

BYLAWS OF THE PACIFIC NORTHWEST TOOL COLLECTORS (PNTC)

Revised November 2015

PREAMBLE

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

OBJECTIVES OF PNTC

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

PURPOSE OF THE BYLAWS

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



ARTICLE I - MEMBERSHIP

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

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

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

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

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

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

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

ARTICLE II - DUES

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

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

ARTICLE III - OFFICERS

Section 1.

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

1. **Elective Offices** – Elective offices shall be President, Vice-President - Washington, Vice-President - Oregon, Vice-President - British Columbia, Newsletter Editor, Treasurer, Secretary, and Sergeants-at-Arms. A Member may hold two offices at the same time if so elected.
2. **Terms** – Terms for elected Officers shall be two calendar years. Newly elected Officers will take office on January 1 of the year following election. Officers may serve any number of terms for which they are elected.
3. **Compensation** – No money will be appropriated or withdrawn from the club treasury to compensate or reward any Officer (or Member) for services to the club, except for reimbursement of out-of-pocket expenses necessarily incurred by such person while performing such services. The President in advance of the initial expenditure shall make judgments as to what constitutes valid compensable out-of-pocket expenses. Amounts not to exceed \$200 per subject may be authorized by the President without

an official vote of the club membership. The Treasurer will verify this approval before reimbursing Officers. Such reimbursement also applies to similarly approved expenses by non-Officers. This rule should not be interpreted to prohibit the funding of awards of modest value to Members for displays at meetings, or other acts of significant benefit to PNTC. No loans of club money shall be made to the Officers or Members.

4. Recall – Any Officer may be removed for cause by a majority vote of the Members, as recorded at two consecutive, regularly announced club meetings (such “consecutive meetings” must be in different states or provinces; one vote per member).
5. Audit Committee - The President, for the purpose of reviewing the financial records once annually, shall appoint a committee consisting of three (3) active Members. The Treasurer will provide the records upon request of the Committee. The Committee will report its findings to the membership in the next issue of the PNTC newsletter.

Section 2.

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

1. Maintains an ongoing communication with other Officers to keep all informed, discuss and plan upcoming events and address problems/concerns.
2. Communicates with the Membership via preparation of the “Presidents Message” in the Newsletter.
3. Coordinates proposed meeting dates and newsletter submission dates with other Officers. Submits meeting dates to the Membership for approval.
4. Opens meetings, chairs business meeting and assists the Vice-President, if needed, in running the planned program.
5. Has authority to approve expenditures of up to \$600* per item/subject for the benefit of PNTC.
6. Approves reimbursement of up to \$600* per subject for out-of-pocket expenses by Members.
7. Schedules and coordinates election and interim replacement of Officers (see Elections).
8. Co-signs with the Treasurer for back-up access to the club bank account. Reviews financial records with the Treasurer at least once each year, reconciles any discrepancies.
9. Coordinates special events such as auctions, shows or displays.
10. Takes action when any other PNTC Officer is unable to attend or function and assures that their tasks are accomplished.
11. Accomplishes any other actions as necessary.

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

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

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

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

1. Maintains a bank account for PNTC funds that provides an interest earning capability as well as an ease of payment of official debts.
2. Maintains a record of all receipts and expenditures.
3. Exercises judgment in paying expenses (Newsletter printing and mailing, meeting room rental, Officers' phone calls, etc.) and collecting revenue (annual dues, raffles, donations from tool sales, etc.) and brings matters to the attention of the other Officers or entire Membership as appropriate.
4. Processes paperwork to maintain PNTC's status as a non-profit organization per the IRS.
5. Provides a reporting of revenue, expenses and balance of funds at meetings. Provides written documentation of it to the Editor for at least twice annual publishing for the Membership.
6. Upon retirement from office, he/she shall turn over to his/her successor all records, funds and assets in his/her possession belonging to the club.
7. Performs other finance related duties as required.

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

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, getting raw material typed/sized/reproduced as needed and mocking up a final draft for printing.
3. Negotiates with an appropriate private vendor for necessary services to print, reproduce, staple and collate newsletters for mailing.
4. Coordinates newsletter mailings.

