

**PORTLAND BEAD SOCIETY  
STANDARD OPERATING PROCEDURE  
PRESIDENT**

- The President, in accordance with the PBS By-laws shall:
  - Assume the office of President on September 1 of every even-numbered year and serve in that capacity for two years.
  - Preside at all General and Board meetings.
    - General meetings shall be held at a time and place designated by the President and approved by the Board.
  - Call meetings of the Board and Executive Committees.
    - Meetings of the Board shall be held at such a time and place as directed by the President or upon request of five (5) of its members. There shall be a minimum of eight (8) Board meetings a year.
  - Prepare and provide an agenda of business to all Board members prior to each Board meeting.
  - Conduct all Board and General Meetings in a business-like manner following the current Robert's Rules of Order, as applicable to PBS.
  - Vote only to break a tie.
  - Nominate individuals to fill appointed Board positions, to be confirmed by a two-thirds (2/3) vote of the Board.
  - Recommend removal of elected and appointed Board members, to be confirmed by a two-thirds (2/3) vote of the Board.
  - Recommend to the Board that other committees (i.e. other than non-**Standing** committees) be established or dissolved, to be confirmed by a two-thirds (2/3) vote of the Board.
  - Be the *ex-officio* member of all committees except the Nominating Committee.
  - If, at any PBS-sponsored venue, a member is determined to be in violation of **the** Code of Conduct, the PBS President or highest-ranking elected officer present may ask the member to leave the venue.

The President shall:

- 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.
- Prepare, sign, and submit the annual tax statement after review by the President, the Treasurer, and the PBS' certified public accountant (CPA).
- Submit the amended by-laws to the Internal Revenue Service **via the CPA** as required by the terms of the tax-exempt status of PBS.
- By January, appoint a Nominating Committee consisting of three former Past-Presidents and two non-Board members from the general membership. Past-elected officers may be substituted if one or more former Past-Presidents are unavailable. Treasurer and Secretary are elected in odd number years; President-Elect in even number years.
- Appoint a pro tem Election Committee to prepare and count the ballots. The Audit Committee shall verify the election results.

- As a Board member, 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.
  - Prepare an annual budget to be presented at the yearly Budget Meeting. Be responsible for the budget for the position. All over expenditures will be brought to the Board for review and approval. All receipts, invoices and expenditures will be documented in accordance with PBS financial procedures.
  - Attend Board and General Meetings on a regular basis. Arrange for a substitute at these meetings when appropriate.
  
- The President (or President’s designee) shall:
  - New President:
    - Contact the PBS CPA with the new President’s tax information for the IRS return.
    - Provide the Webmaster and Newsletter editor with the President’s contact information (including email address for the [www.beadport.com](http://www.beadport.com) emails) for September publications and for all publications for the remaining term of office.
  
  - Meeting Location Contracts:
    - In September of each year, establish the General and Board Meeting locations for the following year, including reservations, contracts, and payments: 9 General meetings, 9 Early Bird Beading room, and 10 Board meetings per year. Provide President-Elect with copy of the contract(s) as a back-up.
  
  - Insurance Policies:
    - Keep current with the two insurance policies (organization and Bead Bazaar) and ensure the policies are paid on time.
  
  - Board Meeting:
    - Solicit Board meeting agenda items one week before the meeting. Send out agenda to Board members by Sunday before meeting.
    - Provide dinner per SOP for Board Service Policy and Awards/Meeting Expenditures.
    - Ensure the Board regularly reviews the membership statistics.
    - Revisit the Board meeting “to do” lists.
    - Update and distribute the Board roster to Board members.
  
  - General Meeting:
    - Solicit General meeting agenda items from Board members one week before the meeting. Send out agenda for each to Board members by Sunday before meeting.
    - Select Member Guest Artists for the General Meetings (Sept, Oct, Jan, Feb, Mar, April, and May) and submit in time for newsletters and postcards **deadlines.**

- Recognize retiring Board members with a Service Award at the General Meeting in accordance with the SOP for Board Service Policy and Awards.
  - Set out Announcement Sign-Up at the General Meeting.
  - Provide new Board members with a copy of the by-laws, Code of Conduct, IRS Good Governance document, and information about Board meetings.
  - Organize a PBS Board Recognition Event (for board and special member positions) and follow the SOP for PBS Board Service Policy and Awards.
- Communications:
    - Write a President's Column for the annual six newsletters.
    - Review PBS newsletters, postcards, and EMMA emails prior to publication.
    - Process PBS emails and mail on a timely basis.
    - Pick up PBS mail at least monthly from the post office box 997 at University Post Office on Clay and 6<sup>th</sup> (by Portland State University).
  - Records:
    - Maintain back-up records/disks provided by Treasurer, Membership Chair, etc. to the President as specified in the Records SOP.
  - PBS Representation
    - As appropriate, represent PBS at key meetings and events, such as the Museum of Contemporary Craft Guild meetings.
- The President shall train the President-Elect to assume the role by September 1<sup>st</sup> of the year the President-Elect assumes office.
  - The outgoing President shall deliver all documents, materials, and equipment pertaining to the office to the President-Elect by August 31 of the year the President-Elect assumes office. 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

Addendum:

Past Presidents:

