

Artwork by Jaki Svaren

Portland Society for Calligraphy Handbook



Table of Contents

Table of Contents	1
Purpose of the Handbook	4
History of the Portland Society for Calligraphy	5
Mission and Values	6
Mission Statement	6
Core Values	6
Organization Bylaws	7
ARTICLE I. GENERAL	7
ARTICLE II. OFFICES	7
ARTICLE III. MEMBERSHIP	8
ARTICLE IV. BOARD OF DIRECTORS	8
ARTICLE V. EXECUTIVE COMMITTEE	10
ARTICLE VI. OTHER COMMITTEES	10
ARTICLE VII. OFFICERS	12
ARTICLE VIII. INDEMNIFICATION	13
ARTICLE IX. EMPLOYEES	14
ARTICLE X. CONTRACTS AND BANKING	14
ARTICLE XI. GIFTS	14
ARTICLE XII. ACCOUNTING YEAR	17
ARTICLE XIII. NON-DISCRIMINATION POLICY	17
ARTICLE XIV. PROCEDURAL AUTHORITY	17
ARTICLE XV. AMENDMENTS	17
Policies	18
FISCAL POLICIES AND PROCEDURES - Adopted 2016	18
SECTION 1 - FINANCIAL RECORDS AND REPORTING	18
SECTION 2 - CASH DISBURSEMENTS	18
SECTION 3 - PURCHASE AND CONTRACTS	19
SECTION 4 - PAYMENTS TO BOARD OF DIRECTORS	19
SECTION 5 - CASH RECEIPTS AND DEPOSITS	19
SECTION 6 - ANNUAL AUDIT REQUIREMENT	19

SECTION 7 - BUDGET	20
SECTION 8 - OPERATING AND RESERVE INVESTMENTS	20
SECTION 9 - CONFLICT OF INTEREST POLICY	20
SECTION 10 - GIFT ACCEPTANCE POLICY	23
SECTION 11 - ASSET PROTECTION POLICY	24
SECTION 12- NON-DISCRIMINATION POLICY	24
Director and Officer Annual Conflict of Interest Statement Affirmation	25
Honorary Lifetime Member Policy	27
Workshop Policy	28
Menucha Policy	30
Scholarship Policy	32
Leadership Structure	33
Committee Responsibilities	34
Board Members	35
Responsibilities of the Board of Directors:	35
Officers	35
President	35
President Elect	36
Secretary	36
Treasurer	37
Workshops Committee	38
Communications Committee	40
Membership Committee	44
Programs Committee	46
Exhibits Committee (now under Programs Committee)	48
Outreach Committee (now under Programs Committee)	50
Yearly Calendar	52
Special Events	54
Art in the Pearl	54
Oregon State Fair - Calligraphy Exhibition	54
Menucha	54
Gathering of the Guilds	55

Exhibits	55
Board of Directors 2023	56
Executive Committee	56
Additional Board Members	56
Committees and Ad Hoc Volunteers	57

Purpose of the Handbook

This handbook is a documentation of the policies, committees, organization and bylaws of the Portland Society for Calligraphy. It is a reference guide for both the board and members to use as they make decisions for the organization and is available for viewing on the PSC website at any time. This document also contains an explanation of each committee's responsibilities and procedures, so board members and volunteers can gain an understanding of their duties.

Portland Society for Calligraphy

P.O. Box 4621

Portland, Oregon 97208

portlandsocietyforcalligraphy.org

PSC is a non-profit 501 (c) 3 organization

History of the Portland Society for Calligraphy

The Western American Branch of the Society for Italic Handwriting (WABSIH) was founded in 1968 by Lloyd Reynolds and a group of his students after a long alliance with the Society for Italic Handwriting in England. The name was changed to Portland Society for Calligraphy in 1983 and the connection with the SIH was dropped. We believe that the Portland Society for Calligraphy is the oldest calligraphy guild in the United States.

For a more comprehensive history of PSC, refer to the [Portland Society for Calligraphy: Fifty Years](#) publication, which was published in 2019. It is available as a PDF on the PSC website, under Resources.

Mission and Values

Mission Statement

The spirit of Lloyd Reynolds is still present as he is quoted in our mission statement: *"Through study, understanding and critical practice, let us promote this healthy arts and crafts movement."* – Lloyd Reynolds

Our mission is to encourage, to educate, to learn, to share and to support calligraphy within our community:

- To **encourage** the appreciation of calligraphy as an art in the community through exhibits and other means of gaining public exposure
- To **learn** from our fellow members and from experts in the art of calligraphy through programs and panel discussions at meetings
- To **share** information and ideas through open exchange and networking at meetings
- To **support** each other in our individual endeavors, be they professional, hobby or just the love of letters
- To **educate** by offering workshops and classes within the guild and to the community

Core Values

Joy

Generosity

Humility

Curiosity

Inclusivity

Integrity of Craft

Creativity

Education

Encouragement

Organization Bylaws

ADOPTED: May 21, 2013

REVISED AND ADOPTED: August 9, 2016, effective August 9, 2016

ARTICLE I. GENERAL

Section 1. Name. The corporation shall be known as the Portland Society for Calligraphy

Section 2. Purposes. The purposes of the corporation are as follows:

- a. To operate exclusively for religious, charitable, scientific, literary or educational purposes:
- b. To make contributions to any organization described in Section 170 (b) (1) (A) [other than clauses (vii) and (viii) of the Internal Revenue code of 1954]; and
- c. To do and perform such acts as may be necessary or appropriate for carrying out the foregoing purposes of the corporation and consistent therewith to exercise any of the powers granted to nonprofit corporations by the Oregon Corporation Law.

Section 3. Activities. The corporation shall be restricted to activities of a religious, charitable, scientific, literary or educational corporation. No part of the net earnings of the corporation shall inure to the benefit of any private person or for-profit corporation or organization. No substantial part of the activities or assets of the corporation shall be devoted to the carrying on of propaganda, or otherwise attempting to influence legislation. The corporation shall not participate in, intervene in, or publish or distribute statements in any political campaign on behalf of any candidate for public office.

ARTICLE II. OFFICES

Section 1. Offices. The principal office of the corporation shall be the address of the Treasurer. Said office may be changed from time to time by the Board of Directors and the corporation may have such additional offices as the Executive Committee may designate or as the activities of the

corporation may require from time to time.

Section 2. Registered Office. The registered office of the corporation required by the Oregon Nonprofit Corporation Law to be maintained in the State of Oregon may be, but need not be, identical with the principal office in the State of Oregon, and the address of the registered office may be changed from time to time by the Board of Directors.

Section 3. Registered Agent. The registered agent of the corporation required by the Oregon Nonprofit Corporation Law shall be an individual resident of the State of Oregon whose business office is identical with the registered office of the corporation. The registered agent of the corporation may be changed from time to time by the Board of Directors.

ARTICLE III. MEMBERSHIP

Section 1. Membership and Voting Rights. Membership and voting rights in the corporation shall be granted to all individuals and organizations paying such membership fee as shall be established from time to time by the Board of Directors. All members of the corporation are entitled to one vote on all matters submitted by the Board of Directors to the members for a vote at any meeting of the corporation, if personally present, other than matters specifically reserved to the Board of Directors by the Oregon Corporation Law, the Articles of Incorporation or these Bylaws.

