



**Lions International Trading Pin Club**

# **Policy Manual**

**Governing the Operations  
of the  
LITPC Board of Directors**

**May 2005**

Updated July 2013

## Table of Contents

Policy Manual	0001
Channels of Communications	0002
Signing of Contracts	0003
Budget	0004
Voting by Past Presidents	0005
Appointment of a Recording Secretary	0006
Invited Board Attendees	0007
Breakfast	0008
Invitation of Guests	0009
Outstanding Service Awards	0010
LITPC Officer Awards	0011
Lifetime Achievement	0012
Annual Pin Contest	0013
Renewal of Dues	0014
Membership Cards	0015
Compensation	0016
Nominations	0017
Hospitality Room	0018
LITPC Hotel	0019
Issue of LITPC Pins	0020
Directory	0021
Tables	0022
Sergeant-At-Arms	0023
Head Table	0024
Memorial Services	0025
First Class Mail	0026
Proxy Vote	0027
Fiscal Accountability	0028
First Vice President	0029
Second Vice President	0030
Sunshine Committee	0031
Immediate Past President	0032
Life Membership	0033
Voting Privileges	0034
Restrictions on Making Nominations	0035
Resignation/Removal of Board Members	0037
Refunds	0038
Terms of Office of Secretary & Treasurer	0039
Expiration Date for Dues	0040
Hall of Fame	0041
Committees	0042
Membership Retention	0043
Financial Review	0044
Selection of Alternate Site Meeting	0045
Restrictions of Elections	0046
Meetings Outside of North America	0047
Flowers for Deceased	0048
Ethics Committee	0049
USA-Canada Forum	0050
Pin Trader Club Pins on Website	0051
Prospective Members	0052

## LITPC POLICY STATEMENT

SUBJECT: **POLICY MANUAL**, Establishment of

1. In the interest of providing continuity from one administration to another, and for the purpose of prescribing a standard operating procedure, it is highly desirable to document the Lions International Trading Pin Club (LITPC) policy on all Club matters. Accordingly, the formal establishment of a LITPC Policy Manual is hereby directed. The updated and current Policy shall be the property of the LITPC and shall be maintained by the LITPC Policy Committee. The Policy Committee is comprised of a Chairman (appointed by the President), the LITPC Vice Presidents, the LITPC Legal Council, and one additional member chosen by the chairman. The Committee shall be charged with the responsibility for developing new Club policy for approval by the Board of Directors, and for providing comments on any proposed changes to existing policy statements. Any member of the LITPC may request that a particular policy be reviewed to assure that the provisions therein are in the best interests of the LITPC. Such requests must be addressed, in writing, to the LITPC President, who will then determine when the matter will be brought before the Board of Directors. After a full discussion by the Board, and it is determined that the policy in question should be amended, the LITPC Policy Committee shall be directed by the President to draft an appropriate amendment or revision of the policy in question for a vote of the Board.. Nothing herein is intended to inhibit the Policy Committee from initiating proposed changes in the normal process of maintaining the LITPC Policy Manual in a current status.

2. Each policy shall be assigned a subject matter and a number to facilitate reference. As an example, this Statement is entitled "POLICY MANUAL, Establishment of". The number will be a four digit numbering system, i.e., "0001, 0002, etc."

3. It shall be understood that a policy of the Club shall in no way be in conflict with the provisions of the Constitution of the LITPC or of the Constitution & By-laws of Lions Clubs International. It shall be further understood that a policy of the Club shall remain in effect until changed, superseded, or eliminated by the Board of Directors of the LITPC. In this connection, all LITPC Board members must be given a minimum of 30 days notice of any proposal that would **create**, change, supersede or eliminate an LITPC Policy. It shall be the responsibility of any Board Member who proposes, to the Policy Committee, additional changes/amendments of the policy in question, to provide copies thereof by the most expeditious means available to ALL members of the Board. Every effort shall be made to resolve all questions prior to the matter being brought before the entire LITPC Board of Directors

4. All policy statements become effective immediately upon approval by the LITPC Board of Directors, unless otherwise stated therein.

5. For the purposes of simplicity and ease of readability, the terms "he", "his", and "him" are used in these statements. However, it shall be understood that those terms also apply to the female gender. The terms "she", "hers", or "her" may be substituted, as applicable.

6. To protect the integrity of the Statement, the final phrase "NOTHING FOLLOWS" shall appear at the end of the verbiage.

7. This Statement supersedes LITPC PS 0001 of 26 May 2010

\*\*\*\*\*NOTHING FOLLOWS\*\*\*\*\*

Approved by the Board on 13 June 2013

LITPC POLICY STATEMENT

SUBJECT: **CHANNELS OF COMMUNICATIONS**, Contact with Lions International

1. In recognition of the fact that the membership of the LITPC has elected a specific individual as President, this individual shall in fact be the only member authorized to communicate with Lions Clubs International on official matters affecting the Club. It shall be understood that the President may authorize or delegate other members of the LITPC to speak for him when specific subjects or matters dictate such action. Further, it shall be understood that any member of the LITPC who unilaterally contacts Lions Clubs International without the authority of the President of the LITPC shall be acting as an individual Lion or Lioness and NOT as a representative of the LITPC. Any agreements or understandings that may come out of such unauthorized contacts shall have no force upon the LITPC.

2. It shall be the responsibility of the President of the LITPC to inform the members of the Board of Directors of the LITPC of all such authorizations for members of the LITPC to have or make contact with Lions Clubs International. The Board of Directors of the LITPC shall not be obligated to support any actions taken in violation of this Policy.

\*\*\*\*\*NOTHING FOLLOWS\*\*\*\*\*

Approved by the Board on 8 July 1990

## LITPC POLICY STATEMENT

SUBJECT: **CONTRACTS**, Signing of

1. All contracts which obligate the LITPC for financial settlement must be signed by the President or his specific designee, as approved by the Board. It shall be understood that individual members of the LITPC, regardless of their position, cannot obligate the LITPC, except when specifically authorized by the President or the LITPC Constitution. When it is necessary for the President to designate a member to act on his behalf, such designation shall be in writing. Further, the written designation shall include the specific purpose for which the action is taken. Any member who unilaterally incurs an indebtedness with the intention of receiving a reimbursement from the LITPC for same shall have no guarantee that the said indebtedness will be paid or authorized by the LITPC Board of Directors.

2. The LITPC Board of Directors must approve ANY proposed financial obligation which exceeds \$300.00, except for those previously approved as a budget item under the provisions of LITPC PS 0004.

3. It shall be understood that so-called "normal" operating expenses must be paid for services rendered. Included, but not necessarily limited therein, are expenses incurred in the issue of the Club bulletin, provided, however, that any expenses in excess of the normal budget limitations for the bulletin must be approved by the Board. Also defined as "normal" operating expenses are those incurred by the LITPC Treasurer in the administration of the financial documents of the Club, and for the purchase of supplies for the administration of the Club.

This Statement supersedes LITPC 0003 of 8 July 1990.

\*\*\*\*\*NOTHING FOLLOWS\*\*\*\*\*

Approved by the Board on 30 October 1995

## LITPC POLICY STATEMENT

SUBJECT: **BUDGET**, Preparation of

1. The LITPC Budget (hereinafter referred to as the Budget) is defined as the financial plan for the organization for a specified period of time. The period of time is between 1 July and the following 30 June.

2. The LITPC Treasurer or a Budget Committee, as determined by the President, shall issue a "Budget Call" in March to those Officers, Directors, and Committee Chairpersons who shall expect to incur expenses on behalf of the LITPC. All such officials shall submit proposals within 30 days following the "Budget Call". Based on this data and other pertinent data, the LITPC Treasurer or a Budget Committee shall prepare a proposed budget.

3. It shall be the policy of the LITPC to operate the organization based on a balanced budget.

4. To facilitate full consideration of the proposed Budget, advanced copies thereof shall be distributed to all members of the Board of Directors by the preparing authority, at least 15 days in advance of the LITPC Annual Board Meeting of the year preceding the fiscal year for which the Budget is proposed.

5. Approval of the proposed Budget is required by action of the Board of Directors. If for any reason final approval of the Budget cannot be effected by the conclusion of the Board Meeting at which the Budget is discussed, it shall be understood that:

a. The Treasurer will make payments for housekeeping expenses incurred on behalf of the LITPC. Housekeeping expenses are defined as those associated with the publication and distribution of the newsletter and membership forms, administrative postage expenses, floral tributes, pin purchases, and office supplies such as stationery.

b. If an emergency occurs that requires expenditure of LITPC funds, the Treasurer, with the concurrence of the President, will obtain approval by a majority vote of the Board. This can be accomplished by phone fax machine, or e-mail.

c. Priority attention will be given to concluding action on the proposed Budget within 30 days. Approval by telephone, e-mail, or fax machine is authorized. If final action is not taken within 30 days, the President shall activate an Emergency Budget Approval Committee (EBAC) to act for the Board as a whole. The EBAC shall be comprised of the President, the Vice Presidents, and the Treasurer. The EBAC shall be required to finalize action on the Budget in sufficient time to permit distribution of the document to the Board by 1 October. Nothing herein would preclude the Board at the next scheduled meeting from making amendments.

6. The LITPC Treasurer shall be expected to execute the approved Budget. It shall be understood that the Treasurer is NOT authorized to make payments of any expenses incurred by any member when the item has not been formally approved by the Board. Even when the Board has approved an item for the Budget, approval of an actual expenditure outside the limits of the approved figure must be obtained from the Board.

7. This Statement supersedes LITPC PS 0004 of 23 October 1998.

\*\*\*\*\*NOTHING FOLLOWS\*\*\*\*\*

Approved by the Board on 30 June 2003

LITPC POLICY STATEMENT

SUBJECT: **PAST PRESIDENTS**, Board Meeting Voting by

1. In recognition of the invaluable knowledge and experience that the Past Presidents have gained as a result of their service as the Chief Executive Officer of the organization, it shall be the policy of the LITPC that all Past Presidents will be invited to attend all meetings of the LITPC Board of Directors. Further, all Past Presidents shall be eligible for full voting privileges, with the understanding that LITPC PS 0034 will apply with regard to dual voting privileges. It shall be further understood that the eligibility to vote is restricted to attendance at called meetings of the Board. Accordingly, Past President shall not be included in voting by telephone and by electronic means, except when the matter directly impacts the Past Presidents as in the approval process for the annual LITPC Board pin sets.

2. The LITPC Constitution, in Section 3b, Article III, provides that a quorum at any meeting of the Board of Directors shall consist of a majority of the Board. This is interpreted to apply only to those elected officials and the Chairmen of the Standing Committees who are appointed by the President. Accordingly, the Past Presidents shall NOT be counted for the purposes of determining a quorum. Further, the provisions of LITPC PS 0027 with regard to Proxy Voting shall NOT be applicable to the Past Presidents.

3. It shall be further understood that the restrictions provided for in paragraph 2 above do NOT apply to the Immediate Past President or to any other Past President who is appointed by the President to serve as the chairman of a standing committee. These positions are provided for in the LITPC Constitution and are therefore subject to the policies governing quorums and proxy voting.

