

SONS AND DAUGHTERS OF OREGON PIONEERS
PROPOSED POLICIES AND PROCEDURES
Adopted July 18, 2015

Duties and Responsibilities of Officers:

All Officers and Directors shall take office effective on the date of the Annual Meeting in June upon completion of installation.

Policies and Procedures may be revised by a majority vote of the Board of Directors.

PRESIDENT

1. The President presides at all official meetings and activities of the Board of Directors and the membership. Prepare an agenda for all meetings. Article V Section 1 calls for Board meetings not less than four times per year. Seven Board members constitute a quorum. Annual Meeting shall be held in June, quorum is 10 voting members. (Article V Section 2)
2. Recruits volunteers and appoints Committee Chairs. Seeks approval from the Board of Directors for any committees needed in addition to the Standing Committees. The President serves as a member of the Finance Committee.
3. Ensure that a newsletter is prepared, edited and distributed to the membership. This can be accomplished through the Public Relations and Membership Development Committee. A minimum of five issues must be published per year to meet our bulk mailing permit requirement.
4. Plan the Membership Picnic at Champoeg in July and serve as Master of Ceremonies.
5. Ensure that Miss Pioneer Oregon and Scholarship and Awards Committee has published notices in the newsletters (September and November) and selected the recipients by the December 31st deadline.
6. Coordinate the approval and processing of all new membership applications. This is accomplished through the Membership Registrar. The Board of Directors should approve all memberships once the committee has determined eligibility.
7. Serve as custodian of all books, manuscripts and other collections of the corporation, except as otherwise delegated by

- the President. (Currently the storage unit houses everything that is not in the possession of the Historian.)
8. Ensure that each Officer and Director on the new Board of Directors receives a copy of the current By-Laws, Policies and Procedures, a roster of all Officers and Directors including mailing addresses, e-mail addresses, and telephone numbers. and a list of Committee Chairs.
 9. Ensure that if a new Officer or Director take office, that the outgoing Officer or Director transfers all appropriate documents, files, items and instructions to the new Officer or Director.
 10. President will ensure that an annual audit is conducted as soon as possible after the Annual Meeting. This can be accomplished by appointing a committee of three SDOP adult members in good standing. The committee has the option of securing the services of a professional accountant provided the Board of Directors approves the accountant selected and approves the expenditure.
 11. President will serve as an ex officio member of all committees.
 12. All other duties as specified in the by-laws.

PRESIDENT-ELECT

1. The President-elect will chair the Events Committee to produce the Annual Oregon Statehood Birthday Celebration Banquet.
2. President-Elect will chair the Nominating Committee and prepare a slate of officers for the Annual Meeting.
3. All other duties as specified in the by-laws.

SECRETARY

1. In preparation for the Annual Meeting in June, the Secretary will gather information for the Officer/Board roster, and produce and distribute it to the Officers and Board members at the Annual Meeting, as well as email copies to same. This information shall include Title, Name, Spouse's first name, Address, Phone Number, Email address and Year of End of Term for Board Members.
2. The Secretary will keep this roster updated and email updated copies to Officers and Board members when needed.
3. The Secretary will call roll and take minutes at each meeting.

4. The Secretary will email drafts of the minutes to Officers and Board members as soon as possible, but no later than 14 days after the meeting.
5. The Secretary will email the final copy of the minutes to Officers and Board Members as soon as possible, but no later than 14 days prior to the next meeting.
6. The Secretary will summarize the minutes in a short article for the SDOP newsletter and email it to the editor and/or graphic designer in time for the next issue following each meeting.
7. The Secretary will send out any correspondence needed. The Secretary will report any correspondence received concerning the Board, send condolences to families of deceased Officers and Board Members, send special invitations to our events and any other needed notes. The President may choose to designate a Corresponding Secretary to share these duties.
8. The Secretary will keep paper copies of all minutes in a notebook and put with other minutes in storage at the end of the year.
9. The final duty of the President is to transfer the following items to her or her successor. The official gavel, the filing cabinet containing the official organizational records and files, the post office box keys (2), the key to the storage unit, the U.S and Oregon flags and stands, and any other appropriate items and supplies.
10. All other duties as specified in the by-laws.

TREASURER

1. Facilitates the paperwork at all banks or other financial institutions for the change in officers each year. The President and Treasurer are designated as check signers and persons of records on all account(s).
2. The Treasurer, President or Secretary will take possession of the mailbox key and check the mail on a weekly basis and distribute as appropriate.
3. The Treasurer shall supervise the membership dues collection each year.
4. The Treasurer shall serve as the Chair of the Finance Committee. This committee shall prepare and present a budget at the July Board of Directors meeting.