Section 2. Other Organizations Seeking Membership. An organization seeking membership in the corporation shall designate one person as representative of that organization who shall be the designated member of the organization. Said designated member shall have the right to only one vote as the organization which s/he represents is considered a single member.

ARTICLE IV. BOARD OF DIRECTORS

Section 1. Board of Directors. The Board of Directors shall serve as the governing board of this corporation.

Section 2. Number; Election; Term of Directors. The number of Directors of the corporation shall not be less than five or more than twenty. Directors shall be elected annually by a majority of the membership present at the Annual Business Meeting to be held in October of each year and shall serve for a period of two consecutive years not to exceed four consecutive terms. Directors shall not need to stand for re-election to the second year of their two-year term. The Board shall designate a Nominating Committee at the first board meeting in the calendar year. The Board shall designate a Nominating Committee who shall present a slate of candidates to the membership at least 30 days prior to the Annual Business Meeting. Additional nominations will be accepted from the floor with the verbal or written consent of the nominee.

Section 3. Meetings. The Board of Directors shall meet at least quarterly at a time and place to be determined by the Board of Directors. The president shall be the chairperson of the Board of Directors. The Secretary of the corporation, or his/her designee, shall record and keep the minutes of this meeting and all other meetings of the board.

Section 4. Board Quorum. A majority of this board shall constitute a quorum for the transaction of business.

Section 5. Attendance at Board meetings. All board meetings of the Portland Society for Calligraphy are open to its members.

Section 6. Non-Compensation of Officers, Directors and Members. No director, officer or member shall receive compensation for his/her service to the corporation in that capacity: provided that this provision shall not be construed as to prevent the payment of compensation to such persons for valuable services performed in any other capacity; and provided further, that such payments to such persons shall be approved first by the Board of Directors. When any director, officer or member of the corporation is requested to perform a service for the corporation and performs a service, s/he may claim reimbursement or an advance of his/her reasonable, ordinary and actual expenses, unless advised in advance that no funds are available to meet such expenses.

Section 7. Meeting Notification. Notice of the time, place and purpose of a meeting at which a vote is to be taken, or of any duly called special meeting, shall be given to the Board members at least seven days before the day of the meeting.

Section 8. Removal. Any Director elected by the members may be removed by a majority plus one vote of the Board at a board meeting. Notification of said designated meeting must be made to all Board members at least ten days prior to a designated meeting. Any Director who misses three consecutive meetings may be removed from the Board.

Section 9. Vacancies. Vacancies on the board shall be filled by appointment of the remaining board members.

ARTICLE V. EXECUTIVE COMMITTEE

Section 1. Executive Committee. There shall be an Executive Committee which shall consist of the President, President-Elect, Treasurer, Secretary and any other Director or Directors as the Executive Committee shall appoint. Each member of the Executive Committee shall be a Director of the corporation. The President of the corporation shall be Chairperson of the Executive Committee. Following the President's term of office, the President, as Past President, shall serve as an advisor to the succeeding President. However, the Past President is not a member of the Executive Committee.

Section 2. Powers; Actions. Between meetings of the Board of Directors, the Executive Committee shall have and may exercise the authority of the Board of Directors in the management of the corporation, except as to matters concerning which the Board of Directors is required to act. The Executive Committee shall consult with and advise the President on all matters pertaining to the affairs of the corporation and shall have and exercise such specific powers and perform specific duties as the Bylaws or the Board of Directors shall direct. Any action that may be taken by the Executive Committee at a meeting may be taken without a meeting if a writing setting forth the action to be taken is approved by a majority of the Executive Committee before such action is taken.

ARTICLE VI. OTHER COMMITTEES

Section 1. Standing Committees. Standing committees perform essential functions of the

organization in the areas of finance, development, education, membership, workshops, retreats, exhibits, communications, outreach and monthly programs.

Section 2. Ad Hoc Committees. The Board of Directors may create other ad hoc committees as needed.

Section 3. General Powers and Limitations

- a. The Board of Directors shall have the power at any time to fill vacancies, to change the membership of and to discharge committees other than the Executive Committee.
- b. Each committee shall have and may exercise such powers as set forth in these Bylaws or as may be conferred or authorized by the resolution appointing it; provided, however, that no such committee shall have the authority to amend, alter or repeal these Bylaws or the Articles of Incorporation; elect or appoint or remove any member of the Executive Committee or any Director or Officer of the corporation; authorize the voluntary dissolution of the corporation; or amend alter or repeal any resolution of the Board of Directors. The designation and appointment of any committees and the delegation thereto of authority shall not operate to relieve the Board of Directors or any individual Director of any responsibility imposed upon the Board of Directors by law.

Section 4. Quorum. A majority of the members of a committee shall constitute a quorum and any action of a committee shall require a majority vote of the quorum present at any meeting. Each member of a committee, including the person presiding at the meeting, shall be entitled to one vote.

Section 5. Removal of Members. The body or person that appointed the committee may remove at any time, with or without cause, a member or members of that committee.

Section 6. Meetings. Committees shall meet at the call of its Chairman at such place, as s/he shall designate after reasonable notice has been given to each committee member. Each committee shall make a report to the Board of Directors of its action within a reasonable time. A written report may be requested by the Executive Committee.

ARTICLE VII. OFFICERS

Section 1. Officers. The officers of the corporation shall be a President, President Elect, Secretary and Treasurer, each of whom shall be a Director. The Board of Directors or Executive Committee may also elect any other officers as may be deemed necessary, who shall perform such duties as shall be assigned to them by the President or Board of Directors. Any two or more offices may be held by the same person except for the offices of President, Secretary and Treasurer.

Section 2. Election and Term of Officers. Officers shall be elected by the membership at the Annual Business Meeting held each year in October. The term of each officer shall be for two years. Officers shall not need to stand for re-election to the second year of their two-year term. The office of President shall not be held by the same person more than three consecutive years. Each officer shall hold office until his successor has been elected to and accepted office.

Section 3. Removal. Any officer may be removed by a majority plus one vote of the Board at a board meeting. Notification of said designated meeting must be made to all Directors at least ten days prior to a designated meeting.

Section 4. President. The President shall preside at all meetings of the Board of Directors and, subject to the control of the Board of Directors, s/he shall be charged with the general supervision, management and control of all the business and affairs of the corporation. S/he shall sign, with the Secretary or any other Officer of the corporation so authorized by the Board of Directors or the Executive Committee, any contract or other instrument which the Board of Directors has authorized to be executed, except in cases where the signing and execution thereof shall be especially delegated by the Board of Directors or by the Bylaws to some other Officer or agent of the corporation, or shall be required by law to be otherwise signed or executed. The President shall perform such other duties as from time to time may be prescribed by the Board of Directors.

Section 5. President Elect. In the absence of the President or in the event of his/her death, inability or refusal to act, the President Elect shall perform the duties of the President, and when so acting, shall have all the powers of and be subject to all the restrictions upon the President. The President Elect shall perform other duties as from time to time may be prescribed by the President or the Board of Directors.