4. This Statement supersedes LITPC PS 0005 of 8 July 1990.

\*\*\*\*\*NOTHING FOLLOWS\*\*\*\*\*

Approved by the Board on 6 June 2012

LITPC POLICY STATEMENT

SUBJECT: **RECORDING SECRETARY**, Appointment of

1. In addition to the member elected as LITPC Secretary, there may be a Recording Secretary appointed by the President of the LITPC. This is in recognition that the elected Secretary may become involved in the detailed discussions of the matters being considered by the Board, and may not necessarily be in a position to properly record the essential facts needed by the Board.
2. The appointed Recording Secretary shall not have a vote on matters considered by the Board of Directors, except when that individual already is a voting member of the Board.
3. To avoid conflicts, there shall be only ONE Recording Secretary at any Board of Directors Meeting. In the absence of a Recording Secretary, the elected Secretary shall be expected to serve in that capacity, even though it may encumber his active participation in the discussion process.
4. The appointed Recording Secretary shall be named by the President at the beginning of each Board of Directors Meeting, and that appointee shall be responsible for distributing the minutes of said meeting as expeditiously as possible after the conclusion of said meeting.
5. This Statement supersedes LITPC PS 0006 of 8 July 1990.  
\*\*\*\*\*NOTHING FOLLOWS\*\*\*\*\*

Approved by the Board on 23 February 1996



## LITPC POLICY STATEMENT

SUBJECT: **BOARD ATTENDEES**, Invited

1. The elected members of the Board of Directors, the Board Appointees (Chairs of the Standing Committees), the LITPC Past Presidents, and the Recording Secretary shall have continuous access to the facility/room in which the Board of Directors are meeting.
2. In recognition of the support the LITPC receives from the several Multiple District pin trading organizations, it shall be our policy to extend limited invitations to each such organization to attend the LITPC Board Meetings. The President or his designee shall advise the President of each Multiple District pin trading organization of the time, date, and location of the regularly called LITPC Board Meetings. A notice in the LITPC newsletter will suffice and will meet the requirements of this policy.
3. Each Multiple District pin trading organization shall be limited to two (2) representatives, the names of which MUST be provided in advance to the LITPC President. The representative MUST be members of the LITPC. It shall be understood that these representative are considered to be observers only and shall be expected to refrain from participating in the discussions brought before the Board, unless called upon to do so specifically by the LITPC President. Other voting members of the Board shall refrain from inviting or encouraging verbal participation by the invited guests. All invited guests shall be seated in an area of the room that is reserved for that purpose. Nothing in this policy shall preclude the LITPC President from designating a time on the agenda for "open discussion" on matters affecting the pin trading community.
4. It shall be understood that on occasion there will be matters that are deemed to be reserved for the voting members of the Board only. When this occurs, the President shall call an executive session of the Board which shall be limited in attendance by those individuals reflected in paragraph 1 of this policy.
5. This Statement supersedes LITPC PS 0007 of 8 July 1990.  
\*\*\*\*\*NOTHING FOLLOWS\*\*\*\*\*

Approved by the Board on 29 June 1997

LITPC POLICY STATEMENT

SUBJECT: **BREAKFAST**, Annual

1. It shall be the policy of the LITPC to sponsor a Breakfast at the site of our Annual Meeting, immediately preceding the conduct of the said meeting. In keeping with LITPC PS **0030**, the LITPC **Second** Vice President shall serve with the LITPC President's designee to see that the Breakfast is conducted in a proper manner. All matters involving the signing of or agreement to financial obligations by the LITPC with the hotel where the Breakfast is to be held must be in accordance with LITPC PS 0003.

2. It shall be understood that the LITPC membership attending the event shall be charged for the cost of the meal and for an appropriate surcharge to cover the costs incurred by the LITPC in the administration of the event. It shall NOT be the policy of the LITPC to make a profit from the membership for the conduct of this event.

3. This Statement supersedes LITPC PS 0008 of **30 June 2003**.

\*\*\*\*\*NOTHING FOLLOWS\*\*\*\*\*

Approved by the Board on **1 July 2007**.

## LITPC POLICY STATEMENT

SUBJECT: **GUESTS**, Invitation of

1. In an effort to enhance the image of the LITPC and to maintain contact with the leadership of Lions Clubs International, it shall be our policy to extend an invitation to the leaders of Lionism to attend our meal preceding our Annual Meeting. The leaders of Lionism are hereby defined as the President and two Vice Presidents of Lions Clubs International. Upon completion of the meal, the leaders of Lionism shall be invited to address the LITPC membership. Prior to the beginning of the conduct of official LITPC business, the leaders of Lionism shall be excused. This latter action is in recognition of the limited time available to our guests during the week of the International Convention. Further, it is recognized that the very presence of the leaders of Lionism may possibly impede the full exchange of thoughts and actions between the LITPC membership and officers of the Club. Accordingly, there shall be a brief recess between the close of the remarks by our guests and the beginning of the conduct of the Annual LITPC Meeting. The duration of the recess shall be determined by the President of the LITPC.
2. It shall be understood that the LITPC shall underwrite the full costs of meals for our guests.
3. Nothing in this policy is intended to preclude the invitation of other special guests. It is, however, intended to preclude the wholesale invitation of the entire Board of Directors of Lions Clubs International. It must be recognized that the financial well being of the LITPC has limitations.

\*\*\*\*NOTHING FOLLOWS\*\*\*\*

Approved by the Board on 8 July 1990.

LITPC POLICY STATEMENT

SUBJECT: **AWARD**, Service for Outstanding Performance

1. In recognition that there are individuals who will, from time-to-time, perform services for the LITPC in an exemplary manner and should be recognized in a special manner. Accordingly, the President of the LITPC is authorized to designate one or more individuals each year to receive the special recognition. The award shall be entitled "The LITPC Outstanding Service Award", and shall be presented during the conduct of the Annual LITPC Meeting.

2. It shall be understood that the President is authorized to obtain an appropriate plaque or other memento for each recipient. The cost of the awards shall be borne by the LITPC, with the understanding that any one award shall not exceed \$50.00 U.S. funds. Any costs incurred in excess of the limitation shall be borne by the President making the award.

3. Although there shall be no limit on the number of such awards during any given Lions year, the President is encouraged to be extremely selective in order to maintain a high degree of prestige for the said award. It is understood that any expenses exceeding \$200.00 in any given year must receive the advice and consent of the majority of the LITPC Board of Directors.

4, This Statement supersedes LITPC PS 0010 of 8 July 1980

\*\*\*\*NOTHING FOLLOWS\*\*\*\*

Approved by the Board on 5 July 2004

LITPC POLICY STATEMENT

SUBJECT: **AWARD**, LITPC Officer

1. In recognition of the service rendered by the Officers of the LITPC, the President is authorized to require the LITPC Secretary to obtain appropriate plaques or other memento for presentation to the said Officers upon completion of their term of office. In addition, the LITPC Secretary is authorized to obtain an appropriate plaque or other memento for presentation to the LITPC President upon completion of the term of the President.

2. The cost of the awards shall be borne by the LITPC, with the understanding that any one award shall not exceed \$50.00 U.S. funds. Any anticipated costs in excess of the limitation must be approved by a majority of the members of the Board of Directors.

\*\*\*\*NOTHING FOLLOWS\*\*\*\*

Approved by the Board on 5 July 2004

## LITPC POLICY STATEMENT

SUBJECT: **LIFETIME ACHIEVEMENT AWARD**, Criteria for

1. To recognize a member for exceptional lifetime devotion to the organization, the LITPC hereby confirms the establishment of the LITPC Lifetime Achievement Award. It is the intent of this policy to clearly define the high standards that one must attain before being considered for this prestigious award.
2. The criteria that one must have exhibited are as follows:
  - a. The individual must be a current member of the LITPC and must have been a member for a minimum of 20 consecutive years of service. He/she must have served as an officer or Director for a period of at least two years.
  - b. He/she must have served the organization in positions of leadership exhibiting a quality of leadership that far exceeds what is normally expected of such an individual in all of the positions held.
  - c. The individual must have introduced innovative ideas and procedures that have not only served the organization well but have contributed significantly to the growth of the organization.
  - d. The individual must have been involved in actions that have resulted in positive recognition for the LITPC by other organizations within Lionism, with particular emphasis on recognition by our parent organization, Lions Clubs International.
  - e. He/she must have played a significant role in the establishment and/or promotion of one or more of the Multiple District pin trading clubs that provide the LITPC with the significant base of membership that we enjoy.
  - f. The individual must be considered to possess impeccable personal traits and high moral standards, particularly when it comes to his pin trading habits within the pin trading community.
3. The LITPC President, Vice President, Immediate Past President, Secretary, and Treasurer will comprise a Special Awards Committee, and will have the responsibility for considering candidates for this highly prestigious award. After reviewing the recommendations of the Committee, the LITPC Board of Directors shall have final approval authority. Final approval of this award requires a majority vote of the voting members present and constituting a quorum. Under no circumstances will more than one award be given in a single year.
4. If consideration of this award is being given to a member present at a given board meeting he/she will be asked to leave the meeting while discussion and voting takes place. Voting will be by secret ballot.
5. The presentation of the Lifetime Achievement Award shall be made by the LITPC President, or his designee, at an appropriate gathering of members of the LITPC.
6. The recipients of this prestigious award shall be shown in an attachment to this policy.

\*\*\*\*\*NOTHING FOLLOWS\*\*\*\*\*

Approved by the board on 26 May 2010

## **Lifetime Achievement Award Honorees**

**Lion William A. "Bill" Smith, PCC, Virginia**

Presented by President Bill Sour during the Virginia Pin Swap in Winchester, VA  
November 2009

## LITPC POLICY STATEMENT

SUBJECT: **CONTEST**, Annual Pin

1. The LITPC shall sponsor an Annual Trading Pin Contest at the site of the Annual LITPC Meeting. The Contest is for the exclusive participation by the members of the LITPC and is in no way intended to compete with the pin contest conducted by Lions Clubs International. The primary purpose for the LITPC Contest is to encourage our membership to become more involved in the design of trading pins, and to recognize those members who have taken the time to develop and design trading pins.
2. All pins entered in the Contest must have been produced and available for trading between the ending of the LITPC Annual Meeting and the subsequent LITPC Annual Meeting the following year. Sample entry form is attached hereto.
3. A panel of judges shall be appointed by the LITPC First Vice President from members who are present at the site of the annual LITPC Meeting. The judges should have basic knowledge of the overall design of trading pins and should NOT have pins entered into the Contest, where feasible. In those rare instances where it shall be deemed impossible to obtain qualified judges without selecting Contest participants, the concerned judges shall not be eligible to judge the category of pins in which their pins are entered, or to participate in discussions pertaining thereto.
4. Pins may be mailed to the LITPC First Vice President in sufficient time to permit receipt by that official at least two weeks prior to the beginning of the LITPC Annual Meeting. In addition, pins for the Contest may be submitted in person to the LITPC First Vice President by noon on the day of the judging.
5. Pins MUST be an original design. In this connections, pins in a continuing series like the Tennessee Cat or Mississippi Lady are eligible each year provided, in the opinion of the judges, there is sufficient differences from prior issues.
6. Pins which depict a registered or trademark item, to include commercial products (e.g., food items, beverages, or any other trademark item) MUST be accompanied with a copy of the authorization letter from the commercial organization concerned.
7. Only pins produced by pin makers authorized by Lions Clubs International will be considered for judging. The logo or markings of the authorized pin maker MUST be clearly evident on the reverse side of the pin.
8. The LITPC membership shall be expected to comply with this Policy which shall be published at least annually in the LITPC newsletter. Any violation of the provisions herein shall be grounds for disqualification of the pins entered. Likewise, the judges selected for the Contest shall be expected to comply and enforce the provisions of this Policy. Further, the judges are NOT authorized to amend or otherwise change the provisions of this Policy.
9. All pins entered in the Contest shall be raffled during the conduct of the LITPC Annual Meeting as a means of raising sufficient funds to help offset the costs incurred in the procurement of appropriate awards. Any excess funds shall be placed in the LITPC general account..
10. Appropriate plaques will be awarded for the winning entry in each category established by the judges. In recognition that most pin designers do not possess the artistic skills necessary in the development of the finished product, a plaque may also be awarded to the artist who developed the artwork needed by the authorized pin maker to produce the pin. To make the artist eligible for award recognition, his/her name MUST be provided at the time of entry in the Contest. In any event, only individuals who are members of the LITPC may be awarded plaques. Artist who are full-time employees of authorized pin makers are NOT eligible for this type of recognition. For all winning entries, it shall be the responsibility of the member to submit duplicate pins for the plaque.
11. Tickets used for the raffle of the Contest shall be numbered and a full accountability of funds collected shall be required of not less than two LITPC members.
12. This Statement supersedes LITPC PS 0013 of 23 February 1996..

\*\*\*\*NOTHING FOLLOWS\*\*\*\*



## 20\_\_ LITPC Annual Pin Contest - For Members Only

LITPC member who designed or caused the pin(s) to be produced \_\_\_\_\_

LITPC member who provided the artwork necessary in the production of the pin \_\_\_\_\_  
(This is NOT mandatory; only if the artist is also to be recognized for the winning entry)

CATEGORY IN WHICH PIN(S) ARE TO BE ENTERED (Check ONE only)

\_\_\_\_ (A) Multiple District Pin or Set

\_\_\_\_ (B) District Pin or Set

\_\_\_\_ (C) Lions/Lioness/Leo Club Pin or Set

\_\_\_\_ (D) Personal Pin

\_\_\_\_ (E) Personal Pin Set (by an individual)

\_\_\_\_ (F) Personal Pin Set (by a group)

\_\_\_\_ (G) Trading Pin Club Pin or Set

\_\_\_\_ (H) Special Projects Pin or Set (Band, Convention, Leader Dog, etc.)

