

**PORTLAND BEAD SOCIETY  
STANDARD OPERATING PROCEDURE  
CURRENT PAST-PRESIDENT**

- The current Past-President, in accordance with the PBS By-laws shall:
  - Serve as a member of the Board and of the Executive Committee for two years after completing the term of President.
  - Preside at Board and General meetings in the absence of the President and President-Elect.
  - Provide institutional memory and support for the current President.
  - Actively participate in any functions assigned by the current President.
  - Assume the duties of the President when the President and President-Elect are absent.
  - Have signature authority on PBS checks which are co-signed by another elected officer and have been approved by a member of the Audit Committee.
  - If, at any PBS-sponsored venue, a member is determined to be in violation of this Code of Conduct, the PBS President or highest-ranking elected officer present may ask the member to leave the venue.
- As a Board member, current Past-President shall:
  - Comply with the PBS by-laws.
  - Adhere to the PBS Code of Conduct and to the provisions outlined in the Board-approved modification of the “Internal Revenue Service Good Governance Document”.
  - Write and/or update the Standard Operating Procedure for this position.
  - Attend Board and General Meetings on a regular basis. Arrange for a substitute at these meetings when appropriate.
- As an elected officer, the current Past President shall:
  - Train the in-coming Past-President to assume that role by September 1<sup>st</sup> of that election year.
  - Deliver all documents, materials, and equipment pertaining to the office to the incoming President-Elect by August 31 of that election year. All PBS-owned equipment shall be handed off in good working order, to the succeeding officer, including hardware and software.

Adopted by the PBS Board  
January 18, 2012