Section 6. Secretary. The Secretary shall keep the minutes of the meetings of the Board of Directors, see that all notices are duly given in accordance with the provisions of these Bylaws, the Articles of Incorporation or as required by law, be custodian of the corporations records, and in general perform all duties incident to the office of Secretary and such other duties as from time to time may be prescribed by the President or the Board of Directors.

Section 7. Treasurer. If required by the Board of Directors, the Treasurer shall give a bond for the faithful discharge of his/her duties in such form and with such surety or sureties as the Board of Directors shall determine. The Treasurer shall have charge and custody of all corporation funds and shall keep full and accurate accounts of all receipts and disbursements, and s/he shall deposit all money and other valuable effects in the name of the corporation in such depositories as may be designed for that purpose by the Board of Directors. The Treasurer shall disburse the funds of the corporation, taking proper receipts for such disbursements and shall render to the President and Directors at the meeting of the Board or whenever requested by them an account of all transactions as Treasurer and of the financial condition of the corporation. The Board may request from time to time in its discretion a review or audit of the corporation's books that are maintained by the Treasurer.

Section 8. Compensation and Expenses. Officers shall serve without monetary compensation unless they are otherwise employees of the corporation. Expenses incurred in connection with performance of their official duties may be reimbursed to Officers upon approval by the Board of Directors.

ARTICLE VIII. INDEMNIFICATION

Section 1. Directors and Officers. The Corporation shall indemnify its Directors and Officers to the fullest extent allowed by the law.

Section 2. Employees and Other Agents. The Corporation may indemnify its employees and other agents to the fullest extent allowed by law.

Section 3. Notice to the Oregon Attorney General. To the extent required by law, the

Attorney General of the State of Oregon shall be notified prior to the payment of any indemnification.

Section 4. Survival of Rights. The rights conferred on any person by this Bylaw shall continue as to a person who has ceased to be a Director, Officer, employee, or other agent and shall inure to the benefit of the heirs, executors, and administrators of such a person.

ARTICLE IX. EMPLOYEES

The Board of Directors or the Executive Committee may establish such positions of employment as it deems desirable from time to time and shall fix compensation for such positions.

ARTICLE X. CONTRACTS AND BANKING

Section 1. Contracts. The board of Directors may authorize any Officer or Officers, agent or agents to enter into any contract or execute or deliver any instrument in the name of, or on behalf of the corporation, and such authority may be general or confined to specific instances.

Section 2. Deposits. All funds of the corporation shall be deposited in a timely fashion to the corporate bank or trust accounts or other depositories as the Board of Directors may elect.

Section 3. Checks. All checks, drafts or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the corporation shall be signed by such officer or officers, agent or agents, of the corporation and in such manner as shall from time to time be determined by the Board of Directors.

Section 4. Loans. No loan shall be made by or to this corporation or evidence of indebtedness issued in its name, unless authorized by a resolution of the Board of Directors. No loans shall be made by the corporation to its Directors or Officers.

ARTICLE XI. GIFTS

Section 1. Acceptance of Gifts.

- a. The Board of Directors may accept any gift, grant, donation, bequest or devise on behalf of the corporation for the general purposes or for any special purpose of the corporation. The Board of Directors may authorize any Officer, agent or employee to accept on behalf of the corporation any gift, grant, bequest or devise and such authority may be general or confined to specific funds, accounts or purposes.
- b. Unless the terms expressly provide otherwise, all gifts, grants, donations, bequests and devises shall be deemed irrevocable.

Section 2. Conditions and Limitations. Any person who shall give, bequeath or devise any property to the corporation may make such gift subject to such conditions and limitations as to the use of the principal or income as s/he may desire, provided such conditions, limitations, specification and provisions are consistent with the general purposes of the corporation.

Section 3. Funds and Accounts. All such property received and accepted by the corporation shall become a part of the corporation property and, subject to any limitations, conditions or requirements, may be commingled with other assets of the corporation. However, such property shall or may be placed in any number of separate and distinct funds or accounts whenever the conditions, limitation or instructions of the gift, grant, bequest or devise require a separate fund or account, or whenever the Board of Directors, in its judgment, determines that such property should be placed in a separate and distinct fund or account.

Section 4. Administrations of Funds and Accounts

- a. Investment of Funds. Subject to the particular terms of any gift, grant, devise or bequest, the Oregon Nonprofit Corporation Law, the Articles of Incorporation and these Bylaws, the Board of Directors shall have power:
 - (i) General. To invest and reinvest the principal and income of the funds and accounts in such securities and such property, real or personal, wherever situated, as is deemed advisable; investment shall not be restricted to securities or other property of the character authorized or required by applicable law from time to time for trust investments.
 - (ii) Sale, Exchange, Conveyance and Transfer of Property. To sell, exchange, convey,

transfer or otherwise dispose of any securities or other property held in the funds and accounts by private contract or at public auction.

(iii) Exercise of Owner's Rights. To vote any stocks, bonds, or other securities; to give general or specific proxies or powers of attorney with or without power of substitution; to exercise any conversion privileges, subscription rights or other options and to make any payment incidental thereto; to oppose or to consent to or otherwise participate in corporate securities, and to delegate discretionary therewith; and generally to exercise any of the powers of an owner with respect to stocks, bonds, securities or other property held as part of the funds and accounts.

(iv) Registration of Investments. To cause any securities or other property held as part of the funds and accounts to be registered in the name of the corporation or, to the extent permitted by law, in the name of a nominee with or without the addition of the words indicating that such funds are held in a fiduciary capacity, and to hold any securities unregistered or in bearer form. However, the books are records of the corporation and shall at all times show that all such investments are part of the funds and accounts.

(v) Lending. To lend money on adequate security and reasonable interest.

(vi) Retention of Cash. To keep such portion of the funds and accounts in cash or balances as may from time to time be deemed to be in the best interest of the funds and accounts, without liability for interest thereon.

(vii) Retention of Property Acquired. To accept and retain for such time as may be deemed advisable any securities or other property received or acquired by the corporation hereunder, whether or not such securities or other property would normally be purchased as investments hereunder.

b. Disbursement of Income and Principal

(i) General. Subject to particular terms of any gift, grant, devise or bequest, the Oregon Nonprofit Law, the Articles of Incorporation and these Bylaws, and the control and direction of the Board of Directors, the disbursement of the income or principal from any fund or account shall be made at such times in such amounts and for such purposes consistent with the general purposes of the corporation as the Board of Directors may determine.

(ii) Restriction on Distribution of Principal. There shall be no restriction on

distribution of principal except when required by the terms of a particular gift, grant, devise or bequest or when specifically required by the Board of Directors.

ARTICLE XII. ACCOUNTING YEAR

The accounting year of the corporation shall begin the first day of January and end on the last day of December in each year.

ARTICLE XIII. NON-DISCRIMINATION POLICY

The corporation shall not discriminate on the basis of race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender expression, age, physical or mental ability, veteran status, military obligations, and marital status in any of its activities or operations. These activities include, but are not limited to, employee hiring and employment practices; selection and management of volunteers, vendors and contractors; membership recruitment; provision of services; and dealing with the general public.