SUBMISSION OF PINS:

Send Entry Form and ONE pin/set to:

\_\_\_\_\_  
LITPC First Vice President

\_\_\_\_\_  
\_\_\_\_\_

NOTE: Pins may be submitted in person up until noon on the day of judging.

For categories A, B, and C, the pins MUST have been available to all members. Please note: All pins entered will be raffled During the LITPC Annual Meeting. Should your entry be judge to be the best in one of the categories, you will be asked to present a duplicate that can be used on the plaque that will be presented at the LITPC Annual Meeting the following year.

### AUTHORIZED PIN MAKERS FOR USA, CANADA, and AUSTRALIA

Only those pins made by an authorized pin maker whose name is clearly imprinted on the reverse of the pin will be judged. Please be aware of changes, additions, deletions, addresses, etc.

AMERICA'S FINEST  
P O Box 566  
Scituate, RI 02919

C. P. ENTERPRISES  
Jennifer Huang, Manager  
P O Box 54088  
Irvine, CA 92619

SPECIALTIES UNLIMITED/dba/ PIN SOURCE  
380 Hurricane Lane, Suite 201  
Williston VT 05495

CREATIONS MYRIADE, INC.  
3 Montee Riviere Des Feves  
St-Urbain Premier, Quebec, jos 1yo  
Canada

SHANGHAI VILLAGE GIFT & ORNAMENT  
David or Tony Wu  
Room 501, 5th Floor, Bldg A  
Jingting Plaza, 1000 Hongquan Rd  
Minghang District  
Shanghai 201103, PR China

THE PIN CENTER  
8525 Edna Avenue  
Las Vegas NV 89117

PIN CRAFTERS  
45 Kilburn Street  
Burlington, VT 05041

LAURIE ARTISS, LTD.  
2169 McIntyre Street  
Regina, SK, S4P 2R8  
Canada

EYEFX MEDIA, INC.  
45 Sidney Street East  
Swift Current, SK, S9H 5C2  
Canada

SCREENCRAFT DAVID-E1  
42 Clarice Road  
Box Hill, VIC 3128  
Australia

EXCELLENT PINS & BADGES FACTORY, INC.  
80-68 164 Street  
Jamaica NY 11432

JUNIPER EMBLEMS, LTD.  
C. Davidink, President  
4510 48th Avenue  
Lacombe, Alberta T4L 2C2  
Canada

RECOGNITION SERVICES, INC.  
7998 Georgetown Road, Suite 200  
Indianapolis, IN 46268

THE LOGO WORKS, INC.  
404056 Union Road  
Ingersoll, ON, N5C 3J8  
Canada

## LITPC POLICY STATEMENT

SUBJECT: **DUES**, Renewal of

1. An appropriate form shall be developed by the Treasurer for use in obtaining Dues Renewal from the LITPC membership. The said form shall require the submission of sufficient information to be used in the preparation of the LITPC Directory of Members.
2. The dues Renewal Form shall be provided in March each year by electronic means by the LITPC Treasurer to all members who receive their LITPC newsletter by e-mail. The form will be included as an attachment to the Spring issue of the LITPC newsletter for all members who receive a hard copy of the newsletter by regular mail. A follow-up notice will be sent by the appropriate means in the May-June time frame. The yearly dues of \$15.00 per member must be received by the LITPC Treasurer by not later than 30 August in order to permit sufficient time for the preparation of the Membership Directory. Any member, regardless of their present or prior position in the Club, who fails to renew their membership shall be dropped from the rolls of the LITPC. It is understood that Life Members shall be exempt from yearly dues. Further, it shall be understood that every effort will be made to avoid any embarrassment of any member whenever possible, particularly when there is some evidence that the said member has not received the appropriate notice of dues renewal, for whatever reasons.
3. In addition to the procedures outlined above, the LITPC Editor shall be required to give special notice in the Spring issue of the newsletter as a means of calling attention to this administrative necessity. An additional item shall be inserted in the Summer issue of the newsletter to remind all concerned that if the yearly dues have not been paid, they are past due and membership will be terminated prior to the issue of the Fall issue of the LITPC newsletter
4. The LITPC Board of directors may, from time-to-time, determine that is advisable to offer the LITPC membership a discount renewal fee for multiple years payment. The amount of the discount and the duration of the discount shall be determined by the Board, based on the circumstances surrounding the decision to initiate such action.
5. The annual dues are established at \$15.00.
6. This Statement supersedes LITPC PS 0014 of **23 October 1998**.  
\*\*\*\*\*NOTHING FOLLOWS\*\*\*\*\*

Approved by the Board on 6 June 2012

LITPC POLICY STATEMENT

SUBJECT: **MEMBERSHIP CARDS**, Issuance of

When it is determined that the issuance of Membership Cards is feasible, as provided in the LITPC Constitution, the issuing authority, as dictated by the President, shall provide same to the Newsletter Editor for mailing with the Fall issue of the LITPC newsletter. Under no circumstances may the issuing authority distribute the Membership Cards when such issuance would cause the LITPC to incur an additional expense.

\*\*\*\*NOTHING FOLLOWS\*\*\*\*

Approved by the Board on 8 July 1990

## LITPC POLICY STATEMENT

SUBJECT: **COMPENSATION**, Payment of

1. The LITPC Constitution provides that Officers and Directors may be reimbursed for duly approved reasonable administrative expenses of postage, telephone, and stationery, and printing. This is the limit authorized. The Board shall determine what is reasonable.
2. It shall be understood that no Officer or Director shall receive compensation for travel to or from a meeting of the Board, and that no Officer or Director shall receive compensation for lodging or rental cars in connection with a meeting of the Board of Directors. The only exception to this policy shall be when the LITPC Board of Directors determines that the actual conduct of the Board Meeting in question will be jeopardized if appropriate compensation is withheld. In those instances, the determination must be made by the full Board of Directors, either in a Board Meeting or by mail or telephonic survey by the President or his designee. Further, the specific limits of the special compensation must be established by the Board of Directors.
3. It shall be further understood that no Officer or Director shall receive compensation for meals taken during the conduct of meeting of the Board of Directors.
4. It shall be further understood that any LITPC member who agrees to accept the responsibility of an office of the LITPC shall also accept the fact that there are and will be financial considerations involved and that these financial considerations will normally be borne by the individuals concerned.
5. This statement supersedes LITPC 0016 Of 8 July 1990.

\*\*\*\*NOTHING FOLLOWS\*\*\*\*

Approved by the Board on 26 May 2010

## LITPC POLICY STATEMENT

SUBJECT: **NOMINATIONS**, Receipt of

1. The LITPC Immediate Past President serves as the Chairman of the LITPC Nominations Committee and shall receive all nominations for positions on the LITPC Board of Directors. As provided in the LITPC Constitution, there shall be a Nominations Committee appointed by the President. In recognition of the emergence of the influence of the several District and Multiple District pin trading clubs, it shall be the policy of the LITPC to solicit nominations from these several pin trading clubs, ***provided of course that the nominee must be a member of the club initiating the nomination and also a member of the LITPC.*** The nominations from the Multiple District pin trading clubs shall be in writing or may be made by electronic means (e-mail) and must emanate from the President or Secretary of the pin trading club making the nomination. The nomination instrument must include sufficient background about the nominee to permit this information to be included in the LITPC newsletter, "*The Trading Post*". The background information, as a minimum, should include a summary of the positions held in the Multiple District pin trading club and other pertinent data about the nominees involvement in the pin trading community. Although every effort has been made in the past to nominate individuals from the various geographic areas of the LITPC, it must be recognized that this delicate balance may be disturbed as a result of the acceptance of the nominations from the several pin trading clubs. Further, in recognition of the advantages of permitting the general membership to vote on all nominees, i.e., it creates interest in attending the Annual Meeting, it shall be the policy of the Nomination Committee to submit all names of members nominated for the office of Secretary, Treasurer, or Director.
2. The Nominations Committee shall also accept nominations directly from LITPC members who do not belong to the District or Multiple District pin trading club in his/her area of residency, provided said nominations do not usurp the prerogatives of a District or Multiple District pin trading club. This is intended to avoid having nominations of individuals who have not been endorsed, for whatever reason, by their "home club".
3. During the conduct of the LITPC Annual Meeting, the Chairman of the Nominations Committee shall read and nominate the nominees for the various offices. After reading the names of the nominees, he shall solicit any additional nominations from the floor, provided prior consent has been obtained from the individual being nominated and provided the prerogatives of the several District and Multiple District pin trading clubs are not compromised.
3. Nothing included in the above provisions shall inhibit the Nominations Committee from nominating other deserving members for the office of Secretary, Treasurer, or Director.
4. It shall be the policy of the Nominations Committee to limit consideration of the individuals to the office of **Second Vice President** to those members who have ***previously served on the Board, or who are presently serving*** the final year of their two year term as Secretary, Treasurer, or Director of the LITPC. Further, it shall be the policy of the Nominations Committee to limit consideration of the individuals to the office of First Vice President to those members who have served or are serving the final year of their two year term as Second Vice President. In addition, it shall be the policy of the Nominations Committee to limit consideration of any individual to the office of President to the members serving in the office of the senior Vice President.
5. On behalf of the Nominations Committee, the LITPC Newsletter Editor shall call for nominations from the several District and Multiple District pin trading clubs in the Summer, Fall and Winter issues of "*The Trading Post*". The Editor shall include a brief background and picture of each candidate, provided of course, this data is provided by the candidate or his/her District or Multiple District pin trading club. As a minimum, a picture of the candidates to be nominated by the Nominations Committee at the Annual Meeting shall be included in "*The Trading Post*", provided same are furnished to the Editor.
6. This Statement supersedes LITPC PS 0017 of **26 May 2010**.  
\*\*\*\*NOTHING FOLLOWS\*\*\*\*

Approved by the Board on 13 June 2013

## LITPC POLICY STATEMENT

SUBJECT: **HOSPITALITY ROOM**, Annual Meeting

1. In recognition of the comradeship that is generated by having a Hospitality Room at the site of the Annual Meeting of the LITPC, it shall be our policy to operate such a Room for the enjoyment of all members of the LITPC. The LITPC **Second** Vice President shall serve as the Chairman of a Hospitality Room Committee appointed by the President (LITPC PS **0030**). The Board of Directors shall determine the extent of LITPC financial support, if any, for the conduct of the Room. Additional financial support may be solicited from the LITPC membership, or in the absence of available funds from the LITPC, full support may be solicited from the LITPC membership. Further, it may be desirable to seek financial support from the several Multiple District pin clubs. It shall be understood that failure on the part of any member(s) to respond to solicitations for funds shall NOT be grounds for denying that member(s) access or use of the Hospitality Room. Financial assistance by LITPC members for these types of activities MUST be on a volunteer basis.
2. The LITPC **Second** Vice President shall make every effort to obtain the facility at no cost to the LITPC or its members. It is reasonable to assume that management of a hotel providing housing for a large number of LITPC members will be in a position to provide gratis Hospitality Room accommodations. In the event there is sleeping accommodations as a part of the Hospitality Room accommodations, it shall be understood that the LITPC **Second** Vice President shall have first claim thereto. It should be further understood that these sleeping accommodations are intended for use by the **Second** Vice President and are not transferable. Any other member using these accommodations shall be expected to pay at the same rate as other sleeping accommodations and shall be made directly to the LITPC Treasurer for deposit in the LITPC general operating account. The use of the sleeping accommodations shall in no way impede the use of the Hospitality Room by other LITPC members.
3. Any other gratis rooms provided by the hotel serving as the LITPC headquarters shall be controlled by the Board of Directors of the LITPC. Specifically, the LITPC Board reserves approval authority for this matter. Once again, compensation at the same rate of other rooms shall be made to the LITPC Treasurer for deposit in the LITPC general operating account.
4. A full financial accounting shall be filed with the LITPC Treasurer within 30 days following the close of the Annual Meeting, in accordance with LITPC PS 0031.
5. No LITPC funds or funds from individual members may be turned over to the management of the facility in question for "administrative purposes". All funds collected from LITPC members must be received by the LITPC Treasurer and must be deposited in the regular LITPC account or a special account, as determined by the LITPC Treasurer and the LITPC President.
6. This Statement supersedes LITPC PS 0018 of **23 February 1996**.  
\*\*\*\*NOTHING FOLLOWS\*\*\*\*

Approved by the Board on **1 July 2007**.