1988-1990 Fran Stone  
1990-1995 Charlene Morrison  
1995-1998 Elizabeth Plam  
1998-2001 Kathleen Smail  
2001-2004 Toni McCarthy  
2004-2006 Karmen Schmidt  
2006-2008 Dusti Dickman  
2008-2010 Lisa McAuliffe

501(c)(4) paperwork:

IRS Internal Revenue Code: 501(c)(4)  
Date: June 9, 2003 (Sent to Elizabeth Plam)  
Employer Identification Number: 41-2061683  
Accounting Period Ending: December 31  
Form 990 Required  
Addendum Applies: No

Type: Domestic Nonprofit Corporation

State of Oregon, Secretary of State  
Corporation Division  
Article of Incorporation  
Filed on 4/18/2008 by Cathy Brauer  
Registry Number: 5143450-98  
Next Renewal Date: April of each year

Tax Returns and Certified Public Accountant: Tax ID #: 41-206-1683

E. Elaine Von Wald, CPA  
Beemer Smith Munro & Co., LLP (too many ..)  
10135 SE Sunnyside Road, Suite 140  
Clackamas, OR 97015  
Phone: 503-656-6900  
Toll free: 866-341-2800  
FAX: 503-656-6910

Insurance Agent:

Gales Creek Insurance Services  
At Union Station  
800 NE 6<sup>th</sup> Avenue  
Portland, OR 97209  
1-800-755-1575  
Tel: (503)227-0491  
FAX: (503) 227-0927

Organization: StarNet Insurance Company Policy (4/1/\_\_\_ to 4/1/\_\_\_)  
Bead Bazaar: Hartford Policy (11/14/\_\_\_ to 11/14/\_\_\_)

## General Meeting Calendar

September:	Appreciation to out-going Board members, Member Artist
October:	Member Artist
November:	Potluck & Support for Women's Shelter(s) [Program Chair]
December:	No General Meeting
January:	Announce elections in April (Odd yrs: Treasurer & Secretary; Even yrs: President-Elect); Member Artist
February:	Budget presented [Treasurer] and voted on. Grants presented [Grant Coordinator] and voted on. Inform general membership that the slate of candidates will be presented and a call for nominations from the floor will occur at the March meeting. (Odd years: Treasurer and Secretary; <b>even</b> years: President-Elect) Member Artist
March:	Nominating Committee presents the slate of candidates for officer position up for election and call for nominations from the general membership; Member Artist
April:	Election of new officer(s) Volunteer Appreciation Night [Volunteer Coordinator]; Member Artist
May:	Member Artist
June:	Potluck and Chair Sale [Program Chair]

### General Member Meeting Template (Suggested):

1. Welcome – 2 min
2. Sign Up Sheet for Announcements of Shows & Publications – 1 min
3. New Members – 5 min
4. Visitors – 2 min (and Intro Membership Chair)
5. [INSERT BOARD MEMBER ANNOUNCEMENTS]
6. Guest Artist – 5 min. (Sept, Oct, Jan thru May)
7. Member Announcements – 10 min
8. Program & Introduction of Speaker (Carol) – 10 min

(NOTE: Nov and June Meetings more informal – welcome; potluck; few announcements; mixer/activity)

(Sign up Sheet for Announcement Suggested Wording: "I have an announcement and it's NOT about something for sale or for advertising.")

Calendar of **Board Meeting Topics** and **PBS Major Events**, Communications & Other President Activities

- September: *Appreciation at General Meeting of any out-going Board members.*  
*Secure meeting location sites for following year.*  
*Newsletter*
- October: *Newsletter*
- November: **Bead Bazaar**  
**General Membership Potluck & Community Outreach Activity**  
*Bead Bazaar insurance policy payment due*  
**All board members submit proposed budget.**  
*Postcard*
- December: **Budget only meeting.**
- January: *Appoint a Nominating Committee*  
**Finalize budget.** (Prepare budget to go into Newsletter)  
**Decide on Education Award Amount**  
*Newsletter*
- February: **Discuss submitted Grants** (Proposal presented at Feb General Meeting)  
*Newsletter*
- March: **Bead Retreat**  
*Postcard*
- April: *Appoint a pro tem Election Committee*  
*PBS Organization insurance policy payment due.*  
**Elections & Volunteer Appreciation at General Meeting**  
*Newsletter*
- May: **A&E**  
*Postcard*
- June: **Potluck & Chair Sale**  
*Newsletter*

Template for Board Meetings (Suggested): Agenda; Minutes; Treasurer Report; Reports of Officers; Reports of Committees: Membership, others (as requested); Unfinished Business: Review To-Do's status, other; New Business

From: Roberts Rules of Order for Motions

Handling Motions:

Is there a motion?

Do I hear a second?

It is moved and seconded that "\_\_\_\_\_".

Discussion: (Can say "To participate in the discussion, please come up to the microphone.")

Are you ready for the question?

The question is on the adoption of the motion that "\_\_\_\_\_".

Those in favor of the motion say "aye".

Those opposed say "no".

The "ayes" have it and the motion is adopted.

IN CASE THERE IS AN AMENDMENT:

I move to insert the words \_\_\_ before the words \_\_\_\_\_.

State amendment.

Give main motion, including amendment.

Need a second.

It's been moved and seconded to \_\_\_\_\_.

Discussion.

Call for the question.

All those in favor say "aye".

All those opposed say "nay"

The motion is adopted.