ARTICLE XIV. PROCEDURAL AUTHORITY

Robert's Rules of Order (11th edition) shall serve as the Procedural Authority for the Board of Directors.

ARTICLE XV. AMENDMENTS

The Bylaws of the corporation may be altered, amended or repealed and new Bylaws adopted at any meeting of the Board of Directors by the vote of a majority of the Directors then elected and serving.

Policies

FISCAL POLICIES AND PROCEDURES - Adopted 2016

SECTION 1 - FINANCIAL RECORDS AND REPORTING

- The Portland Society for Calligraphy's (hereinafter "the Organization") fiscal period begins January 1 and ends December 31.
- The financial records of the organization shall be maintained on a cash basis of accounting in accordance with generally accepted accounting principles.
- All financial records of the Organization shall be properly maintained.
- The Treasurer shall be given all correspondence from any financial institutions unopened.
- On a monthly basis, the treasurer shall reconcile bank accounts, and a reconciliation and year-to-date report shall be provided to the Board of Directors at each scheduled Board meeting.
- Effective control and accountability shall be maintained for all assets of the Organization.
- Bank accounts for restricted funds such as Scholarship Funds may be established.
- All Board members shall track volunteer hours served and provide an account of volunteer hours to the Treasurer each January.

SECTION 2 - CASH DISBURSEMENTS

- All disbursements shall be made by issuing checks drawn on the established agency cash accounts.
- All checks made out to "cash" for the purpose of payment of workshop instructors shall be verified with receipt signed by the person receiving the payment and maintained by the Workshop Chair, and the receipt book shall be provided to the Treasurer on or before December 31 of each year.
- No other checks shall be issued to "cash".
- No advance funds to Officers or Directors are authorized.
- No funds shall be advanced by the Organization to Officers or Directors.
- Where appropriate, a request for disbursement shall be supported by original documentation that justifies the purpose of the disbursement and is attached to the request.

- Authorized check signers shall be re-affirmed annually by the Board of Directors.
- Checks over \$5,000 shall be approved in advance by the Executive Committee or the Board of Directors.
- The Organization shall maintain appropriate insurance coverage for any director or office who handles agency funds.

SECTION 3 - PURCHASE AND CONTRACTS

- The Board of Directors shall authorize an Officer of the Board or the President to enter into a contract, lease, or commitment for the Organization.

SECTION 4 - PAYMENTS TO BOARD OF DIRECTORS

- No compensation shall be paid to any member of the Board of Directors for services as a member of the Board.
- No loans shall be made to any member of the Board of Directors.

SECTION 5 - CASH RECEIPTS AND DEPOSITS

- Cash receipts shall be logged in a timely manner into a "Check Log" by the Treasurer.
- Deposits shall be made in a timely manner. A photocopy of each bank deposit receipt shall be maintained by the Treasurer.
- Funds received by the Organization shall be deposited in a timely manner in a financial institution to the credit of the Organization.
- Procedures shall be developed to identify, evaluate, and to determine the acceptance of restricted contributions.
- All contributions to the Organization shall be acknowledged in writing.
- All committees handling funds shall present a detailed report to the Treasurer, including the amount of funds collected from each individual participating in the event and a detail of expenses incurred.

SECTION 6 - ANNUAL AUDIT REQUIREMENT

- The financial statements of the Organization will be reviewed annually.
- The Finance Committee shall verify the accuracy of the bank statements and accounting records before January 31 of each year.

- Approval of the reviewed financial statements requires a vote of the full Board of Directors.

SECTION 7 - BUDGET

- Annual operating and capital budgets shall be established and approved by the Board of Directors by the end of the prior fiscal year.
- Any significant vacancies in the budget shall be explained by the Treasurer and presented to the Board of Directors.

SECTION 8 - OPERATING AND RESERVE INVESTMENTS

- The Organization shall maintain a \$15,000 Operating Reserve.

SECTION 9 - CONFLICT OF INTEREST POLICY

- The Organization shall not enter into contracts or transactions with any other corporation, partnership, association, or other organization in which its Directors or Officers have financial interest (there is potential conflict of interest) without prior approval by an affirmative vote on a majority of disinterested Directors and Officers.

Purpose

- The purpose of this conflict of interest policy is to protect Portland Society for Calligraphy's (a tax-exempt organization) interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of and Officer or Director of Portland Society for Calligraphy or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Definitions

Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

Financial Interest

A person has a financial interest if the person has, directly or indirectly through business, investment, or family:

1. An ownership or investment interest in any entity with which the Portland Society for Calligraphy has a transaction arrangement,
2. A compensation arrangement with the Portland Society for Calligraphy or with any entity or individual with which the Portland Society for Calligraphy is negotiating a transaction or arrangement. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under the Procedures section below, a person who has a financial interest may have a conflict of interest only if the appropriate governing Board or Committee decides that a conflict of interest exists.

Procedures

Duty to Disclose

In conjunction with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the Directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

Procedures for Addressing the Conflict of Interest

An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

The chairperson or president of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

After exercising due diligence, the governing board or committee shall determine whether the Portland Society for Calligraphy can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

If a more advantageous transaction or arrangement is not reasonably possible under the circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested Directors and Officers whether the transaction or arrangement is in the Portland Society for Calligraphy's best interest, for its own benefit and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

Violation of the Conflicts of Interest Policy

If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determine the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Records of Proceedings

The minute of the governing board and all committees with board delegated powers shall contain:

- The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was

present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.

- The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Compensation

- A voting member of the governing board who receives compensation, directly or indirectly, from the Portland Society for Calligraphy for services is precluded from voting on matters pertaining to that member's compensation.
- A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly from the Portland Society for Calligraphy for services is precluded from voting on matters pertaining to that member's compensation.

Annual Statements

Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

1. Has received a copy of the conflicts of interest policy.
2. Has read and understands the policy.
3. Has agreed to comply with the policy, and
4. Understands the Portland Society for Calligraphy is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

SECTION 10 - GIFT ACCEPTANCE POLICY

- The Organization may accept stock or other negotiable instruments as a vehicle for donors to transfer assets to the Organization. Transfer and recording of the value of the asset shall be done in a consistent manner and in compliance with accounting standards. Any stock given to the organization shall be sold immediately upon receipt by the Organization.
- The Organization may accept contributions of goods or services other than cash that are related to the programs and operations of the Organization.

- Any other contributions of non-cash items shall be reviewed and approved by the Board of Directors before acceptance by the organization.

SECTION 11 - ASSET PROTECTION POLICY

In order to insure that the assets of the Organization are adequately protected and maintained, the Board of Directors shall:

1. Insure against liability losses to the Board members or the Organization by maintaining Directors and Officers insurance and General Liability insurance.
2. Avoid actions that could expose the Organization or its Board to claims of liability.
3. Receive, process and disburse funds under controls that are sufficient to maintain basic segregation of duties to protect bank accounts, income receipts and payments.

SECTION 12- NON-DISCRIMINATION POLICY

The Organization shall not discriminate on the basis of race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender expression, age, physical or mental ability, veteran status, military obligations, and marital status in any of its activities or operations. These activities include, but are not limited to, employee hiring and employment practices; selection and management of volunteers, vendors and contractors; membership recruitment; provision of services; and dealings with the general public.