**LITPC POLICY STATEMENT**

**SUBJECT: HOTEL, LITPC Convention Headquarters**

1. To provide a central meeting facility for the members of the LITPC, particularly to the members of the Board, it shall be the policy of the LITPC to obtain a "Headquarters" hotel through the Convention Division of Lions Clubs International.
2. In the unlikely event that the Convention Division of Lions Clubs International cannot provide hotel accommodations for the LITPC, the President shall require the LITPC Second Vice President to implement plans for such a facility in keeping with LITPC PS 0030. It shall be understood that the provisions of LITPC PS 0003 concerning the signing of contracts shall apply.
3. It shall be understood that the Officers and Directors, Board Appointees (voting members), Past Presidents, nominees for office on the Board of Directors, and the general membership of the LITPC shall be given priority for consideration of rooms in the order just named. Non-LITPC members shall NOT be given ANY consideration for room assignments in the LITPC Headquarters Hotel. The special Convention Registration Form provided by the Convention Division of Lions Clubs International is intended to preclude non-LITPC members from receiving rooms.
4. The order of priority for room assignments does NOT guarantee that a room will be held for anyone. When there is a limited number of rooms, the priority list will be utilized through the use of deadline dates. When the Convention Division of Lions Clubs International cannot provide the LITPC with hotel accommodations, room assignments will be made in accordance with special rules established for that purpose. See LITPC PS 0018 for policy on gratis rooms, if any.
5. The LITPC Headquarters Hotel shall, where possible, be the site of the Annual Meeting and the Board of Directors Meeting(s).
6. This Statement supersedes LITPC PS 0019 of 8 July 1990  
\*\*\*\*NOTHING FOLLOWS\*\*\*\*

Approved by the Board on 23 February 1996

## LITPC Policy Statement

SUBJECT: LITPC PINS, Issue of

1. **General.** All pins issued in the name of the LITPC shall require advance approval of the LITPC Board of Directors. Individual members, regardless of their present or past position within the LITPC, are not authorized to produce pins which contain only the wording "LITPC".

2. **Annual Pins.** To commemorate the Lions year, the LITPC shall issue an appropriate pin depicting an event or other recognizable historic symbol of the city or country in which the LCI Annual Convention is to be held. The LITPC 1st VP shall serve as the Chairman of a Pin Design Committee, comprised of three other LITPC members of his choice. In the interest of maintaining maximum involvement of our LITPC Directors, it is highly desirable that the three other Committee persons be chosen from the sitting Directors on the LITPC Board. To avoid conflict of interest concerns, members of the Committee shall NOT be associated with or represent a pin company that might be expected to bid on the pins in question. The Pin Design Committee shall:

(a) Solicit fully-colored artwork from the LITPC membership for the proposed pin or pins and submit same to the LITPC Board for selection of the winning entry at a meeting in the year preceding the date of issue. Although it is highly desirable to have the artwork so all Board members can view the work simultaneously, the use of electronic mail may be utilized should time become a factor.

(b) After the Board has selected the winning entry, obtain bids, including price quotations, from a minimum of three authorized pin makers. Although pricing is an important factor in choosing the authorized pin maker to make the LITPC pin, other factors may very well override that consideration. Such things as quality and timely delivery are just two factors that could possibly justify choosing a pin maker with a higher cost per pin factor. In any event, the Chairman of the Committee shall provide all members of the LITPC Board of Directors a brief, written report showing the names of the bidding pin makers and their price quotations, and the name of the winning bidder.

(c) Provide the LITPC Editor and the LITPC Webmaster with a single order form that includes ordering instructions for both the annual and membership pins. The LITPC Editor will include a copy of the form in the Fall issue of "The Trading Post", and the LITPC Webmaster shall include the form in an appropriate location on the LITPC website. The address of the LITPC Treasurer shall be used on the form for ordering purposes. The deadline imposed on the ordering of the pins by the membership will be sufficient to permit the LITPC to order the pins and make distribution within a reasonable time frame.

(d) The LITPC Treasurer will receive all orders and payments for these pins and will furnish the Pin Design Committee a listing showing the number and category of pins ordered by each of our members in order that the Committee may order and distribute the pins. To eliminate the ordering of excess pins, it shall be our policy to order only as many pins as we receive advanced orders from the membership. In recognition that the cost and size of the pin may inhibit trading in the same sense as other pins, the LITPC membership shall NOT be required to purchase a specific number of annual pins.

(e) Upon receipt of the annual and membership pins the Pin Design Committee, in conjunction with the LITPC Treasurer, shall be responsible for the distribution.

3. **"MEMBER" Pins.** In addition to the regular annual pin, the Pin Design Committee shall be responsible for obtaining a smaller version of the annual pin on which the wording "MEMBER" will be imprinted. Each member of the LITPC shall be entitled to order ONE "Member" pin. In this connection, there shall be no limits on the number of regular annual pins ordered.

(Continued on Next Page)



**4. Annual Board Pins.** The LITPC 1ST Vice President shall poll the members of the LITPC Board of Directors, including the LITPC Past Presidents, to determine whether there is sufficient interest in the issue of an annual Board set that commemorates the site of the Annual LITPC Meeting. This shall be accomplished in sufficient time to permit the solicitation of bids from a minimum of three authorized pin makers and the subsequent approval by the LITPC Board members, including the LITPC Past Presidents. The bids from the three authorized pin makers MUST include samples or fully-colored art work that can be distributed to the approving Board members and the LITPC Past Presidents. Once again, when time is of the essence, the use of electronic means is encouraged. The LITPC 1st Vice President shall be responsible for the ordering of the pins and shall have the pins available for distribution to the participating members at the site of the Annual LITPC Meeting. Payment for the cost of the pins may be required at the time the pins are ordered or upon receipt of the pins from the authorized pin maker, whichever is deemed appropriate by the LITPC 1st Vice President.

**5. Other LITPC Pins.** The Pin Design Committee shall be responsible for the design and production of any other pin or pins issued in the name of the LITPC. All pins produced under this paragraph will be subject to the same procedures as apply to the aforementioned pins in this Policy.

**6. Use of the LITPC Logo.** No pin shall be made using the LITPC colored Logo unless the colors duplicate the original colors used in the logo. No other variation of colors is acceptable. In order to comply with this paragraph it is recommended that any order of LITPC pins be coordinated with the original vendor, C & L International Enterprises.

**7 Authorization to use the name Lions International Trading Pin Club or the initials LITPC is reserved for use by the LITPC. Only pins issued by the LITPC or current board members showing their office may contain this designation. Pins issued by current board members that are in sets that include pins of Lions who are not current board members should not contain the designation LITPC.**

\*\*\*\*\*NOTHING FOLLOWS\*\*\*\*\*

Approved by the Board on 7 November 2012

**LITPC POLICY STATEMENT****SUBJECT; DIRECTORY**, Issuance of the LITPC

**1. The LITPC membership may be provided with a current Directory of all members who have paid the established dues for membership in the LITPC. The Directory, which will be issued every year in January, will be transmitted electronically to all members who have an e-mail address shown in the Directory. All others will be mailed one, upon request, by the most economical means available, provided they pay the necessary printing and postal charges. The LITPC Treasurer shall be responsible for determining the aforementioned distribution charges and for collecting the fees prior to the mailing of the Directory.**

2. In recognition that LITPC PS 0014 requires that a Dues Renewal Form be provided each LITPC member, either electronically or by regular mail, which is appropriate. It shall be understood that any member, regardless of his present or prior position in the LITPC, who fails to pay his dues, shall be omitted from the LITPC Directory.

3. The data required for the issuance of the LITPC Directory shall be maintained in a data base by the LITPC Treasurer. All money for membership shall be received and accounted for by the LITPC Treasurer.

4. The Directory shall include a separate listing of the current LITPC Board of Directors, a separate listing of the Past Presidents of the LITPC, a listing of the LITPC Hall of Fame members, and an alphabetical listing of all LITPC members. The LITPC Secretary shall provide the LITPC Treasurer the necessary input for the separate listings prescribed in this paragraph, except for the alphabetical listing of the LITPC members.

5. The costs involved in issuing the Directory, including any mailing costs, shall not exceed the amount in the LITPC budget, except when specifically approved by the LITPC Board of Directors.

**6. This Statement supersedes LITPC PS 0021 6 June 2012 and becomes effective 1 July 2013.**

\*\*\*\*\*NOTHING FOLLOWS\*\*\*\*\*

Approved by the Board on 7 November 2012

## LITPC POLICY STATEMENT

SUBJECT: **TABLES**, Arrangements for Trading Pins

1. Effective with the 2001 International Convention in Indianapolis, the Lions Clubs International (LCI) Convention Division has determined that it shall offer tables and chairs/stools to those pin traders who are willing to rent the equipment for the week of the Convention (Monday-Thursday). The LCI Convention Division determines the fees schedule and provides this to the LITPC President or his designee in sufficient time to permit adequate dissemination to the LITPC membership.
2. The LITPC President or his designee shall provide the fees schedule to the LITPC Editor in sufficient time to permit its inclusion (at the latest) in the Winter issue of the LITPC "Trading Post".
3. It shall be understood that the LCI Convention Division is solely responsible for all rules governing the rental and use of the tables and chair/stools. Further, it shall be understood that this equipment is NOT provided for the exclusive use of the LITPC membership. ALL Lions who register and attend the Convention are eligible to rent the equipment and MUST display on their person at all times, a valid LCI Convention badge.
4. In the event the LCI Convention Division initiates a request to the LITPC President or his designee for the LITPC to provide Sergeant-at-Arms assistance in the pin trading area of the Convention center, every effort will be made to comply with the request. In this connection, the President shall designate a Chairman for this detail, who shall be responsible for compliance with LITPC PS 0023.
5. This Statement supersedes LITPC PS 0022 of 23 February 1996.  
\*\*\*\*NOTHING FOLLOWS\*\*\*\*

Approved by the Board on 30 June 2003

LITPC POLICY STATEMENT

SUBJECT: **SERGEANT-AT-ARMS**, Committee of

1. When the Lions Clubs International (LCI) Convention Division initiates a request to the LITPC President or his designee for Sergeant-at-Arms assistance in the pin trading area of the Convention center, as mentioned in LITPC PS OO22, this policy shall prevail.
2. The LITPC President shall designate a Chairman of the Sergeant-at-Arms Committee to provide the necessary coordination of scheduling and overall supervision of the members agreeing to serve.
3. The LITPC President shall require the LITPC Bulletin Editor to solicit participation from the LITPC membership. The Chairman shall receive the names of the volunteers and shall schedule appropriate work shifts.
4. The specific functions of the Sergeant-at Arms shall be in accordance with the rules established by the LCI Convention Division. During the period of service for this activity, the LITPC member agreeing to serve shall be under the direct supervision of the LCI Convention Committee.

\*\*\*\*NOTHING FOLLOWS\*\*\*\*

Approved by the Board on 8 July 1990.

## LITPC POLICY STATEMENT

SUBJECT: **HEAD TABLE**, Annual Meeting

1. The LITPC President shall require that arrangements be made for a Head Table for the conduct of the Breakfast and the Annual Meeting of the LITPC. Specifically, seating arrangements shall be made for the LITPC President, LITPC Vice Presidents, LITPC Secretary, LITPC Treasurer, and LITPC Breakfast Chairperson. When space permits, the LITPC Past Presidents, the Legal Counsel, Newsletter Editor, the LITPC Policy Chairman, and the LITPC Webmaster shall also be seated at the Head Table. Otherwise, the individuals listed in the preceding sentence shall be seated in the audience at a reserved table and shall be introduced by the Second Vice President at the same time of the introductions of those seated at the Head Table. In addition to the previously named LITPC officials, there shall be arrangements for seating at the Head Table of the Officers of Lions Clubs International when these individuals have indicated their intentions to attend the Breakfast. Also, a seat at the Head Table for any Past President of Lions Clubs International is considered appropriate and shall be arranged when one of these individuals attend the Breakfast. International Directors and Past International Directors shall be seated in the audience, and if possible, at a reserved table.