5. Prepares other published club materials as required.

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

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

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. Two Sergeants-at-Arms should be available for all meetings. Specific actions include:

1. Assure that identification badges are prepared for all Members and made available at the beginning of all regularly scheduled meetings. Name and hometown shall be prominently shown to speed recognition of Members.
2. Provide blank visitor badges at the beginning of all meetings so that visitors and new Members may be clearly identified. Request that these people fill out full name and address information in PNTC Registration Book.
3. Make audible efforts during the course of meetings to assure that all attendees are wearing proper ID badge and are registered.
4. Circulate PNTC Registration Book to assure that meeting attendees are legibly recorded.
5. Escort out of any meeting, any attendee whose conduct/behavior is clearly disruptive and infringes upon other's ability to enjoy the meeting.
6. Be alert throughout meetings for any indication of security problems. Take appropriate action. Theft of either tools or cash has been a rare, though totally unacceptable occurrence in the past.
7. During those times when attendees may be away from the tool displays, such as during lunch or tours, assure that room is secured or someone is specifically assigned to provide security.
8. Other enforcement related duties as required.

Scholarship Chairperson: The Scholarship Chairperson will facilitate the operation of the Scholarship Committee.

1. Prepare and distribute informational material to members, schools, interested parties and organizations that host scholarship information for service areas selected by the membership.
2. Recruit and select club members interested in serving as part of the selection committee. At least two individuals, preferably three shall be selected to serve as scholarship selection committee members.
3. Direct the selection committee in the use of the scoring materials for applications submitted for the current year.

4. Review and distribute complete scholarship applications to selection committee members for review and evaluation.
5. Review results of the selection committee and resolve issues arising from the selection committee application review.
6. Certify the committee's selection of winners with the club president and determine the amount of the current year's award based on the available budget.
7. Develop a budget based on projected revenues realized during the current year. This budget will be presented to the club officers before the end of the calendar year and presented to the membership prior to the end of the calendar year.
8. Notify the winners of their selection and coordinate the distribution of funds to their educational institution.
9. Host the current winners at the Best-In-The West (BITW) meeting (selected years) or at a regularly scheduled PNTC meeting where these individuals can be introduced to the assembled membership.
 - a. Coordinate distribution of a stipend for scholarship selectees attending such meetings to defray costs.
 - b. Collect signed receipts for the funds presented.
 - c. These stipends can be provided "in-kind" such as room for the night instead of cash.
10. Coordinate the receipt of current scholarship winner's 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.
11. Solve issues that may arise between the current winners, their schools and the club for the definition(s) or enforcement of club by-laws.
12. As soon as possible after selection of the successful PNTC scholarship selectees, all the other PNTC scholarship applicants who submitted applications shall be notified in writing that their applications were not selected for funding.
13. Collect and destroy all applications that were submitted to the PNTC for review and selection of the current year within 30 days of notification to the winners. Those applications selected as winners and alternates will be kept on file for a period of two years following the award of the current year. Old applications, two years or older will be destroyed unless the winner requests consideration for circumstances beyond his/her control.
 - a. This process is found in the by-laws under "Scholarships Committee, Section 11
14. Field questions, resolve issues, research material, coordinate items of interest concerning scholarship for PNTC members and others interested in our program.
15. Keep records of all scholarship expenditures. Prepare and distribute expense reports for club officers and other interested parties. Keep a second copy of expense reports with valid receipts for a period of two (2) years.

ARTICLE IV - ELECTIONS

Section 1. Nominating Committee: In early September of an election year (the second year of a biennial term), the current President will, in consultation with the current Vice-Presidents, assemble a Nominating Committee of not less than 6 individuals drawn largely from past PNTC Presidents and Vice-Presidents. Committee representation will fairly

represent Washington, Oregon and British Columbia. Names of the Committee will be publicized to the Membership at the earliest date, to encourage nominations from the Members at large. The Committee will seek at least one consenting, qualified nominee for each position – additional nominees are highly desirable if available. Committee representatives will solicit interest during the business portion of at least two consecutive meetings before the election. Nominations from the floor shall be specifically requested at those times. It is permissible for a member of the Committee to accept nomination for an office.