Director and Officer Annual Conflict of Interest Statement Affirmation

Name _____ Date _____

Are you a voting Director? Yes___ No___ Are you an Officer? Yes___ No___

If you are an officer, which Officer position do you hold? _____

I affirm the following: I have received a copy of the Portland Society for Calligraphy Conflict of Interest Policy. I have read and I understand the policy. _____ (initial)

I agree to comply with the policy. _____ (initial)

Do you have a financial interest (current or potential) including a compensation arrangement, as defined in the Conflict of Interest policy with the Portland Society for Calligraphy?

Yes___ No___

If yes, please describe: _____

If yes, has the financial interest been disclosed, as provided in the Conflict of Interest Policy?

Yes___ No___

In the past, have you had a financial interest, including a compensation arrangement, as defined in the Conflict of Interest policy with the Portland Society for Calligraphy?

Yes___ No___

If yes, please describe it, including when (approximately) _____

If yes, has the financial interest been disclosed, as provided in the Conflict of Interest policy?

Yes___ No___

Signature: _____ Date: _____

Reviewed by: _____ Date: _____

Reviewer's Signature: _____

Honorary Lifetime Member Policy

PSC Honorary Lifetime Member Process

1. Five years or more member of PSC.
2. Not a present PSC board member.
3. Nominated by one or more current members of PSC.
4. Written nominations submitted to the PSC board must list specific achievements of the nominee in the field of calligraphy and/or time and service given to PSC.
5. Board votes to approve nominee at a scheduled meeting.

It will be noted in the member directory: Honorary Lifetime Member and describe it as awarded for special achievements in the field of calligraphy and/ or time and service given to PSC.

Revised May 23, 2011

Workshop Policy

This workshop policy does not apply to the annual Menucha retreat

Registration

The workshop chair or the chair's delegate shall take registrations, answer questions and take responsibility for the management of the workshop.

Registration is conducted online, and will begin on the date specified in the workshop announcement, continuing until the maximum number of participants is reached, or at the discretion of the workshop chair. Shortly following registration for a workshop, and in no more than 5 days thereafter, students will be notified if admitted or not. All who register at any time on the opening day of registration will be treated equally for purposes of possible admission.

Those who are not admitted to the workshop or placed on a waiting list will have their fee refunded promptly. The Workshop Chair shall determine the prudent size of a waitlist on a case by case basis. If a registered student drops off the waitlist, the next person on the wait list will be emailed, and can then join the workshop by paying the registration fee.

In the event registrations on the first day of registration exceed the maximum number of participants, a lottery will be held. The Workshop Chair and at least one member of the Executive Committee will be present at the lottery.

An additional charge is added to the workshop tuition for non-members of PSC, which will cover membership for the balance of the calendar year. The membership chair will send a welcome packet and information about PSC. New members are encouraged to fill out the online membership form, along with the registration form for the workshop. PSC has some scholarship funds available. The Scholarship Policy and scholarship application are under the Workshop tab on the workshop page of the PSC website. Pursuant to the scholarship policy, a person seeking a scholarship should contact the Workshop Chair.

Cancellations

If there are not enough registrants to fill a workshop, the workshop will be canceled, and all fees refunded.

If an admitted student is unable to attend a workshop, the student needs to contact the Workshop Chair, so someone on the waitlist can be notified of an opening. If no one on the waitlist can attend, or if there is no wait list, the student is authorized to find someone to take his or her place in the workshop upon the latter's payment of the workshop fee. PSC will not issue a refund unless there is a replacement for his or her workshop spot.

Hosting

If you are interested in hosting a visiting instructor, please contact the Workshop Chair for more information as well as to receive a required questionnaire to be completed by the prospective host.

Menucha Policy

Registration

PSC hosts an annual retreat at the Menucha Retreat in the Columbia Gorge from Friday afternoon through Sunday afternoon. PSC designates a chair for the event to take registrations, answer questions, and take responsibility for management of the retreat.

Menucha has private, semi-private and dorm accommodation at various rates, and meals are provided from Friday dinner through Sunday lunch.

Registration – and assignment of accommodation – will begin on the date specified in the Menucha announcement on a first-come, first-served basis (no earlier postmarks, please), and will continue until the maximum number of participants is reached. A waitlist will be maintained if there are more people who wish to register than places. Telephone registrations are not accepted, but if you have questions, you may call or email the Menucha chair.

The initial deposit and complete payment should be payable to the Portland Society for Calligraphy. Final payment will be due one month prior to the event.

PSC has some scholarship funds available. Contact the Menucha chair for scholarship information.

You will be notified to confirm your registration or on the waitlist. If Menucha is full, your registration fees will be returned to you.

Cancellations

If there are not enough registrants to fill a workshop, Menucha will be canceled. Refunds will be given only if Menucha is canceled by PSC.

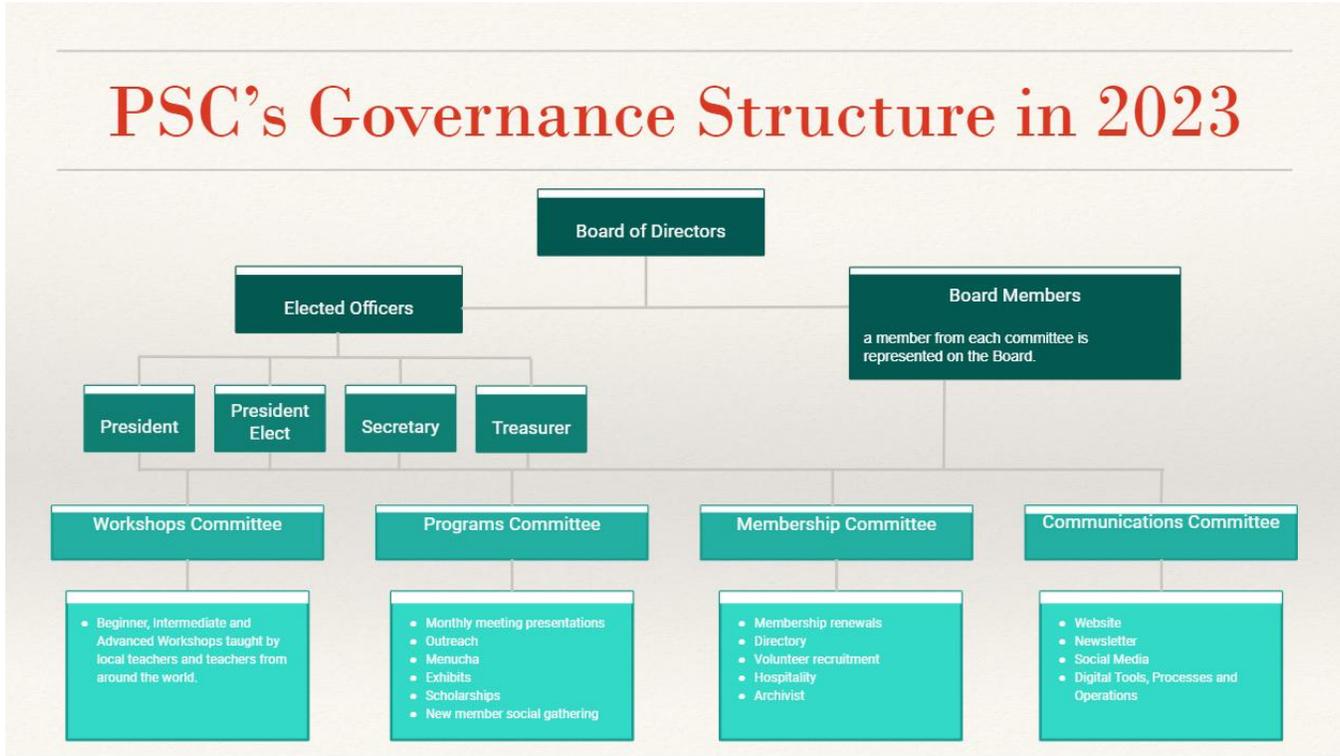
If you paid your deposit and cannot attend, your deposit is transferable but NOT refundable. If you cancel after your final payment is made, refunds for emergency circumstances will be handled on a case-by-case basis by the Executive Committee of PSC and will depend to some extent on the overall finances of the event. Please call the Menucha chair as soon as possible so that the chair can call people on the waitlist who will have first priority to take your place. If no one on the waitlist is able to attend, or if there is no waitlist, you may find someone to take your place.