2. As a means of enhancing the image of the LITPC, particularly when we are honored with the presence of the leaders of Lionism, it shall be understood that all LITPC members invited to sit at the Head Table for the Breakfast and Annual Meeting shall be dressed in proper attire. This is defined as that which includes a coat and tie, or special attire as determined by the LITPC Breakfast Chairperson..

3. Upon completion of the Breakfast, the Second Vice President shall introduce first, the LITPC individuals at the head table and, if applicable, at the reserved table discussed in paragraph 1 above. Next, the Vice Presidents of Lions Clubs International shall be introduced, beginning with the junior Vice President in rank. The ranking Vice President of Lions Clubs International shall be given the opportunity to introduce the President of Lions Clubs International. Should he decline, the LITPC Second Vice President shall do the honors. The President of Lions Clubs International, or in his absence, the ranking official shall be invited to address the assembled group. See LITPC PS 0009 regarding the excusal of our guests.

4. This Statement supersedes LITPC PS 0024 of **30 June 2003**..

\*\*\*\*NOTHING FOLLOWS\*\*\*\*

Approved by the Board on 26 May 2010

LITPC POLICY STATEMENT

**SUBJECT: MEMORIAL SERVICE, Annual**

**1. To recognize and remember and honor those LITPC members who have passed away in the year preceding the conduct of the LITPC Annual Meeting and Breakfast, there shall be a brief memorial service conducted by the LITPC Chaplain or, in his absence, by a designated individual selected by the LITPC President. As a minimum, the names of those who have passed since our last Annual Meeting will be read, and each individual will be honored by the ringing of the bell or other appropriate action.**

**2. It shall be the responsibility of the LITPC Chaplain to prepare the list of those who will be remembered. In this connection, all deceased members who were active LITPC members at the time of their passing, will be honored. It is recognized that failing health and advanced age often contribute to a member failing to renew their dues in a timely manner. Accordingly, any individual who, for whatever reason, allowed their membership in the LITPC to expire within the two year period prior to the memorial service, shall also be honored.**

**3. As directed by the LITPC President, it shall be the responsibility of the Chaplain to send a letter to each deceased member's family after the Annual Meeting and Memorial Service. This letter will share with the family the actions taken at the Memorial Service to recognize their loved one.**

**\*\*\*\*\*NOTHING FOLLOWS\*\*\*\*\***

**Approved by the Board on 7 November 2012**

## LITPC POLICY STATEMENT

SUBJECT: **FIRST CLASS MAIL**, Use of

Our experience with Third Class U.S. Mail has been less than satisfactory. The delivery time has varied from one to three weeks, depending on the distance between the point of entry to the addressee. Also, when this class of mail cannot be delivered, for whatever reasons, it is destroyed by the post office rather than being returned to the sender. An additional fee would be required for return mail service. We not only lose the timeliness that we desire, we also are subject to the loss of the mail, without our knowledge. Consequently, when the mail system is used, the U.S. First Class Mail mode for U.S. addressees will be employed. Mail addressed to non-U.S. members, shall be sent via AIR MAIL.

The Statement supersedes LITPC PS 26 of 8 July 1990.

\*\*\*\*NOTHING FOLLOWS\*\*\*\*

Approved by the Board on 6 June 2012

LITPC POLICY STATEMENT

SUBJECT: **PROXY VOTE**, Designation of

1. In keeping with Section 2, Article III of the LITPC Constitution, a quorum at any meeting of the Board of Directors shall consist of a majority of the members of the Board of Directors and the act of a majority of the members present at any meeting of the Board of Directors shall constitute the act of the Board. In the event a duly constituted meeting of the Board of Directors shall be called, proxy voting shall be permitted ONLY when it is necessary to meet the "majority of members" rule. A proxy can only be exercised by another member of the Board of Directors and can provide broad authority to act on any and all matters, or it can be specific in the authority granted. Every proxy shall be in writing, signed by the Board member granting the proxy, dated, and sealed and provided to the President or his designee, and a copy thereof to the member of the Board named to act as the proxy.

2. A proxy designation is valid ONLY for a specific meeting and shall be considered terminated upon the conclusion of the said specific meeting.

3. This Statement supersedes LITPC PS 0027 of 26 February 1996.

\*\*\*\*NOTHING FOLLOWS\*\*\*\*

Approved by the Board on 30 June 2003



LITPC POLICY STATEMENT

SUBJECT: **ACCOUNTABILITY**, Fiscal

1. In keeping with the provisions of Section 2e, Article III of the LITPC Constitution, the LITPC Treasurer shall have general charge of the monies of the LITPC. Further, he/she is required to make a quarterly report of same. In recognition that other designated members may, from time-to-time, be involved in the receipt and expenditure of monies for the LITPC, it shall be understood that the designated member will be required to give a full accounting, in writing, of all such receipts/expenses. This report shall be forwarded to the LITPC Treasurer. All monies in excess of expenses shall accompany the report to the Treasurer. A copy of the report shall be provided the LITPC President and the LITPC Secretary.
2. The LITPC Treasurer shall use all such reports as backup material to the required Treasurers Quarterly Report. In the event the LITPC Treasurer shall experience any difficulty in receiving prompt submission of said accountability reports, the Treasurer shall refer the matter to the President, preferably in writing, for resolution. The President shall be obligated to pursue the matter as expeditiously as possible and to resolve the matter. When the LITPC President is the offending member, the LITPC Treasurer shall refer the matter to the full Board of Directors for resolution.
3. Failure on the part of any member to account for LITPC monies, and when the matter cannot be resolved, the Board of Directors shall consider whether it is appropriate to see legal relief.
4. This Statement supersedes LITPC PS 0028 of 8 July 1990.

\*\*\*\*NOTHING FOLLOWS\*\*\*\*

Approved by the Board on 30 June 2003

## LITPC POLICY STATEMENT

SUBJECT: **LITPC FIRST VICE PRESIDENT**, Responsibilities of

1. In the absence of the President, the First Vice President shall preside over all official Board Meetings and Regular Meetings of the LITPC.
2. He shall be responsible for assuring that the proposed annual LITPC pin is designed and issued, as provided in LITPC PS 0020. He should have the art work of the pin and the proposal for consideration by the full LITPC Board of Directors at the Annual Meeting one year prior to issuance.
3. He shall have responsibility for the Annual LITPC Pin Contest (see LITPC PS 0013). As a minimum, this shall include but not be limited to the following:
  - a. Maintain current rules governing the conduct of the Contest and assure that these rules are disseminated to all members of the LITPC in sufficient time to serve as an encouragement for maximum participation. He shall be expected to rule on all matters of conflict and to answer questions regarding said rules.
  - b. Select a panel of LITPC members to serve as Judges for the Contest.
  - c. Oversee the Committee selected to conduct the raffle of all pins entered in the Contest and to submit all funds collected to the LITPC Treasurer (see LITPC PS 0013).
  - d. Initiate action to procure appropriate plaques for the Contest winners and present same at the next regularly scheduled Annual Meeting and Breakfast of the LITPC.
4. He shall have responsibility to coordinate all matters concerning proposals for future hotel accommodations when it is determined by the LITPC Board of Directors that the LITPC will need such accommodations. He should be prepared to present proposals to the LITPC Board for their consideration at least one year in advance of the need, but more preferable two years in advance of the need (see LITPC PS 0019).
5. Whenever the Annual Lions Clubs International Convention is to be held outside of North America, he shall initiate a survey of the entire LITPC membership to ascertain whether there will be sufficient representation to warrant the conduct of the LITPC Annual Meeting at the said Convention. This action shall be taken in sufficient time to allow for an alternate site to be chosen.
6. When the results of the Survey indicate that there will be insufficient representation of the LITPC membership to warrant conduct of the LITPC Annual Meeting, he shall initiate action to obtain an alternate site, which must be conducted in accordance with the LITPC Constitution. Once the LITPC Board has approved Convention action by the First Vice President, he shall submit all necessary information to the Second Vice President, who has overall responsibility as the LITPC Convention Chairman.
8. He shall serve as Chairman of the Membership Retention and Growth Committee. He shall develop a plan of action to increase LITPC membership. This Committee will solicit the help of all current LITPC members and the various Multiple District pin trading clubs. At the International Convention, this Committee will have the responsibility of scheduling the manning of the Membership Table in the pin trading area.
9. He shall provide advice to the President on the Directors to be chosen to serve on the committees under his supervision.
10. He shall meet with his successor as First Vice President to turn over all data gathered during his just completed term.
11. This Statement supersedes LITPC PS 0029 of 30 June 2003, effective with the scheduled election of officers in 2007..

\*\*\*\*\*NOTHING FOLLOWS\*\*\*\*\*

Approved by the Board on 9 October 2005

NOTE: The general membership approved the abolishment of the 3d VP position at the 2007 AGM. Thus this is now the approved position.

LITPC POLICY STATEMENT

SUBJECT: **LITPC SECOND VICE PRESIDENT**, Responsibilities of

1. In the absence of the President and First Vice President, the Second Vice President shall preside over all official Board Meetings and Regular Meetings of the LITPC.
2. He shall coordinate all matters of a contractual nature with the hotel approved by the LITPC Board of Directors for our use in conjunction with the LITPC Annual Meeting. This coordination may include, but not be limited to, the President, LITPC Legal Counsel, and the LITPC Treasurer (see LITPC PS 0003).
3. He shall have overall supervisory responsibility for all activities held in conjunction with the LITPC Annual Meeting, and shall be designated as the LITPC Convention and Hospitality Chairman (see LITPC PS 0018 and 0019).
4. At his discretion and with the advice and consent of the LITPC Treasurer, he may determine it to be in the best interest of a better Convention to delegate hotel reservations and breakfast reservations to another member of his Convention Committee.
5. He shall work in conjunction with the LITPC Treasurer to provide a full accounting of all funds (receipts and expenditures) generated as a result of the conduct of our Annual Meeting and Breakfast (Convention).
6. He shall serve with the LITPC President's designee to see that the Annual Breakfast is conducted as required. See LITPC PS 0008. He will serve as the Protocol Officer for the LITPC at this function and see that invitations are extended to the various Lions Clubs International dignitaries. He will be expected to meet and greet these individuals and recognize them at the proper time. See LITPC PS 0009.
7. He shall serve as Chairman of the LITPC Hall of Fame Committee. The members of the Committee serving under the Second Vice President shall be LITPC members (active) who have been inducted into the Hall of Fame.
8. He shall provide advice to the President on the Directors to be chosen to serve on the committees under his supervision.
9. He shall meet with his successor as Second Vice President to turn over all data gathered during his just completed term.
- 10.. This Statement supersedes LITPC PS 0030 of 30 June 2003 and LITPC PS 0031 of 30 June 2003, effective with the scheduled election of officers in 2007.

\*\*\*\*\*NOTHING FOLLOWS\*\*\*\*\*

Approved by the Board on 9 October 2005

NOTE: The general membership approved the abolishment of the 3d VP position at the 2006 AGM. Thus this now the approved position.

## LITPC POLICY STATEMENT

SUBJECT: SUNSHINE COMMITTEE, Establishment of a

1. An LITPC Sunshine Committee is hereby established for the specific purpose of providing a means whereby the LITPC membership will be afforded an opportunity to express their collective concerns for their fellow LITPC members who are experiencing serious health issues. To accomplish this, it shall be the policy of the LITPC to provide appropriate "Get Well" or "Thinking of You" greeting cards that can be signed by members attending pin swaps, conventions, and other gatherings of pin traders.

2. The LITPC President shall appoint the members of the LITPC Sunshine Committee, which shall be comprised of the Chaplain as the chairperson and a minimum of four (4) LITPC members, each of which shall be from different parts of North America and from Europe and from the area surrounding Australia and New Zealand. The chairperson shall assign the responsibility to the appropriate committee member to purchase the appropriate card, to obtain signatures of attendees at the functions mentioned, and to mail the cards to the individual members who are experiencing health issues.

