P T C V

POLICY MANUAL

Revision Approved by
PTCV Board on
27 June 2026

OFFICERS DUTIES

1. **PRESIDENT** shall:

   a. Serve as the Chief Executive Officer of the PTCV and preside at all general meetings of the organization, including the Board of Directors.

   b. Appoint Chairpersons for the standing committees. This list of appointments shall be forwarded to the PTCV Secretary before July 1st of a new Lions Year.

   c. Arrange for an annual review of the PTCV financial records by a PTCV Board member. Upon completion of review, a report shall be provided to the Board of Directors.

   d. Assure that regular elections are held.

   e. Fulfill other Presidential responsibilities that may be covered in the PTCV Policy Manual.

2. **VICE PRESIDENT** shall:

   a. In the absence of the President, preside at all general meetings of the PTCV, including the Board of Directors.

   b. Fulfill other responsibilities that may be covered in the PTCV Policy Manual.

3. **SECRETARY** shall:

   a. Keep a record of all meetings of the PTCV and the Board of Directors.

   b. In coordination with the President, prepare and distribute the agenda for all meetings of the PTCV Board of Directors.

   c. Establish the protocol for all meetings of the PTCV, including the seating arrangements.

   d. Email to the Board Members the PTCV Constitution, Policy Manual and Roster by 1 July.

   e. Fulfill other responsibilities that may be covered in the PTCV Policy Manual.

4. **TREASURER** shall:

   a. Be responsible for receiving and depositing of PTCV funds in bank accounts approved by the Board of Directors.

   b. Prepare and submit financial statements at Board of Directors Meetings.

   c. Pay all bills and obligations of the PTCV when the expenditure was budgeted and/or approved by the Board of Directors.

   d. To assure that the PTCV funds are readily accessible at all times, signature cards will be required of a minimum of two Board members, one being the PTCV Treasurer.

e. Maintain and keep the official PTCV membership roster. After processing a PTCV Membership form, the Treasurer shall forward the information to the PTCV Secretary, Newsletter Chair and Membership Committee Chair.

f. Fulfill other responsibilities that may be covered in the PTCV Policy Manual.

5. **DIRECTORS** shall:

a. Be expected to attend all meetings of the PTCV Board of Directors and participate in all discussions of such meetings.

b. Each Director shall write an article to be included in a quarterly PTCV newsletter.

c. Perform such duties as may be assigned to them by the PTCV Policy Manual or by the President.

6. **IMMEDIATE PAST PRESIDENT** shall:

a. Serve as the Nominations Chair.

b. Be expected to attend all meetings of the PTCV Board of Directors and have full voting privileges.

VACANCIES

If a position of the Board becomes vacant, the President shall appoint a PTCV Member in Good Standing to fill such position until the next yearly election.

STANDING COMMITTEES

1. **BUDGET COMMITTEE**. The Budget Committee shall have responsibility for the development of the PTCV Annual Budget. The Chairperson shall, in consultation with the PTCV Treasurer, present the Annual Budget to the PTCV Board of Directors. This will be accomplished at the Summer Board Meeting. The Chairperson shall distribute the proposed Budget to all members of the Board of Directors at least 10 days prior to the PTCV Summer Board Meeting. Any proposed increases in membership dues shall emanate from this Committee.

2. **CONSTITUTION AND POLICY COMMITTEE**. The Constitution and Policies Committee shall be responsible for developing and maintaining the PTCV Constitution, and for developing and maintaining current policies that affect the overall operation of the PTCV.

3. **PTCV NEWSLETTER**. The PTCV Newsletter Editor shall be responsible for the dissemination of all material to the general membership on the subject of pin trading. The Newsletter Editor shall not have the authority to change or alter information he has received without prior consultation and coordination with the submitting authority.

4. **NOMINATIONS COMMITTEE**. The Nominations Committee shall submit a slate of Officers and Directors, as appropriate, to the President at least 30 days prior to the Annual Membership Meeting. A copy shall also be furnished to the PTCV Newsletter Editor for publication in the Spring issue.

5. **PIN COMMITTEE**. The Pin Committee shall be responsible for developing and recommending to the PTCV Board of Directors, the topic and design for all pins with the name of the PTCV thereon. This action will be taken in sufficient time to allow for any changes directed by the PTCV Board of Directors. The Pin Committee shall use one or more of the pin manufacturers authorized by Lions Clubs International.

6. **PIN SWAP COMMITTEE**. The Pin Swap Committee shall have overall responsibility for the conduct of the PTCV Annual Pin Swap. The Chairperson thereof shall serve as the Pin Swap General Chair. The Committee shall have as many members as deemed appropriate by the Chairperson.

7. **SUNSHINE COMMITTEE**. The Sunshine Committee shall have responsibility for assuring that appropriate cards are sent on behalf of the PTCV to members and their partners in service who are experiencing illness. When death occurs to the member or his immediate family, this Committee shall take the appropriate action by expressing PTCV condolences to the family. All expenses incurred are to be borne by the PTCV. The PTCV President shall appoint one of the Directors to serve as Chairperson.

8. **WEBSITE COMMITTEE**. The purpose of the website is to promote the PTCV by providing current information about the various functions and activities of the PTCV. The source of the information may be obtained from the individual Standing Committee Chairpersons or it may be self-developed by the Webmaster in coordination with the appropriate PTCV Officers and Directors. The Website Domaine, Username and Password of the Website shall be given to the President and Secretary. The Webmaster shall not have the authority to change or alter information he has received without prior consultation and coordination with the submitting authority.

9. **YOUTH SCHOLARSHIP COMMITTEE**. The purpose of the PTCV Youth Scholarship Committee is to support the Lions International Trading Pin Club (LITPC) Youth Scholarship Program. Students eligible to apply are Leos, and the children and grandchildren of Lions.