Please give the chair as much notice as possible. The chair will not undertake to call people on the waitlist with less than 72 hours notice. No refunds will be given unless your place is filled.

Scholarship Policy

To be revised and added in 2023

Leadership Structure



Committee Responsibilities

Each committee is responsible for various aspects of running our organization, and is led by a Committee Chair who oversees the activities of the committee. Board members and committee chairs have typically held their position for two years.

A major responsibility of all committees is to document how it does its work and pass that information on to new committee chairs and members. The following pages contain descriptions of each committee's responsibilities.

Board Members

Responsibilities of the Board of Directors:

- Creates and/or updates the mission and vision statements
- Regularly attends board meetings
- Sets goals and approves and monitors the strategic or business plan
- Develops organizational policies, including the policies that govern how the board will operate
- Fills vacancies, change the size of membership and discharge committees
- Establishes the code of ethics for the board, including policies related to private inurement and conflict of interest, and sets the tone for organizational behavior
- Monitors financial and operational performance
- Serves as the last court of appeal within the organization
- Selects an auditor and receives the audit report
- Serves as the organization's ambassador to other agencies
- Attracts donors, supporters, favorable press, and new board members

Officers

President

- Calls and presides at Board and member meetings, establishes the agenda
- Appoints committee chairs and encourages them
- Ensures ongoing program excellence, communications, educational opportunities and systems; recommends timelines and resources needed to achieve the strategic goals
- Actively engages and energizes volunteers, board members, and committees
- Develops, maintains and supports a strong Board of Directors; serves as ex-officio of each committee.
- Oversees the general supervision, management and control of all the business and affairs of the corporation
- Is an alternative signer on banking documents

President Elect

- Performs the duties of the president in their absence
- Performs other duties as from time to time may be prescribed by the President or the Board of Directors

Current Co-Presidents:

- Linda Lee and Katrina Malachowski

Secretary

Purpose: Serves on the Executive Committee and take minutes for PSC Board meetings

How goals are accomplished:

- Attends all Board meetings and takes thorough minutes for recordkeeping

Process:

- The Secretary is responsible for sending meeting minutes to Board members for review before each Board meeting. In times where there needs to be a quick decision made in between Board meetings, the Secretary is part of the Executive Committee (along with President, Vice President, and Treasurer) to reach a consensus at that moment.

Qualities needed in volunteers:

- Ability to quickly process information from a verbal discussion into writing
- Ability to track agendas and keep meetings on task

Current Secretary:

- Mary Nienow

Treasurer

Purpose: Keep track of the money.

Values: Have some respect for the possibilities of money, but not too much.

How goals are accomplished:

Duties

- Enters membership and workshop information into Quicken
- Makes payments or reimbursements to insurance, rents, instructors, miscellaneous
- Creates treasurer's report each month
- Puts together tax information at the start of the year and sends to the CPA
- Checks post office box regularly
- Prepares yearly budget
- Obtains approval from the PSC Board for large expenses, with the Treasurer having one vote.

Process:

- Most of the income/outflow is straightforward – the books are kept on a cash-flow basis
- Keeping track of students in large workshops and sometimes refunding payments can be trying, but a new website design should improve things.
- Paying foreign instructors can be trying.

Qualities needed in volunteers:

- Focus (the work can be boring) and Close Focus (the numbers have to balance).
- Ability to listen - discussions involving money can get heated.

Current Treasurer: Lee Littlewood

Workshops Committee

Purpose: To provide a variety of opportunities for PSC members to learn artistic letter forms and techniques under a wide range of instructors, as well as raise necessary funds for the running of the guild.

Values:

- Highlight PSC as an active and thriving artistic community
- Provide opportunities for growth, socialization, and enrichment to the attending participants
- Bring in revenue through workshops, especially when held via Zoom, that is beneficial to PSC on all levels of community service

How goals are accomplished:

By offering up a variety of instructors in structured classes that teach a skill or style, PSC members have the opportunity to broaden their knowledge and build community through attending workshops.

Process: Workshops in the age of remote learning have been held via Zoom since 2020. Tasks for scheduling workshops include, but are not limited to:

- Plan workshops with workshop committee members to bring a variety of learning opportunities to guild members
- Contact desired instructors to develop workshop, set dates, negotiate payment, and obtain information on the workshop
- Develop marketing for the workshop and get it to the Communications Team in a timely manner for publicity
- Obtain class handouts for pre-workshop distribution
- Create necessary documents and folders for registered participants as well as a site for sharing

- Schedule all Zoom link for sessions and share them with registrants
- Run Zoom meetings for workshops, recording and uploading to guild YouTube channel afterwards
- Monitor the Zoom chat during workshop for queries, engaging with the instructor and students, transcribing important information for the students, finding and posting relevant information regarding the instruction"
- Monitor email for student communications regarding workshops
- Send out post-workshop survey

Qualities needed in volunteers: Flexible attitudes and strong people skills, as well as technical skills, for remote and in-person workshops. Tech knowledge is necessary for remote workshops.

Current Workshops Committee:

- Tatiana Gebert, Chairperson
- Mark Kaufman, assistant

Advising committee members:

- Nancy Pickett
- Louise Yarbrough
- Patricia Dressler
- Anita Bigelow
- Jo Hussey
- Kathy Jackson

Communications Committee

Purpose: To keep PSC members, website visitors, social media, and newsletter subscribers informed of local, national and international calligraphy news and events.

Values: To leverage multiple communication methods to keep PSC and the broader calligraphy community informed and engaged.

How goals are accomplished:

Via email newsletter, the PSC website, social media platforms, and through direct communications at member meetings.