5. Liaison with the Accountant to insure that a Review and Compilation Exam of the financial records is completed in August.
6. Ensure that the IRS Form 990's has been submitted to the IRS by the Accountant by the 15th of September.
7. Insure that CT12 is filed with the Department of Justice by September 15th.
8. Insure that the State of Oregon receives the updated Annual Report and fee. The Accountant serves as our Registered Agent. Report must be filed by January 15th.
9. Co-ordinate with the President-elect and Miss Pioneer Oregon, Scholarship and Awards Committee Chair for any checks that need to be prepared for the banquet , Miss Pioneer Oregon and the Award recipients.
10. Ensure that the Bonding of the Board of Directors is maintained and the bill is paid in March or upon receipt.
11. All other duties as specified by the by-laws.

DIRECTORS AND BOARD OF DIRECTORS

1. Attend the Annual Meeting and as many Board of Director Meeting as possible.
2. Review and learn the SDOP by-laws, policies and procedures, and have a basic understanding of the Revised Roberts Rules of Order,
3. Write a biography for the September newsletter and contribute to the newsletter throughout your term as a Director.
4. Attend as many functions of SDOP as possible including our major events of the July Membership picnic and the February Statehood Banquet.
5. Submit agenda items to the President for Board meetings.
6. Serve as Host/Hostess at SDOP functions by meeting the membership and sharing information. Also encourage the membership to join committees and/or serve on the Board of Directors.
7. Serve on at least one SDOP committee as a member or as the Chair.
8. All other duties as specified in the by-laws.

COMMITTEE STRUCTURE

Standing Committees

1. Finance Committee
 - Audit
 - Membership Dues
 - Budget

2. Nominating Committee

3. Events Committee
 - Volunteer Coordinator
 - MPO, Awards and Scholarship Chair
 - Annual Oregon Statehood Birthday Celebration Banquet
(Lead – President-Elect)
 - Annual Membership Picnic (Lead – President)
 - Field Trips

4. Governance Committee
 - Parliamentarian

5. Technology
 - Database
 - Cloud
 - Website/Webmaster

6. Public Relations and Membership Development (Pending approval at the Annual Meeting)
 - Speakers Bureau
 - Merchandising
 - Newsletter
 - Editor
 - Graphic Designer
 - Printing/Mailing
 - Social Media
 - Brochures
 - Representatives to other organizations

Traditional Committees and Appointments

1. Membership Registrar
2. Miss Pioneer Oregon, Awards and Scholarship Committee.
3. Historian
4. Volunteer Coordinataor

STANDING COMMITTEE DESCRIPTIONS:

FINANCE COMMITTEE

All duties as specified in the by-laws.

Membership as defined in the by-laws is Chair Treasurer, President and one member-at-large as appointed by the President.

Duties: Propose and present the annual budget to the Board of Directors.

Oversee the financial affairs of the corporation.

Ensure an annual audit of all financial materials and records of the corporation is conducted

The Treasurer, in coordination with the President, shall ensure that an audit of the financial records is conducted annually. This should be done by our accountant or a committee of members. The Treasurer will make his or herself available to the accountant or committee but shall not be an audit committee member.

The Treasurer shall serve as the official liaison to any professional financial advisors the Board of Directors may designate and/or hire. The Treasurer shall include any information offered by these professionals in her summary statements to the Board of Directors at each meeting.

NOMINATING COMMITTEE

All duties as specified in the bylaws.

As defined in the by-laws, the Chair is the President-elect. The Committee is to have at least 3 members, but no more than 5.

Duties: Nominate the Officers and Directors to be voted on at the Annual Meeting.
Present slate at the Annual Meeting.

EVENTS COMMITTEE

All duties as specified in the by-laws. Committee is to plan and conduct the major events of SDOP.

Membership is defined as President, President-elect, Chair of the Miss Pioneer Oregon, Awards and Scholarship Committee, Volunteer Coordinator and members-at-large as appointed by the President.

Duties: Plan the Annual Oregon Statehood Birthday Celebration Banquet (Chair – President-elect)
Plan the Annual Membership Picnic (Chair – President)
Recruit volunteers (Chair - Volunteer Coordinator)

GOVERNANCE COMMITTEE

All duties as specified in the by-laws.

Membership is as appointed by the President.

Duties: Committee is to maintain the by-laws of the corporation.
Maintain the policies and procedures.
Maintain the standing rules.
Committee will prepare all suggested revisions to present to the Board or Directors.

TECHNOLOGY COMMITTEE

All duties as specified in the by-laws. Committee is plan and develops all functions requiring technology support.

Membership is as appointed by the President.

Duties: Develop and maintain our database
Develop and maintain website.
Develop and maintain the cloud.