10. **PTCV ANNUAL MEETING AND LUNCHEON COMMITTEE**. The purpose of this Committee is to coordinate with the Virginia State Convention Chair person, to determine the location, meal choices and cost for the Annual Meeting and Luncheon held during the VA State Annual Convention. The Committee Chair is responsible to present this information to the PTCV Board of Directors at the February Board Meeting.

11. **MEMBERSHIP COMMITTEE**. The Membership Committee shall be responsible for promoting membership in the PTCV. Send a friendly reminder, with a renewal membership form, to the members whose dues need to be renewed. The Chairperson shall be responsible for developing plans for recruiting new members and for retaining our current membership.

12. **PIN CATALOG COMMITTEE**. The Pin Catalog Committee shall be responsible for developing and maintaining color pictorial catalogs of all trading pins issued by Lions of Virginia organizational entities and by individual (personal) members of the Lions of Virginia. The Catalogs shall be updated and furnished by email to the general membership of the PTCV on a quarterly basis.

13. **AD HOC COMMITTEES**. The President shall appoint Special Committees, as deemed necessary.

PIN SWAP. **Annual**

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

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

3. **Auctions**. The Swap Chair shall appoint the Auction Chairperson. The Auction Chairperson shall employ as many members as necessary to assist with the Auctions. The Auction Committee shall solicit quality pins for the Silent Auction(s) on Thursday and Friday. After the pins for the auctions are received, the Auction Chair will decide what pins shall be placed in the Auctions. The Auction Chair person shall be authorized to secure the services of an auctioneer within budgetary limitations if needed. A 10 per cent surcharge shall be charged for pins sold at the Auctions.

4. **Special Invites**. It is customary the PTCV President invite the LITPC to hold their Board meeting at the Annual PTCV Pin Swap.

DIRECTORY. Roster

1. The PTCV membership shall be provided a Roster of all members who have paid the established dues for membership in the PTCV. A member will be given one year pass their dues date (July 1st) to renew. If they fail to do so, they shall be dropped from the membership.

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

3. New members information/changes will be issued in the PTCV newsletter by the Newsletter Editor.

NOMINATIONS

The Nominations Chairperson shall call for nominations in the Winter issue of the PTCV newsletter, with the understanding that all such nominations must be received by the Nominations Chairperson by 15 March. This will give the Nominations Committee sufficient time to prepare the official slate for publication in the Spring issue of the PTCV newsletter.

PTCV PINS, Issuance of

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

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

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

    b. Registration Pin. Each person who registers for the PTCV Annual Pin Swap shall be given ONE pin at no cost. Should there be a surplus, the pins will be sold for a minimum of $2.00.

    c. Breakfast Pin. Each person who attends the PTCV Pin Swap breakfast shall be given ONE pin at no cost. Should there be a surplus, the pins will be sold for a minimum of $2.00 each.

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

e. PTCV Luncheon Pin. Each attendee at the PTCV Luncheon shall be given ONE pin compliments of the PTCV. The actual cost of the pin may be factored into the meal price charged to attendees.

3. In addition to the aforementioned pins, it shall be recognized that there will be special events and/or dates that the PTCV might desire to commemorate with the issue of a special pin. The PTCV Board of Directors may, from time-to-time, determine that it is appropriate to offer the PTCV membership and/or new members, a special pin as an incentive for prompt payment of dues. The type and design of the pin shall be coordinated with the PTCV Pin Chairperson. The cost for the pin will be borne by the PTCV.

PRESTIGE PIN, Lions of Virginia

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

   a. The PTCV Pin Chairperson shall develop a memo to the Virginia members of the PTCV, together with an appropriate order form. LOV prestige pins may not be sold outside of Virginia. A deadline for submitting orders shall be established and a statement will be clear that this is the only time the pin will be offered. The Pin Chairperson may decide to send out a reminder of the deadline.

   b. The number of pins pre-ordered by the membership will be the number of pins ordered from the pin manufacturer.

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

REFUNDS

A refund by the PTCV shall be limited to those rare instances wherein a death or serious accident or health problem involving the individual member or a member of the immediate family.

COMPLIMENTARY MEMBERSHIP

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

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

MEMORIAL FOR CURRENT OFFICERS AND PAST PRESIDENTS

The PTCV Treasurer shall be authorized to send a check for $200 to a charitable organization noted by the family. Should the family leave it to the discretion of the PTCV, the Lions International Trading Pin Club (LITPC) Youth Scholarship Foundation shall be the charitable organization of preference.

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

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

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

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

DUES, Establishment and Renewal

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

2. Membership Forms shall be developed for use in obtaining dues from new members and for dues renewal from the PTCV membership. The said form shall require the submission of sufficient information to be used in the preparation of the PTCV Membership Directory.

3. Where possible, the Membership Forms shall be available at all Lion gatherings.

LOGO, PTCV Official

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

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

PIN TRADERS CLUB OF VIRGINIA
Membership

( ) NEW MEMBER ( ) RENEWAL

PLEASE PRINT OR TYPE
NAME_____

ADDRESS_____CITY _____

STATE/PROVINCE_____ZIP/POSTALCODE_____COUNTRY_____

EMAIL ADDRESS_____

PHONE: Home_____ Cell_____

NAME OF SPONSORING PTCV MEMBER_____

Please make check payable to PTCV and mail to:

LION HANK RAGLAND
PTCV TREASURER
6799 OSBORNE TURNPIKE
HENRICO, VA 23231

OUR DUES ARE ONLY
$ 15.00 FOR TWO YEARS

AMOUNT RECEIVED _____