Process:

- Partners with other Board/committee members to ensure that messages and activities are created and being broadcast to the PSC community, and that backend processes (membership and workshop registration, payments, etc.) perform as expected
- Meets together bi-monthly as a team to brainstorm new ideas/tactics, problem-solve backend issues, and stay in sync with PSC activities
- Uses email communications to effectively communicate with others on the Comms team and to other stakeholders (Board and Committee members, outside vendors)
- The Communications Committee has five branches that handle the different types of backend work that keep the Communications processes running. They are:
 - **Project Manager/Digital Strategist**
 - Be an active member of the PSC Board
 - Be a liaison between the Board and Committee members to ensure concerted action and cooperation
 - Have good verbal and written communication skills
 - Have good organizational skills

- Have basic digital skills – is able to use digital devices, communication applications, and networks to access and manage information
 - Communicates clear expectations to Comms committee members, other committee chairs on the Board, and outside vendors (Service Level Agreements)
 - Provides strong leadership to Comms team; schedule and create agendas for bi-monthly team meetings
 - Reaches out to Board and committee members requesting monthly submissions for e-newsletter content
 - Gathers information to post on website from all PSC Committees
 - Orchestrates communication across PSC website, e-newsletter and social media - ensure go-lives are aligned across our channels
 - Ensures checklists are correctly completed by board members when submitting information to the communication team - also ensure information is submitted in timelines laid out in the checklists
 - Organizes QA (Quality Assurance) checks with relevant board members before content gets published on website, e-newsletter and social media
 - Helps prioritize what type of content gets published on PSC platforms
- **E- Newsletter Editor**
 - Proofreads and prioritizes articles for email campaigns
 - Resizes and uploads images to email marketing tool media library
 - Uses email marketing tools to create and publish monthly newsletters and ad hoc campaigns. (Basic design, layout, and Photoshop skills are helpful)
 - Creates and manages audiences in email marketing tool
 - Attends meetings, work collaboratively, and communicate consistently with Comms team members and Board members
- **Website Manager**
 - **Communications:** Attends meetings, works collaboratively, and communicates consistently with team members

- **Workshops:** Posts and manages time sensitive online registrations and payment. Keeps clear and consistent communication during workshop sign ups
 - **Exhibits:** Communicates, adheres to the timeline, posts, and possibly designs an online gallery
 - **Programs:** Posts monthly member meeting information
 - **Membership:** Manages an online membership form, data collection, manage date, online registration and payment and communicates consistently during the membership season (September/October)
 - **Treasurer:** Communicates online payment discrepancies, changes, modifications and upgrades
 - **Outside Vendors:** Meets with outside agencies to work on projects as a team member. Collaborates, cooperates, communicates, and applies changes to website
 - Manages PSC Board member's email assignments
 - Responds to all questions, comments, and concerns regarding the website in a timely manner
 - Works collaboratively and cooperatively with outside vendors regarding website maintenance and content
- **Social Media Strategist**
 - Sets the social strategy and create exposure for content that promotes PSC as a great guild to join
 - Works with various stakeholders including Creative, Workshop, Events, Communications, Membership, and more
 - Responsible for leading the strategic development and execution of social marketing initiatives that support and build the PSC brand in the eyes of our global talent members
 - Comfortable setting strategy and managing details, have strong editing abilities, and enjoy social content creation
 - Be the champion of the audience: ensure that the editorial agenda serves both PSC needs and audience needs

- Manages all global content publication on our social channels, including social media and blogs, ensuring it aligns to PSC brand visual and content standards
- Creates social copy and edit content as needed
- Supports other members on the Comms team

- **Digital Tools, Processes and Operations**
 - Active member of PSC board
 - Utilizes digital tools to set up processes and operations to make work more efficient and streamlined
 - Manages the PSC Admin Google account - help board members set-up and access PSC email accounts
 - Leads updates to digital tools and platforms when necessary - manage agency relationships, Board approvals, status updates and include key players
 - Consults on best practices for digital tools, processes, strategy and operations

Interested parties can see a more granular view of how the Comms team works with other committees in the checklists.

Current Communications Committee:

- Tiffany Hatteberg: Communications Chairperson
- Sue Greenseth: E-newsletter Editor
- Bailey Eckert: Digital Tools, Processes and Operations
- Rachel Bancroft: Website Manager
- Ashley Fenker: Social Media Strategist

Membership Committee

Purpose: Keep an accurate record of active members for the purpose of creating an annual Directory, of informing the Communications Committee of Teachers and Calligraphers for Hire and of welcoming new members at in-person meetings.

Values: Inclusiveness, responsiveness, accuracy

How goals are accomplished:

- The Membership Chair coordinates with the PSC website to print an accurate Directory available to all members every year
- Informs the Communications team of Calligraphers for Hire and Teachers who want to be listed on the website and acknowledged in the Directory
- Supplies in-person monthly meetings with Greeters to welcome new members
- Works toward follow up calls to new members to ascertain how we can help and to answer questions

Process:

Renewed Memberships and the Directory

- Sends out Membership Renewal Notice via the PSC Newsletter and Website in early September
- Applications are received online in two forms, as New or Renewal:
 - A. Membership \$30 (2022) – check all vital information with the Master spreadsheet, record participation as a Teacher, Calligrapher for Hire or Volunteer Tasks on the pages of the spreadsheet, date, etc.
 - B. Membership in conjunction with a Workshop
- A New Members Report is generated continuously; verify with your records
- “File” membership applications by forwarding them to yourself with the message of applicant name and reason

- When renewal time comes around, and in preparation for an accurate Directory, get a renewal response from as many members as possible
- Checks very carefully for typos, accuracy and consistency in the Master List
- Asks someone to do a creative cover art
- Checks if there are any new Honorary members this year
- Forwards names of Calligraphers for Hire and Teachers to Communications and to the website manager
- Occasionally, someone is not online. Help them in whatever capacity they need.

Send out New Member Packet

Members who join all year round must be handled individually and in a timely manner. To welcome these, and all, new members, send them the following Welcome Packet In a nicely hand lettered envelope:

- Welcome Letter
- Colorful postcard
- Current Directory (not for international members)

Qualities needed in volunteers: collaboration, attention to detail, clear communication and responsiveness

Current Membership Committee:

Leslie Hutchinson, Chairperson

Kristen Doty

Programs Committee

Purpose:

To provide, at monthly PSC meetings, interesting and informative content that supports the appreciation of and information about calligraphy and allied arts for the enrichment of members and guests.

Values:

- Creates a learning environment that encourages sharing of ideas and community, where members feel encouraged to learn and try new things.
- Balances “expert” presenters with input from PSC members, general knowledge, and practical ideas

How goal is accomplished:

- Identifies potential programs and presenters
- Contacts presenter(s) to get a commitment for an agreed date
- Obtains from the presenter(s) a bio, a description of the program, and 3 pictures
- Formats this information for the communications team in short and longer format
- Foresees any special needs or technical requirements for the program
- Introduces the presenter(s) at a meeting
- Handles questions from the audience, if necessary
- Writes thank you to the presenter(s)
- Provides PSC Treasurer with information necessary to send honorarium(s)
- Creates regular reports on programs for the PSC board of directors

Process:

- Committee meets periodically on Zoom to brainstorm program ideas
- Each committee member decides what idea they would like to follow up on

- Each committee member then follows through on the tasks necessary to present that program, with help as necessary from other members

Qualities need in Volunteers:

- Interest in learning more about calligraphy, calligraphic projects, and allied arts
- Willingness to brainstorm about potential programs
- Team spirit, to help others to bring their ideas into actual programs
- Communication skills to contact presenters, format their information for promotion

Current Programs Committee:

- Michelle Tran, Programs Chairperson
- Ashley Khokhlov
- Ryan Snell
- Jonathan Dubay
- Peg Falconer
- Cynthia Schubert, Exhibits Chairperson
- Judy Large, Outreach Chairperson

Exhibits Committee (now under Programs Committee)

Purpose: To promote PSC, give members a chance to see each others' work, give the public a chance to see PSC members' work.