Section 2. The Membership will receive ballots in the mail not later than November 1 identifying nominees for all positions and indicating that write-in names are permissible. Combining the ballot distribution with that of a newsletter is urged. Ballots will be returned for tabulation to a Committee representative not running for office. At least two weeks time should be allowed for return of ballots, with a firm, specific deadline given.

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

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

ARTICLE V - MEETINGS

Section 1. Number and Frequency: Four to ten regular meetings per year will be held at roughly equally spaced intervals. Numbers of Members attending 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.

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

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.

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 authorized 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. During business portions of a meeting, if complicated issues or disagreements arise and the PNTC Bylaws do not cover the situation, “Roberts Rules of Order, Revised” shall be utilized.

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

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

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

ARTICLE VI - AUCTIONS

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

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

Section 3. Terms of Exchange: Designation of bids in the silent and verbal auctions, as well as for payment of auction obligations, will be based upon the currency issued by the

country in which the auction is being held. Thus, auctions held in Canada will be based upon Canadian currency. Auctions held in the United States will utilize U.S. currency.

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

1. If there are two valid bids on a tool/lot following the silent auction period, it will be verbally auctioned off between only those two bidders.
2. If there are three or more valid bids on a tool/lot following the silent auction period, the sale of the item will be open to the entire 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. Auction will proceed as if that bid had never been made.
4. A Member cannot bid on tools that he/she already owns.
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 who is 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 fully 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 at the end of the meeting.
8. For special event auctions, the PNTC may decide to register bidders and utilize bidder numbers. On such occasions, it will be required that all bidders be formally registered.
9. The Officers 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.

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

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

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

Section 10. Non-Auction Sales: Following approval of the President or the applicable Vice-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

Section 11. PNTC Scholarship Program

1. The scholarship program was initiated to support students requiring financial assistance to attend vocational training programs in trades that use tools similar to those collected by the members of the Pacific Northwest Tool Collectors.
2. Selection criteria 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 is applying for use 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. Members, their spouses, children, and first grandchildren of club members shall be given extra consideration, a bonus of five additional points. These points will be added to the individual's total accumulated points used to select the scholarship winners.
3. Members residing in other locations or countries have the same privileges as those living in the local service areas of Oregon, Washington and British Columbia.
4. Each applicant for the current year's scholarship must submit an official application found on our website or other official agencies that post our scholarship activities. Each applicant must also follow all applicable requirements as posted in the application forms, procedures and statements of understanding,

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.

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

5. The PNTC Scholarship Program is divided and run under two sections.
 - a. The First section is found in our "BY-LAWS." The By-Laws establish the requirements under which club officers, the scholarship chairperson, and the selection committee operate. They contain central aspects and portions of, but NOT all existing text used by the club to collect and supply information used by various governmental departments or agencies such as the Internal Revenue Service.
 - 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 REGULATION.
 - 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 the PNTC website (WWW.Tooltimer.com) 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.
9. Three copies of the application and supporting information must be submitted for evaluation.
10. The committee shall recommend two primaries and one alternate individual to the club president for approval prior to any official notification to either the winners or other participants.

11. 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 provided by those NOT selected as winners will be disposed of in accordance with internal procedures to protect sensitive information within 30 days after notification to the winners and those not selected to receive an award. The material is to be shredded using an appropriate machine.
12. Letters of congratulation or rejection shall be mailed to all applicants following the approval of the club president.
13. Payment of scholarship funds and stipends will follow internal procedures.
14. Winners will have one year to use the funds for their educational endeavors after notification of award by the scholarship chairperson.
15. If a situation or circumstances arise beyond the recipients 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 Club President and other elected officers for resolution. After reviewing the information provided, the officers can: Extend the scholarship or remainder of the award for up to one additional year. Ask the individual to provide additional information. Refer the matter for a vote of the assembled general membership (both at the Oregon and Washington meetings). Cancel the entire scholarship if no funds were initially provided and/or cancel the remainder of the award.
 - a. The chairperson will notify the recipient of the club's decision via USPS Registered mail, with a Return Receipt Requested.
16. Providing the first installment of the award was made, the chairperson will follow-up with the individual to insure the information on file is correct for the second part of the award.
 - a. If information is not received a second attempt will be made within two months using USPS Registered Mail, along with a 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 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.