3. The LITPC Treasurer shall reimburse, upon request, expenses incurred by the members of the committee in fulfillment of the provisions of this policy.

\*\*\*\*\*NOTHING FOLLOWS\*\*\*\*\*

Approved by the Board on 13 June 2013

LITPC POLICY STATEMENT

SUBJECT: **IMMEDIATE PAST PRESIDENT**, Responsibilities of

1. He shall serve as an advisor to the President and the entire Board of Directors in his capacity as a full voting member of the Board.
2. He shall serve as the Chairman of the LITPC Nominations Committee. In recognition of his working knowledge of the needs of the organization as a result of having served in the positions of Vice President and President, it is hoped that he will keep in mind the desirability of having representation from the various geographical areas of the LITPC..
3. Pursuant to the provisions of our Constitution, the Nominations Committee is a Standing Committee. As such, the Chairman of a Standing Committee is entitled to a full vote on all matters brought before the LITPC Board of Directors. Since the Immediate Past President likewise is entitled to a full vote on all Board matters, the individual will hold dual positions on the Board. However, in keeping with LITPC PS 0034, the individual shall have only ONE vote and shall be counted only once for purposes of determining quorum requirements.
4. He shall maintain accountability for the LITPC paraphernalia, which shall include, but not limited to a gong, gavel, banner, and the Pin Trading Information sign.

This Statement supersedes LITPC PS 0032 of 28 October 1995.

\*\*\*\*NOTHING FOLLOWS\*\*\*\*

Approved by the Board on 26 May 2010.

LITPC POLICY STATEMENT

SUBJECT: **LIFE MEMBERSHIP**, Criteria for

1. The outgoing President of the LITPC shall be made a Life Member of the LITPC. The presentation of the certificate shall be made at the Annual Meeting by his/her successor. The Life Membership for all living Past Presidents of the LITPC, who have not already been so honored, shall become effective upon approval of this policy, and the presentation of their certificate of Life Membership shall be made at the Annual Meeting the following year.
2. Any member who has been honored by the LITPC by being inducted into the LITPC Hall of Fame, and who has not already been made a Life Member, shall be so honored by the LITPC by a presentation of the certificate at the next Annual Meeting after this policy is approved.
3. Life Membership is the highest category of membership available in the LITPC. It is intended only to reflect the individual's significant contribution in terms of service over an extended period of time and to give special membership status to those who have been inducted into the LITPC Hall of Fame. It is recognized that at the time of approval of this Policy, there are individuals who have been granted this special status and who may not necessarily meet this definition of Life Membership. This will in no way affect their status as a Life Member. The status of Life Membership is NOT considered an award.
4. For historical purposes, the LITPC Life Members, as of this date, are shown in alphabetical order in the attachment to this Policy.
5. This Statement supersedes LITPC PS 0033 of 30 June 2003.

\*\*\*\*NOTHING FOLLOWS\*\*\*\*

Approved by the Board on 29 June 2006

## **LIFE MEMBERS OF THE LIONS INTERNATIONAL TRADING PIN CLUB**

Following, in alphabetical order, are the living Life Members of the LITPC:

**Elwyn Beane, Wisconsin  
Jack Bishop of Ontario, Canada  
James C. "Jim" DeRouche of Frisco, Texas  
Eugene E. "Gene" English of Garner, North Carolina  
Lionel Frame of New South Wales, Australia  
Harry Fulwiler, III, of Gainesville, Virginia  
Paul Greenfield, of Victoria, Australia  
David E. "Dave" Harris of Virginia Beach, Virginia  
Craig Lehman of Lamar, Missouri  
William J. "Bill" Prucha of Chicago, Illinois  
James R. "Jim" Schiebel of Hilton, New York  
Larry L. Shaul of York, Pennsylvania  
William A. "Bill" Smith of Warrenton, Virginia  
Joseph E. "Joe" Trezza of Pittsburg, California  
Robert E. "Bob" Walker of Landrum, South Carolina**

LITPC POLICY STATEMENT

SUBJECT: **VOTING PRIVILEGES**, Dual Board Position

1. The LITPC Constitution provides for the President of the LITPC to appoint a Legal Counsel and Chairpersons for specified Standing Committees. The Constitution further stipulates that the Legal Counsel and Chairpersons of the Standing Committees shall be full voting members of the LITPC Board of Directors during their tenure in the appointed positions. From time-to-time, the occasion may arise when an elected Officer/Director of the LITPC may also be appointed by the President to serve as the Legal Counsel or the Chairperson of one of the Standing committees. It shall be understood that when this happens, the individual shall have only ONE vote on all matters brought before the LITPC Board of Directors.
2. In view of the above, persons holding dual positions on the Board shall be counted only once for purposes of determining quorum requirements.
3. This Statement supersedes LITPC PS 0034 of 7 July 1996.

\*\*\*\*NOTHING FOLLOWS\*\*\*\*

Approved by the Board on 30 June 2003



LITPC POLICY STATEMENT

SUBJECT: **NOMINATIONS**, Restrictions from Making

1. Nominations for elected positions on the LITPC Board of Directors are made during the conduct of the LITPC Annual Meeting by the Chairman of the Nominations Committee. After being nominated, each candidate is invited to have a LITPC member second his nomination.

2. In keeping with a long-standing practice, it shall be the policy of the LITPC that current voting members of the LITPC Board of Directors and members of the current Nominations Committee shall be prohibited from making seconding speeches for nominated candidates for the Board of Directors.

\*\*\*\*NOTHING FOLLOWS\*\*\*\*

Approved by the Board on 7 July 1996.

**THIS POLICY NUMBER IS NOT PRESENTLY IN USE**

LITPC POLICY STATEMENT

SUBJECT: **BOARD MEMBERS**, Resignation and Removal of

1. Any elected member of the LITPC Board of Directors, as provided in the LITPC Constitution, may resign from the Board of Directors at any time by either written notice to the President of the LITPC or by not paying the annual dues that are prescribed by the organization. A member of the Board of Directors whose dues are considered to be current and who resigns from the Board may do so without affecting their membership in the LITPC. Replacement of individuals who may resign or who may be removed from office will be in keeping with the provisions of the LITPC Constitution.

2. Any member of the LITPC Board of Directors, as provided in the LITPC Constitution, who fails to renew their membership in the LITPC, as provided in LITPC PS 0014, shall be considered to have effected their immediate resignation from the Board and their replacement shall be in accordance with the provisions of the LITPC Constitution.

3. It shall be understood that appointed members of the LITPC Board of Directors who have full voting privileges are serving at the pleasure of the President of the LITPC and may be removed at any time by the President. It shall be further understood that the President is not required to give justification to the Board of Directors for any such removal.

\*\*\*\*\*NOTHING FOLLOWS\*\*\*\*\*

Approved by the Board on 18 June 2000

LITPC POLICY STATEMENT

SUBJECT: **REFUNDS**, Monetary

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

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

\*\*\*\*\*NOTHING FOLLOWS\*\*\*\*\*

Approved by the Board on 18 June 2000

**THIS POLICY NUMBER IS NOT PRESENTLY IN USE**

LITPC POLICY STATEMENT

SUBJECT: **DUES**, Expiration Date

In the recognition that we frequently receive dues payments from NEW members after the issue of the third LITPC news-  
letter for any given year, which represents more than three quarters of our Lions year, it shall be the policy of the LITPC  
that all NEW members who submit a Membership Form with their dues payment during the months of January through  
June will be given an expiration date of the following year. An example is that any NEW member submitting a form with  
his dues payment in February of 2001 shall have an expiration date for his dues payment of June 2002. A member who  
was previously dropped under Policy 0014 who pays dues after 1 January will be treated as a new member.

This Statement supersedes LITPC PS 0040 18 June 2000.

\*\*\*\*\*NOTHING FOLLOWS\*\*\*\*\*

Approved by the Board on 26 May 2010

## LITPC POLICY STATEMENT

SUBJECT: **HALL OF FAME**, Establishment of

1. In order to recognize individual members of the LITPC who have given outstanding support to promote our organization and fellowship among our members, the LITPC Board of Directors hereby establishes the LITPC Hall of Fame as the highest award and/or recognition that can be bestowed upon a member of the LITPC.

2. The LITPC Second Vice President shall serve as the Chairman of the Hall of Fame Committee. The Chairman shall select one member who has been inducted into the LITPC Hall of Fame to serve as Co-Chairman. All other members on the Committee shall be active LITPC members who have been inducted into the LITPC Hall of Fame.

3. The criteria for selection into the LITPC Hall of Fame are as follows:

a. Individuals who are active members of the LITPC or who were active members of the LITPC at the time of their death, and who meet all the other requirements of this policy, shall be eligible for nomination into the LITPC Hall of Fame. The Hall of Fame Committee may waive this requirement, for whatever reason, provided the decision is based on a unanimous vote by the members of the Committee.

b. Recipients should have made major contributions to the LITPC, such as serving as an officer and/or committee chairperson; sponsoring new members; contributing to new member recruitment and/or to membership retention; hosting pin swaps and hospitality rooms; writing editorials or editing bulletins; documenting history through photographs and written summary; and helping to develop a working rapport with Lions Clubs International.

c. Recipients should show ethical behavior such as they will strive to be fair in all trades; they will use licensed manufacturers to produce registered friendship trading pins; and they will refrain from selling current pins that a fellow member has available for trading.

d. There shall be no more than one, if any, posthumously honored individual in a given year.

e. There shall be no more than two living individuals honored in a given year, one of whom should be a "rank and file" member of the LITPC.

4. Nominations will be solicited from the membership in the Fall edition of the LITPC "Trading Post". Elected Officers and Directors shall not be eligible for election to the LITPC Hall of Fame for a period of three years following the completion of their elected term.

5. The LITPC Hall of Fame Committee may select nominees from the names submitted to the Committee or from other names selected by the Committee. The final selection will be announced during the conduct of the LITPC Annual Meeting. The Committee may choose to reject all names considered and forgo the induction of new members into the LITPC Hall of Fame for that particular year.

6. An appropriate plaque or other memento shall be presented to each inductee into the LITPC Hall of Fame, and their names shall be announced in the next issue of the LITPC newsletter, "*The Trading Post*". In addition, their names shall be shown in a special Hall of Fame listing in the annual LITPC Directory.

7. For historical purposes, the inductees into the LITPC Hall of Fame, as of this date and in the order selected by the Committee, are shown in the attachment to this Policy.

8. This Statement supersedes LITPC PS 0041 of 29 June 2006

\*\*\*\*\*NOTHING FOLLOWS\*\*\*\*\*

Approved by the Board on 1 July 2007

## LITPC HALL OF FAME MEMBERS

The following have been named to the LITPC Hall of Fame and are listed in the order in which they were inducted:

PCC William A. "Bill" Smith, Warrenton, Virginia  
PDG E. L. "Ed" Fogelman, Tieton, Washington \*  
Lioness Dorothy Fogelman, Tieton, Washington \*  
Lion James O. "Jimmy" Thompson, Irving, Texas \*  
PDG Dr. O. J. Ratcliff, North Little Rock, Arkansas \*\*  
Lion Allen D. "Al" Stack, Petaluma, California \*  
PDG Kendall McBride, Wyoming \*\*  
Lion Harry Fulwiler, III, Gainesville, Virginia  
PDG Michael "Mike" Turcone, Rhode Island \*  
PDG George R. Weaver, Winter Haven, Florida  
PID James Shea, Seattle, Washington \*\*  
Lion James DeRouchey, Frisco, Texas  
Lion Robert C. "Bob" Meyer, Clarksville, Tennessee \*\*  
PDG Eugene E. "Gene" English, Garner, North Carolina  
Lion Charles R. "Chuck" Weldon, California \*\*  
Lion William "Bill" Prucha, Illinois  
PDG M. W. "Dutch" Blair, Beaver Falls, Pennsylvania  
Lion Argene Hodge, Odessa, Texas \*  
PDG Robert E. "Bob" Walker, South Carolina  
PDG Paul Greenfield, Victoria, Australia  
Lion David E. Harris, Providence Forge, Virginia  
PCC James R. "Jim" Schiebel, Hilton, New York  
PDG Elwyn "Beane" Beane, Eldora, Iowa  
PDG Larry L. Shaul, York, Pennsylvania  
Joseph E. "Joe" Trezza, Pittsburg, California  
Lion Gary "Yogi" Braet, Calamus, Iowa  
PCC Jerry Townsend, Collinsville, Mississippi  
Lion Theresa B. "Terry" Smith, Warrenton, Virginia\*  
Curtis "Curt" Barnhart, Raleigh, North Carolina

\* Deceased

\*\* Awarded Posthumously



**LITPC POLICY STATEMENT**

SUBJECT: **COMMITTEES**, LITPC

1. **Standing Committees.** The Eighth Amendment to the LITPC Constitution was approved by the LITPC membership at the LITPC Annual Meeting in Minneapolis, Minnesota on July 7, 2009. The Amendment fully defines each Standing Committee, **which are shown here for reference purposes.**

- a. **Nominating Committee chaired by the Immediate Past President.**
- b. **Membership Committee chaired by the LITPC First Vice President.**
- c. **Convention Committee chaired by the LITPC Second Vice President.**
- d. **Legal Committee, the chairman is appointed by the President with advice and consent of the LITPC Board.**
- e. **Newsletter Committee, chaired by the LITPC Editor, appointed by the President with advice and consent of the LITPC Board.**
- f. **Policy Committee, the chairman is appointed by the President with advice and consent of the LITPC Board.**
- g. **Website Committee, chaired by the LITPC Web Master, appointed by the President with advice and consent of the LITPC Board.**

**Other Committees.** At the discretion of the President and the LITPC Board of Directors, there may be other committees established to consider specific subjects or to perform specific functions. To the maximum extent possible, priority in the selection of chairpersons and/or membership will be given to (a) elected LITPC Directors, (b) elected LITPC Officers, (c) Past LITPC Presidents, and (d) active LITPC non-board members.