Values: Gives all members an equal chance to exhibit their work. Contributes to the vitality of the community.

How goals are accomplished: Exhibitions are not exclusive, judged or curated. Members are not charged for participation in our exhibitions.

Process:

- Secures venues, set dates, secure gallery waivers
- Develops exhibit theme, Develop logo for exhibit
- Plans reception
- Arranges for drop off sites
- Sends out Prospectus to members via Communications Committee, post on website, send in newsletter
- Receives artwork and label information from members
- Word processes and print labels for exhibit
- Arranges for design and printing of bookmarks, postcards
- Gets labels from Membership and mail postcards (depends on venue)
- Picks up work at drop off sites and bring to exhibit site
- Hangs exhibit
- Takes down exhibits, pack up work and return to drop off sites

Online Exhibitions

- Develops Exhibit theme, create logo
- Contacts Communications Committee and Programs Committee and develop a timeline
- Secures online reception date

- Receives images, label information and artist statements online
- Edits photos and artist statements
- Sends files to website manager
- Hosts online exhibit

Qualities needed in volunteers: Detailed oriented; good time management skills; Photoshop skills; editing skills; ability to hang artworks or recruit volunteers to hang works.

Current Exhibits Committee:

- Cynthia Schubert, Exhibits Chairperson
- Peg Falconer

Outreach Committee (now Programs Sub-Committee)

Purpose:

To expand awareness of lettering arts and calligraphy by:

- making connections with individuals and other art groups
- participating in events
- supporting others in their efforts to spread knowledge of calligraphy

Values:

- Appreciation of calligraphy as an art form
- Desire to see more people exposed to, and appreciate, calligraphy and lettering arts

How goals are accomplished:

Finding venues where PSC can expand awareness of lettering arts and calligraphy. Examples of past accomplishments:

- Write names at the Oregon State Fair
- Having a booth at Art in the Pearl, display member artwork and write names
- Reach out to K-12 art teachers to support them in teaching calligraphy
- Participate in The Gathering of the Guilds

Process:

- Committee members follow up on leads
- Permission from the board is obtained where necessary (e.g, participation in events that cost money)
- Coordinates PSC members' participation in events

Qualities needed in volunteers:

- Interest in interacting with other individuals and groups, making connections to promote calligraphy

- Creativity to brainstorm on how and where to make new connections
- Ability to coordinate and work with others
- Flexible time to respond to opportunities and be at events

Current Outreach Committee:

- Judy Large, Outreach Chairperson

Yearly Calendar

January

- New Board Members officially begin their terms

February

- Menucha Retreat

March

April

May

June

July

- Typically no PSC Monthly Program or Board meetings.

August

- Board Retreat typically held
- Typically no PSC Monthly Program meeting.
- Annual Membership expires August 31st
- Oregon State Fair

September

- Membership renewals begin
- Art in the Pearl

October

November

December

- Membership Directory mailed

Current Membership Year information:

Membership Year: September 1-August 31

Renewal period: July 16-Oct. 14

In September 2022, we began using *MembershipWorks* software for membership and event management.

Renewal notices will be sent automatically on August 15 and October 15

Accounts with automatic recurring billing will be billed on September 1

Accounts are past due after November 30, and do not have membership access. Members can still renew past the due date without late fees.

Special Events

PSC participates in several community events and retreats on a regular basis. This includes:

Art in the Pearl

Every Labor Day weekend, Art in the Pearl transforms a few blocks of city park into one of the country's top fine art festivals. PSC participates by hosting a booth, where 3-4 scribes at a time write attendees' names in their script of choice.

Organized by Judy Large and the Outreach Committee.

Oregon State Fair - Calligraphy Exhibition

This Calligraphy exhibition showcases the artwork of professionals and amateurs alike in the State of Oregon. Each category provides an opportunity to acknowledge the professional and likewise encourages developing calligraphers who are pursuing high standards in their work, providing them with an opportunity to display their art. We especially encourage entries in the Oregon Award exhibit. PSC Members are invited to submit their artwork. The Outreach Committee coordinates the delivery of PSC member pieces to the fairgrounds, hangs the art, and staffs a booth where calligraphers write names for attendees.

Organized by Judy Large and the Outreach Committee.

Menucha

The Menucha Weekend Retreat is a wonderful event that has been part of the PSC community for over 50 years. Calligraphers are invited to work on their own projects in a group or private setting. There is no agenda, just lots of time to create, practice and share. The retreat is held at the Menucha Retreat and Conference Center in the beautiful Columbia River Gorge. Shared or private rooms are available, along with two delicious meals each day, provided by the Menucha staff.

Organized by Penelope Culbertson.

Gathering of the Guilds

This is a yearly event at which Portland-area guilds come together to exhibit, demonstrate and sell their unique handmade products. PSC participates by hosting a booth, where 3-4 scribes at a time write attendees' names in their script of choice.

Organized by Judy Large and the Outreach Committee.

Exhibits

Each year the Exhibits Committee plans and coordinates a member-only exhibit. PSC members are invited to submit their work, which is displayed in a public gallery in Portland. The exhibit is a wonderful way for members to exhibit their art to the public.

Organized by the Exhibits Committee.

Board of Directors 2023

Executive Committee

Linda Lee, *Co-President*

Katrina Malachowski, *Co-President*

president@portlandsocietyforcalligraphy.org

Lee Littlewood, *Treasurer*

treasurer@portlandsocietyforcalligraphy.org

Mary Nienow, *Secretary*

secretary@portlandsocietyforcalligraphy.org

Additional Board Members

Tiffany Hatteberg, *Communications Chair*

communications@portlandsocietyforcalligraphy.org

Sue Greenseth, *Newsletter Editor*

newsletter@portlandsocietyforcalligraphy.org

Tatiana deFigueiredo Gebert, *Workshops Chair*

workshops@portlandsocietyforcalligraphy.org

Leslie Hutchinson, *Membership Chair*

membership@portlandsocietyforcalligraphy.org

Michelle Tran, *Programs Chair*
programs@portlandsocietyforcalligraphy.org

Bailey Eckert, *Member at Large*
digital@portlandsocietyforcalligraphy.org

Gregory MacNaughton, *Member at Large*

Committees and Ad Hoc Volunteers

Cynthia Schubert, Peg Falconer, *Exhibits*

Rachel Bancroft, *Website Manager and Administrative Assistant*

Ashley Fenker, *Social Media Strategist*

Judy Large, *Outreach Chair*

Penelope Culbertson, *Menucha*

Aude-Mathilde Pumpernickel-Planck, *President of the Order of the Black Chrysanthemum*