PUBLIC RELATIONS AND MEMBERSHIP DEVELOPMENT COMMITTEE

All duties as specified in the by-laws.

Membership is as appointed by the President.

Duties: Develop and maintain the SDOP Speaker Bureau
Create new merchandising opportunities and conduct sales.
Publish a newsletter consisting of five issues per year.
Develop a Social Media presence in coordination with the Technology Committee.
Maintain the SDOP brochure
Develop a program to liaison and represent SDOP with other organizations.

Membership is defined as the Editor of the Newsletter and other members as appointed by the President.

TRADITIONAL COMMITTEE AND APPOINTMENT DESCRIPTIONS.

MEMBERSHIP REGISTAR

All duties as specified in the by-laws.

Membership is as defined in the Policies and Procedures. This position is elected by the Board of Directors for a two-year term.

Duties: Respond to requests for membership information.
Send SDOP application forms to those seeking membership.
Research the pioneer background of prospective members.
Submit any address changes or email changes to the Secretary and Treasurer.
Maintain the hard copy applications for membership . (Active,

Deceased and Inactive.)
Distribute certificates, membership cards, and membership pins as appropriate.

MISS PIONEER OREGON, AWARDS and SCHOLARSHIP COMMITTEE.

Membership is as appointed by the President.

Duties: For all three categories (Miss Pioneer Oregon, Junior Awards, and Scholarship:

Submit the application materials for publication in the September and November SDOP Newsletters.

Deadline for the applications is December 31st.

Plan a committee meeting for the week following the December 31st deadline and make the selections. Notify the winners within three days of the committee meeting.

Issue an invitation to the banquet to each winner and their parents, or a close relative.

Encourage those participants that were not selected to participate again next year.

Let the President-Elect know the head count for the award winners and their parent(s)/relative. Meals are complimentary for the winner and two relatives.

For Junior Awards and Scholarship:

Display their the art and essay projects at the Annual Oregon Statehood Birthday Celebration Banquet and take photos of the award winners.

Submit the art work and essays for publication in the March SDOP newsletter.

For Scholarship Winner create an award certificate to be presented at the Banquet. The check will be sent directly to their college or university.

Submit the essays for publication in the March SDOP newsletter.

For Miss Pioneer Oregon:

Advise her of the requirements to have a Pioneer style dress,

Give her the schedule of required appearances (Banquet and Picnic) with locations and directions and let her know she is welcome at all functions of SDOP.

Advise her that we would like her to serve as a greeter at the Banquet and Picnic.

Advise her that she will need to submit her family genealogy for inclusion in the Banquet program and give her the deadline date.

Advise her of the need to have a professional photo taken in her Pioneer dress. Also that she will need to provide an 8x10 photo for our records and a 5x7 photo for the Banquet program. Give her the deadline dates for these to be submitted. SDOP's reimbursement policy is to reimburse the cost of the photo up to a \$100.00.

Advise her she will be requested to give a speech at the Banquet and give her the subject matter and the length of time she is allowed for her speech.

Advise her that she may have her father escort her to the stage when she is presented to the membership at the Banquet.

Advise her when and where she will receive her monetary Awards; \$250.00 at the Banquet and \$250.00 at the Picnic Present her with her Life Membership at the Membership Picnic.

Coordinate with the President-elect to have flowers ordered for Miss Pioneer Oregon. Traditionally, she is given a bouquet and a head wreath. This is also provided to the MPO who is retiring.

Coordinate with the President-elect to ensure that the genealogy, photograph and information on MPO is submitted by the deadlines.

Order her "Miss Pioneer Oregon" sash and have the button with the year.

At the Banquet provide any assistance needed to make adjustments to her dress and position her sash. Show her where she should be to serve as a greeter, where she and her family will be seated and make sure she is aware of her placement on the program schedule. Position her in the

appropriate place for her presentation to the membership.
Provide the same kind of support and information to the
retiring Miss Pioneer Oregon..
Submit her biography, a copy of her speech and photograph
for publication in the March SDOP newsletter.
Serve as a member of the Events Committee.

HISTORIAN

This is an appointment by the President.

Duties: Serve as custodian of all books, manuscripts and other
collections of the corporation.
Preserve and organize same.
Bring scrapbooks, and other collections to the Annual
Oregon Statehood Birthday Celebration Banquet and the
Annual Membership Picnic.

VOLUNTEER COORDINATOR.

This is an appointment by the President.

Duties: Recruit, train and supervise volunteers for the Annual Oregon
State Birthday Celebration Banquet and the Membership
Picnic.
Serve as a member of the Events Committee.

Policies and Procedures adopted on July 18, 2015.

Mel Fuller, President

Rachel Janzen, Secretary