This Statement supersedes LITPC PS 0042 of 26 May 2010

\*\*\*\*\*NOTHING FOLLOWS\*\*\*\*\*

Approved by the Board on 7 November 2012

LITPC POLICY STATEMENT

SUBJECT: **MEMBERSHIP**, Retention of

1. The retention of our members is critical to the continued success that we presently enjoy as a separate entity within Lionism. The degree of importance of the subject is reflective in the fact that we have charged the LITPC **First Vice President (see LITPC PS 0029)** with overall responsibility for the matter.

2. LITPC dues become due each year on 1 July. The newsletter editor includes an article in the Spring issue of the LITPC "Trading Post" and furnishes a dues renewal form for each member to complete and mail to the LITPC Treasurer. A second reminder is provided in the Summer issue of the "Trading Post", together with another dues form for all who have become delinquent. A third and final reminder, together with the form, is provided in the Fall issue of the "Trading Post".

3. It shall be the policy of the LITPC that the **First Vice President**, in coordination with the Treasurer, will assign a specific alphabetical segment of the membership to each LITPC Director for the purposes of membership retention. After the third and final reminder has been included in the "Trading Post", the Treasurer will furnish the names of each delinquent member to the appropriate Director and it shall be his/her responsibility to contact those members by the most expeditious and efficient manner possible. In this connection, the Directors are urged to use electronic means (e-mail) whenever possible. Regardless of the media used, all are to be reminded that checks for membership dues must be made payable to the LITPC and mailed to the LITPC Treasurer.

4. Any delinquent member who fails to respond to the numerous reminders in the "Trading Post" and to the added reminder by the LITPC Directors shall be dropped from our membership rolls prior to the mailing of the Winter issue of the "Trading Post".

5. **The Statement supersedes LITPC PS 0043 of 16 March 2005**

\*\*\*\*\*NOTHING FOLLOWS\*\*\*\*\*

Approved by the Board on **1 July 2007**.

LITPC POLICY STATEMENT

SUBJECT: **FINANCIAL REVIEW**, Annual

1. In the interest of the general principles of good financial management, it shall be the policy of the LITPC to require an annual **review** of the LITPC Treasurer's records. The **review** shall be conducted as soon as possible after the conclusion of the Annual Meeting, but not later than 60 days following said meeting.

2. The LITPC President shall appoint a Finance Committee consisting of the current President and Treasurer, the immediate Past President and at least one other LITPC Board Member to assist the Treasurer regarding the annual budget and the annual review of the books of the LITPC. The committee would be responsible to create an annual budget for Board approval and also to select an individual or individuals to review the Treasurers records on an annual basis and report his findings to the Board. In this connection, there are a number of individual Lions within the LITPC who are adequately qualified to perform the service and usually willing to do so at no charge to the LITPC.

3. A certified audit of the LITPC Treasurer's records is not required, except when deemed appropriate by the LITPC Board of Directors.

4. A letter or statement attesting to the **review** shall become a part of the LITPC records for the year in which the **review** applies.

5. **This Statement supersedes LITPC PS 0044 of 26 May 2010.**

\*\*\*\*\*NOTHING FOLLOWS\*\*\*\*\*

Approved by the Board on 13 June 2013

## LITPC POLICY STATEMENT

SUBJECT: **Alternate Site Meeting**, Selection of

1. Section 1, Article IV of the LITPC Constitution provides that when the LITPC Board of Directors determines that there will be insufficient attendance of the membership at a Lions Clubs International Convention to conduct the business of the Club, based on a survey of the total membership, there shall be an Alternate Site Meeting (ASM) at a site approved by the LITPC Board of Directors..

2. Although it is not specifically stated in the above cited provisions, it has been and shall continue to be interpreted as meaning that an alternate site to the LCI Convention for the LITPC Annual Meeting shall be applicable only when the LCI Convention is held outside of North America.

3. After the aforementioned survey of the total membership is completed and it is determined that there will be a need for an alternate site to the location of the LCI International Convention, the LITPC First Vice President shall be responsible for initiating the necessary actions to solicit site bids from interested Lionistic organizations, including those within the pin trading community. In this connection, an ASM shall not be held during the two weeks prior to or two weeks following the LCI Convention. This will give all of our members who wish to attend the LCI Convention sufficient time to travel to and from that Convention. **The basic LITPC requirements for the conduct of the LITPC ASM are as follows:**

a. **To avoid major conflicts with the Multiple District conventions that are conducted throughout North America, the proposed dates for the conduct of the ASM must be widely coordinated within the LITPC, including a notice in the LITPC newsletter and the LITPC web site. In this connection, all concerned should be advised to notify the LITPC First Vice President within 10 days of the notice that there may be a conflict.**

b. **In the solicitation of bids for the ASM, it should be clearly indicated that the Annual Meeting and Breakfast that is conducted at an ASM is strictly under the control of the LITPC. In this connection, the LITPC Second Vice President and the LITPC Breakfast Chairperson, in carrying out their overall responsibilities for our conventions, will maintain control of all agenda items for the meeting and breakfast.**

c. **Included, but not limited to, are facility requirements that need to be considered. There must be:**

**(1) Adequate trading facilities/area to accommodate up to 150 traders.**

**(2) Six foot tables to accommodate up to 150 traders, with a minimum of one chair per table.**

**(3) A meeting room to accommodate up to 50 individuals for the conduct of the LITPC Board of Directors meeting.**

**(4) Adequate space requirements for the LITPC Hospitality Room. Although not highly desirable, the hospitality accommodations may be in the trading room area.**

4. Priority consideration in the selection of a site may be given to holding our meeting in conjunction with an established pin swap. Should this not be possible, there are no restrictions against the LITPC from selecting a site that will be exclusively for the LITPC. While it is recognized that it may be necessary on occasion to select a site that favors one part of North America over all others, it shall be the goal to select a site on a rotational basis within North America, beginning in 2008 with the region in the central part of North America. The rotation will then be to the western region of North America and then to the eastern region of North America. **To assure that all interested parties within the geographical region being considered are given equal opportunity to bid on the ASM, a prominent notice must be included in both the LITPC newsletter and on the LITPC web site. A deadline for submission of bids shall be included in the notice. Should there be no bids from the region of North America scheduled in the rotation, the next scheduled region will then be given priority consideration.**

5. **All bidding parties for hosting the LITPC ASM shall be invited to make their presentation at the next meeting of the LITPC Board of Directors following the deadline established for submission of such bids. To avoid any misunderstanding, the bidding parties shall be made to understand, during their presentations, that the Annual Meeting and Breakfast is strictly an LITPC event and that all matters relating thereto MUST be approved by the LITPC Second Vice President and/or the LITPC Breakfast Chairperson.**

(Continued Next Page)

6. The final decision on the location and dates for the conduct of the ASM shall be made by the LITPC Board of Directors after all bidding parties have made their presentation., and notice and notice of this decision shall be made known to all parties involved, as well as to the general LITPC membership.

7. The successful bidding party shall maintain close coordination with the LITPC Second Vice President who has overall responsibility as our convention chairperson. In addition, the LITPC Breakfast Chairperson shall be included in the coordination process on all matters relating to the breakfast. The LITPC Breakfast Chairperson is responsible for the proper protocol for the event, including the preparation of appropriate place cards and placement thereof at the head table.

8. This Statement supersedes LITPC PS 0045 of 26 May 2010.

\*\*\*\*\*NOTHING FOLLOWS\*\*\*\*\*

Approved by the Board on 7 November 2012

LITPC POLICY STATEMENT

SUBJECT: **ELECTIONS**, Restrictions on

1. In keeping with the practice prescribed in the LCI Constitution for the election of their officers and directors, no LITPC member of a Lions Club in the District (Single, Sub, or Multiple) in which the LITPC Annual Meeting is held may be elected to an office in the LITPC, except for the President, First Vice President, Second Vice President, and any officer or director running for reelection. Adherence to this policy should help to eliminate any possibility of favoritism by virtue of a "home town" advantage.

2. All members of the LITPC who have paid their annual dues by the first day of the month preceding the month in which the election will be held shall be entitled to have one vote on all matters brought before the membership at an annual meeting. Verification of entitlement shall be based on the financial data base maintained by the LITPC Treasurer.

\*\*\*\*\*NOTHING FOLLOWS\*\*\*\*\*

Approved by the Board on 12 May 2005

## LITPC POLICY STATEMENT

SUBJECT: **OUTSIDE NORTH AMERICA**, Meetings Held

1. When it is determined that there will be insufficient attendance by LITPC members at a Lions Clubs International (LCI) Convention held outside of North America, an Alternate Site Meeting is scheduled in North America to conduct our annual meeting (LITPC PS 0029). In recognition that there will probably be LITPC members attending the LCI convention held outside of North America, it shall be the policy of the LITPC to designate the senior officer or other member of the LITPC Board of Directors to serve as the Coordinator for making arrangements for an organized gathering of the LITPC members in attendance. In the absence of such an official, the President shall appoint one of the LITPC members who will be in attendance at the convention to serve as the Coordinator. The type of gathering, whether it be a social event or actual meeting, will be at the discretion of the designated Coordinator. In this connection, any action or recommendations that might be raised at one of these events shall be referred to the President of the LITPC for possible consideration by the entire LITPC Board of Directors at their next scheduled meeting.

2. A list of all known LITPC members planning to attend the LCI convention shall be provided the designated Coordinator by the LITPC President or his designee. It shall then be the responsibility of the Coordinator to notify all concerned, in a timely manner, of the plans for the gathering of LITPC members. All expenses incurred by the Coordinator in contacting the membership and any other administrative expenses incurred in the conduct of the gathering shall be reimbursed by the LITPC Treasurer, upon receipt of a fully documented expense claim. It should be noted that all LITPC members attending such a gathering shall be expected to pay his/her own meal costs and any other costs incurred in attending such an event.

3. The Coordinator shall provide an "after-action" type report at the next scheduled meeting of the LITPC Board of Directors.

\*\*\*\*NOTHING FOLLOWS\*\*\*\*

Approved by the Board on 2 July 2006

LITPC POLICY STATEMENT

**SUBJECT: Flowers, Current Officers and Past President's Funeral and/or Memorial Service**

1. It shall be the policy of the LITPC to have the Secretary of the LITPC arrange for the sending of flowers to the funeral and/or memorial services for a current officer or a Past President of the LITPC. In the absence of the Secretary, the ranking LITPC officer shall be responsible for making the appropriate arrangements to fulfill this policy. An expenditure of \$200 is approved for this purpose.
2. In the event the family makes it known that a donation to a charitable organization is preferred over the sending of flowers, the LITPC Treasurer shall be authorized to send a check for \$200 to the organization noted by the family. Should the family leave it to the discretion of the LITPC, the Lions Clubs International Foundation shall be the charitable organization of preference.

