

# MEMBERSHIP PINS

The Membership Pins Chair maintains an accurate and updated attendance record of each member and guests registered for the annual State Meetings. The pins are presented at the Saturday General Meeting with the assistance of the President. The original Membership Pins Sign-In records are kept in the Membership Record Book.

**Sign In Record:** Prepare the Sign-In record, including the recipients' names, sorted by clubs and into five (5) year increments, the number of State Meetings the member attended and a space for the recipient's signature.

**Prior to the State Meeting:** Early March – Request a current State Meeting Attendance List from the Registration Chair and to be informed of any late registrations.

- Prepare the page for the Program Booklet listing the members who are receiving a pin.
- Send the page to the State Meeting Chair by no later than mid March.
- Contact the 20+ year pin recipients and request them to provide a brief summary of their participation with NYSOMOTC. This should be sent to you in advance of the state meeting.

**At State Meeting: Friday** - Confirm with the Registration Chair that the official Sign In sheets are complete and that all attendees have signed in, including any late registrants. Present a report at the Friday Executive Board Meeting.

**Saturday General Meeting** – Arrange the materials for the pins presentation ceremony at the front table. Obtain the Sign In sheets from the Registration Chair.

**Pin Presentation Ceremony:** Before pins are awarded, acknowledge the presence of the First Time Attendees and Guests.

- Read the recipients' names by categories of years in attendance and club affiliation
- The President presents the pin to each recipient.
- The Chair reads the summaries for the 20, 25,30,35,40, 45, 50+ pin recipients.
- After receiving their pin, each recipient signs next to their name on the sign-in record sheet which gets filed in the Membership Record Book.

**Absence/Emergency:** In the event of a member's absence at the time of the presentation, if the member is registered and signed in at the State Meeting, it will be their responsibility to obtain the pin from the Chair. If a member is registered, but due to an emergency cannot attend the State Meeting, they receive their pin the following year. The Chair should note their absence and the member does not get credit for that year.

**Inquiries to Years of Attendance:** You may receive inquiries from members regarding their years of attendance. The Membership Record Book is your reference to go through and look at their attendance years. Check the Registration Sign-in sheets for each year and/or the Pins Sign-In Records.

**The Membership Record Books:** There are currently 2 notebooks – one has the Attendance/Registration records and the other has the Pins Sign-In records. These are very important to the history of the NYSOMOTC and should be maintained in an organized and safe manner.

**Pins Inventory:** Keep an accurate count of remaining pins. For re-orders, request approval at the Midterm Executive Board Meeting. This expense is paid by the Treasurer from the Eleanor Siegel Fund account, using the voucher system.

**Newsletter articles:** Write an article for the May/June issue announcing the names of the recipients and number of their years of attendance award presented at the State Meeting. Additional articles may be sent to the Editor as needed.

**Files:** the Membership Record Books, reports, expense vouchers, pins and badge are transferred to the new chair or to the Procedure Manual Chair at the end of your term.