwarded to the committee chairperson post marked by 1 May of the current calendar year.

- 582 9. Three copies of the application and supporting information must be submitted for
583 evaluation.
- 584
585 10. The committee shall recommend two primaries and one alternate individual to
586 the club president for approval prior to any official notification to either the
587 winners or other participants.
- 588
589 11. Applications and attached information become the sole property of the PNTC
590 upon receipt. These applications will not be returned under any circumstance.
591 Applications and associated information provided by those NOT selected as
592 winners will be disposed of in accordance with internal procedures to protect
593 sensitive information within 30 days after notification to the winners and those not
594 selected to receive an award. The material is to be shredded using an
595 appropriate machine.
- 596
597 12. Letters of congratulation or rejection shall be mailed to all applicants following the
598 approval of the club president.
- 599
600 13. Payment of scholarship funds and stipends will follow internal procedures.
- 601
602 14. Winners will have one year to use the funds for their educational endeavors after
603 notification of award by the scholarship chairperson.
- 604
605 15. If a situation or circumstances arise beyond the recipients control every effort will
606 be made to work with the recipient to provide the proceeds of the award. The
607 scholarship chairperson will refer the recipient's situation to the Club President
608 and other elected officers for resolution. After reviewing the information
609 provided, the officers can: Extend the scholarship or remainder of the award for
610 up to one additional year. Ask the individual to provide additional information.
611 Refer the matter for a vote of the assembled general membership (both at the
612 Oregon and Washington meetings). Cancel the entire scholarship if no funds
613 were initially provided and/or cancel the remainder of the award.
- 614
615 a. The chairperson will notify the recipient of the club's decision via USPS
616 Registered mail, with a Return Receipt Requested.
- 617
618 16. Providing the first installment of the award was made, the chairperson will follow-
619 up with the individual to insure the information on file is correct for the second
620 part of the award.
- 621
622 a. If information is not received a second attempt will be made within two
623 months using USPS Registered Mail, along with a Return Receipt
624 Requested, to obtain and/or verify current information. If no
625 communications are received from the previous year's winner by

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September of the following year the remaining payment will be forfeited and returned to the regular club's funds.

- b. Every effort will be made to complete the above actions within 90 days of receipt of information to the scholarship chairperson. Communications are vital to this provision.