\*\*\*\*\*NOTHING FOLLOWS\*\*\*\*\*

Approved by the Board on 1 July 2007



## LITPC POLICY STATEMENT

SUBJECT: **ETHICS COMMITTEE**, Establishment of the LITPC

1. In keeping with the provisions of the LITPC Constitution, Section 2, Article V, which authorizes the President to establish special committees, an Ethics Committee is hereby established.
2. The LITPC Legal Counsel shall serve as the Chairman of the Ethics Committee. The LITPC Constitution & By-Laws Chairman and three LITPC Directors, appointed by the LITPC President, shall be members of the Committee.
3. As promulgated in the LITPC official newsletter, "The Trading Post", each member of the LITPC is expected to comply with the provisions of the LITPC Constitution, and with any and all provisions of agreements entered into by officials of the LITPC and officials of Lions Clubs International concerning the conduct of the LITPC membership. In this connection, it shall be the responsibility of the newsletter Editor to periodically publish for the membership, reminders of the provisions of these documents which govern the conduct of the members. It is contrary to the philosophy of the LITPC for any member to knowingly violate the provisions of the aforementioned documents when such actions may possibly jeopardize the excellent relationships that we enjoy with LCI and other elements of the Lionistic family.
4. Ethics complaints may be filed by any LITPC member or by an authorized District or Multiple District pin trading club, with the understanding that all such complaints must be fully documented and in writing.
5. When the actions of an individual LITPC member may cause an unfavorable reaction within the Lionistic family or is considered to be contrary to the philosophy of the LITPC, the matter shall be referred to the LITPC Ethics Committee by the LITPC President. No action shall be taken by the LITPC Board of Directors on such matters without the recommendations of the LITPC Ethics Committee.
6. It shall be recognized that the Ethics Committee may develop specific guidelines which govern the operation of that Committee, particularly with regard to matters of personal integrity when it involves such matters as the selling of new pins, purchasing pins from unauthorized pin makers, reproducing pins in an attempt to gain a financial or trading advantage, just to mention a few.
7. The Chairman of the Ethics Committee, upon receipt of a matter of ethics referred by the LITPC President, shall:
  - a. Disseminate all material to the members of the Committee and shall indicate in that action if and when a meeting of the Committee shall be called. To expedite the process, maximum use of electronic mail shall be utilized.
  - b. Coordinate divergent views of individual members of the Committee with all other members of the Committee. A two-thirds majority vote of the Committee shall prevail.
  - c. Prepare a Committee response and present the Committee position at the next regularly scheduled meeting of the LITPC Board of Directors. It shall be understood that there may be instances which require a more prompt response, as determined by the Ethics Committee Chairman and/or the LITPC President. In these instances, maximum use of electronic mail shall be employed in order to resolve the matter in an expeditious manner. Regardless of the manner in which the matter is considered, a two-thirds majority of the voting members of the LITPC Board of Directors shall be required for a favorable vote on the Ethics Committee recommendations.
8. Any aggrieved member of the LITPC may appeal, in writing, a decision on a matter of ethics by the LITPC Board of Directors. All such appeals shall be voted on by the full membership of the LITPC Board of Directors, with such vote requiring a two-thirds majority. In addition, when an LITPC member is removed from membership, the written notification, signed by the LITPC President, shall include time frames before reinstatement will be considered.
9. This Statement supersedes LITPC PS 0045 of 9 October 2005.

\*\*\*\*\*NOTHING FOLLOWS\*\*\*\*\*

**LITPC POLICY STATEMENT**

SUBJECT: **USA/CANADA Coordinator**, Appointment of

1. In recognition of the change in USA-Canada Forum policy that permits pin trading on all days of the annual event, it is incumbent upon the LITPC to serve in a facilitator's role to assure maximum cooperation between the pin trading community and the Forum Organizing/Host committee (hereinafter referred to as the Host Committee).

2. The President of the LITPC shall appoint one of the LITPC Directors to serve as the LITPC Forum Coordinator. The name of the Director, including all of his/her contact data, shall be provided the Host Committee one year in advance of the beginning of the Forum for which that Director will serve as our direct contact with the Host Committee. The Director appointed to this position will be a newly inducted two year Director and will have responsibility as the LITPC Forum Coordinator that is held the following calendar year. (This will insure that he/she has ample time to gain training from the LITPC Coordinator for the current year.)

3. The LITPC Forum Coordinator shall:

- a. Make contact with the Host Committee Chair to determine the degree of involvement desired from the LITPC.
- b. Disseminate all publicity material provided by the Host Committee through the use of the LITPC newsletter ("The Trading Post" and the LITPC Web Site.
- c. Encourage Forum attendance by LITPC members through the use of "The Trading Post" and the LITPC Web Site.
- d. Provide the Host Committee with estimates for table requirements for LITPC members who indicate their intentions to attend the Forum. This shall be accomplished with the clear understanding that all who use the tables provided by the Host Committee MUST be registered Forum attendees. Further it shall be understood that the pin trading tables provided by the Host Committee are not for the exclusive use of LITPC members. Any person registering and attending the Forum is entitled to table space, as determined by the Host Committee.
- e. In coordination with the LITPC President, arrange for an LITPC presenter/participant at a Forum seminar on the subject of pin trading. This shall be either in response to a request for same from the Host Committee or it shall be as a result of an LITPC initiative for such a seminar.

\*\*\*\*NOTHING FOLLOWS\*\*\*\*

Approved by the Board on 10 November 2010

## LITPC POLICY STATEMENT

SUBJECT: **PIN TRADER CLUB PINS ON WEBSITE**, Establishment of Criteria for Inclusion of

1. Pins to be included on the LITPC web site will include:

a. All pins identified by the Boards of the various pin trading clubs as official pins issued by that club prior to 1 July 2010, regardless of whether they meet the criteria listed below.

b. All pins issued by defunct pin trader clubs, even those that were never registered, as well as sub-district and other clubs will be placed in a separate section of the online catalog.

2. All pins issued after 30 June 2010 must be identified as a recognized pin trading club pin. It must have the name or initials of the pin trading club on the front or back of the pin.

3. Personal pins, i.e., those identified by an individuals name, will not be included unless they are a pin issued as a memorial or to honor an individual.

4. All pins placed on the website will be separated into categories such as regular issues, swap issues, breakfast pins, special pins, or in whatever other category in which they are issued by the various pin trading clubs.

5. Only those pins issued in sufficient quantities and are available to all pin traders will be included. Sufficient quantities is identified as enough pins to insure that all persons meeting the criteria to obtain the pin and desiring the pin can obtain one. If a club cannot satisfy all requirements then it is the position of the LITPC that sufficient pins should be reordered. "Available to all pin traders", is defined as just that. The criteria for obtaining the pin can be that the pin trader has to attend a swap or conference, convention, etc., or that they have to make application by a certain date. The criteria may not define only a certain portion of the pin traders. For example a pin trader club that organizes and says you have to be a member of that district, state, or region to become a Charter member and obtain a Charter pin is not eligible for inclusion as the pin is not available to all pin traders.

6. The only pins that are exempt from this policy are pins issued by the various officers, past and present which are identified as LITPC Board officer pins. Even though these are personal pins, they are highly collected by our membership and will therefore be included on the LITPC website.

7. Any request for waiver of this policy must be submitted through the LITPC Webmaster for final approval by the LITPC Board of Directors. Request for waivers must stipulate why the waiver is being requested, why the pin was not in compliance, and must be submitted to the Webmaster forty days in advance of the next annual meeting in order to have the matter placed on the Board agenda.

\*\*\*\*\*NOTHING FOLLOWS\*\*\*\*\*

Approved by the Board on 3 July 2011

LITPC POLICY STATEMENT

SUBJECT: PROSPECTIVE BOARD MEMBERS, Attendance at LITPC Board Meetings by

1. Individuals seeking to become a member of the LITPC Board of Directors must
  - a. Be a member of the LITPC, in good standing.
  - b. Attend a minimum of two LITPC Board of Directors meetings prior to the time they seek election.
  - c. Obtain the endorsement of their "home" pin trading club, i.e., the recognized pin trading club in their District or Multiple District, in keeping with the provisions of LITPC PS 0017. In this connection, if there is no recognized pin trading club within their District or Multiple District, this provision shall be waived.
2. Although it is not absolutely necessary, it is considered highly desirable that individuals seeking election to the LITPC Board of Directors shall have served in a leadership capacity in their "home" pin trading club, if such an organization exists.
3. This policy shall become effective at the conclusion of the 2013 LITPC Annual Meeting.

\*\*\*\*\*NOTHING FOLLOWS\*\*\*\*\*

Approved by the Board on 13 June 2013

# INDEX OF LITPC POLICY STATEMENTS

## A

Accountability of Funds 0028  
Ad Hoc Committees 0042  
Alternate Site Meeting 0029  
Annual Meeting 0008, 0031, 0045  
Annual Pin 0020, 0029  
Audit 0044  
Awards 0010, 0011, 0012

## B

Board Meetings Attendees 0007  
Board Members Prospective 0052  
Breakfast 0008, 0009, 0024, 0030  
Budget 0004  
Bulletin 0014, 0017, 0021, 0023, 0026

## C

Channels of Communication 0002  
Chaplain 0025  
Committees 0042  
Compensation 0016  
Contact With LCI 0002  
Contest, Pin 0013, 0029  
Contracts 0003, 0030

## D

Delinquent Members 0014  
Directors, Retention Work 0043  
Directory 0021  
Discount Dues 0014  
Dress Code 0024  
Dual Positions 0034, 0036  
Dues  
    Expiration Date 0014, 0040  
    Renewal 0014  
Restrictions on Voting 0046

## E - F - G

Elections 0046  
Emergency Budget Committee 0004  
Ethics 0049  
Executive Session of Board 0007  
Financial Review 0044  
First Class Mail 0026  
First VP 0013, 0020, 0029  
Fiscal Accountability 0028  
Flowers 0048  
Forum, USA/Canada 0050  
Funds, Restrictions 0018  
Gender Usage 0001  
Gratis Rooms 0018  
Guests 0007, 0009, 0030

## H - I - J

Hall of Fame 0021, 0030, 0041  
Head Table 0024  
Hospitality Room 0018, 0030  
Hotel, LITPC 0018, 0019, 0029, 0030  
Housekeeping Expenses 0004  
Immediate Past President 0005, 0032, 0036  
Invitations 0009  
Judges 0013, 0029

## L - M - N

Legal Committee 0042  
Life Member 0014, 0033  
Lifetime Achievement 0012  
Limits of Expenditures 0010, 0011  
Meetings Outside North America 0045, 0047  
Membership  
    Cards 0015  
    Chairman 0021  
    Growth & Retention 0029, 0030, 0033, 0043  
    Life 0033  
    Retention 0043  
    Table 0030  
Memorial Services 0025  
Money Limits 0003  
Multiple District Reps 0007  
Newsletter Committee 0042  
Newsletter Expenses 0003  
Nominations 0036  
    Receipt of 0017  
    Chairman 0032, 0036  
Restrictions on Making 0035

## O - P

Observers 0007  
Past Presidents 0005, 0007, 0021  
Pictures of Candidates 0017  
Pin, Annual 0020, 0029  
Pin Design Committee 0020  
Policy Manual 0001  
Postage 0026  
Policy Committee 0001, 0042  
Prospective Board Members 0052  
Proxy Voting 0005, 0027

## Q - R

Quorum 0005, 0027  
Raffle 0013, 0029  
Recording Secretary 0006  
Refunds 0038  
Resignations-Removals 0037  
Roster 0014, 0021

## S

Second VP 0019, 0024, 0030  
Sergeant-at-Arms 0022, 0023  
Sunshine Committee 0031  
Supplements 0021  
Survey 0030

## T

Tables 0022  
Treasurer 0014, 0018, 0020, 0028, 0029, 0031, 0039, 0042

## U

USA/Canada Forum 0050

## V - W

Visitors 0007  
Voting 0005, 0034  
Web Site 0051