

Handbook for NPSO Board Members & Event Coordinators

February 2015

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BOARD OF DIRECTORS

From the Bylaws: The Board of Directors shall consist of the statewide President, Vice-President, Secretary, Treasurer, the immediate Past President if available, and the Presidents of all affiliated chapters, all of whose terms of office shall be one year, plus six Directors-at-Large elected by the general membership of the society whose terms of office shall be two years. Three Directors-at-Large shall be elected each year.

All members of the Board of Directors should:

- Be a member of NSPO.
- Familiarize themselves with the mission, policies, and bylaws of NPSO.
- Serve on one or more State committees, if possible.
- Mentor new Board members.
- Communicate with local Chapter members about committee work and NPSO activities.

President

Position Duration: One year.

Position Description: Preside over meetings and be spokesperson for the organization.

Knowledge/Skills/Abilities Required: Good organizational, personal communication and meeting facilitation skills.

Essential Functions:

- Facilitate Board meetings, including developing an agenda.
- Respond to inquiry letters, e-mails, telephone calls, as needed, and forward information to the membership or committee chairs.
- Support and work with Board and committees.
- Work with attorney as needed on legal issues.
- Coordinate with Native Plant Conservation Campaign, EarthShare Oregon, various environmental groups on issues.
- Update a list of Committee chairs and members each fall and distribute the list to the Board and Committee chairs.
- When new Chapter Presidents are elected, orient them on their duties as a voting Board member, such as attending Board meetings and providing quarterly Chapter reports.
- Encourage Board members to serve on committees.

Optional Functions:

- Serve on one or more committees, such as the Budget Committee.
- Be a speaker for other groups about NPSO.
- Attend meetings of different chapters whenever possible.
- Attend the EarthShare Oregon annual meeting.

Vice President

Position Duration: One year.

Position Description: (from the Bylaws) The Vice President shall preside in the absence of the President and shall perform additional functions as required. He/She shall become President immediately if the office of President becomes vacant.

Knowledge/Skills/Abilities Required: Good organizational, personal communication and meeting facilitation skills.

Essential Functions:

- Attend Board meetings and be an active, voting participant.
- Provide support and perform additional functions as requested by the President.
- Coordinate the annual report for the December *Bulletin*.

Secretary

Position Duration: One year.

Purpose of Position: Elected voting member of the Board who keeps minutes of all meetings and prepares directives and other documents as prescribed by the Board of Directors.

Knowledge/Skills/Abilities Required: Ability to take notes during Board meetings and summarize them for later distribution; access to email and to a laptop computer for quarterly meetings is recommended.

Essential Functions:

- Keep the minutes of all meetings of the Board of Directors and the statewide annual membership meeting.
- Write "Highlights of the State Board Meeting" for the *Bulletin* issue that immediately follows the Board meeting.
- Solicit electronic chapter and committee reports prior to Board meetings.
- Maintain the NPSO archives.
- Maintain regular contact with chapter presidents and other Board members.
- Keep email lists of the Board members (voting and non-voting).
- When new chapter presidents are elected, notify the Membership Chair, *Bulletin* editor, and *Kalmiopsis* editor.
- Report on Chapter status at the quarterly winter Board meeting:
 - Query www.filinginoregon.com under the link "Business Name Search" for the Native Plant Society of Oregon to obtain a list of Chapters that are currently registered with the State of Oregon, Corporation Division.
 - Query www.state.or.us/cgi-bin/OrgQuery.pl for the Native Plant Society of Oregon to obtain a list of Chapters that are currently registered with the State of Oregon, Department of Justice Charitable Activities Section.

Treasurer

Position Duration: One year.

Position Description: Maintain the financial records.

Knowledge/Skills/Abilities Required: Accounting skills helpful. A professional can be hired to handle annual IRS forms.

Essential Functions:

- Serve on the Budget Committee.
- Make deposits of checks as received.
- Write checks, such as for budgeted items, to Chapters twice a year and as requests are received.
 - Obtain Chapter treasurer names and contact information to send dues to Chapter treasurer.
- Reconcile bank accounts monthly.
- Prepare financial statements quarterly [and other reports as needed] for the Board Meetings.
- Respond to special requests for financial information.
- Prepare year-end forms, such as 1099s, IRS 990 and CT12s, or prepare required information for accountant.
- Attend quarterly Board meetings and participate as a voting member.

Immediate Past President

Position Duration: Until a new President is elected.

Position Description: Provides background, continuity, and assistance to the new President and Board.

Essential Functions:

- Voting member of the Board.
- Provide history, tradition, guidance to the President and the Board.

Director-at-Large

Position Duration: Two years.

Position Description: Voting member of the NPSO Board of Directors.

Essential Functions:

- Attend Board meetings and actively participate on the Board and in decision-making.
- Stay informed about NPSO projects, activities and membership concerns.
- Serve on one or more State committees, if possible.

Chapter President

Position Duration: Generally one year (depends upon chapter bylaws)

Purpose of Position: Lead the Chapter and represent the Chapter to the NPSO Board of Directors.

Knowledge/Skills/Abilities Required: Preside over meetings and be a spokesperson for the Chapter.

Essential Functions:

- Serve on State NPSO Board as a voting member and attend quarterly Board meetings.
- Report on state Board activities and decisions to the chapter.
- Provide a quarterly report to the state Board Secretary and raise Chapter issues as needed to the state Board.
- Provide Chapter treasurer name and contact information to Board treasurer. Chapter fiscal year should match the Board fiscal year, which is the calendar year.
- Facilitate Chapter membership meetings and Chapter Board meetings.
- Work with Chapter Board to coordinate field trips, programs, publicity, and other activities; delegate tasks, as needed.
- Be accessible and responsive to communications from Chapter members and the general public by phone, post and email.
- Work with Chapter Board to ensure all positions are filled.
- Encourage members to participate in chapter leadership.
- Inform the State Board Secretary when a new Chapter President is elected.

NON-VOTING BOARD MEMBERS

Five officers, who are appointed by the President and confirmed by the Board, are non-voting: the Membership Chair, the editors of the *Bulletin* and *Kalmiopsis*, the *Bulletin* Mailing Coordinator, and the Web Site Coordinator. They are given notice of all Board meetings and have the right to attend and participate at Board meetings.

Membership Chair

Purpose of Position: Maintain the roster of members, process dues, and produce address labels for the monthly *Bulletin* mailings. Coordinate the work of the Membership Committee.

Knowledge/Skills/Abilities Required: Specialized knowledge is required to use and maintain the membership database.

Essential Functions:

- Maintain the electronic Membership Database.
- Receive dues payments from new and renewing members, deposit to the NPSO bank account, and send IRS charitable giving acknowledgement letters to members who have donated over \$75, or by request for those under \$75.
- Send a deposit report for each bank deposit to the NPSO Treasurer.
- Send welcome packets to new members and thank you letters to large contributors and EarthShare Oregon donors.
- Print standard (i.e., bulk) mailing labels for the monthly *Bulletin*, fill out USPS forms, and deliver labels to the Mailing Committee.
- If *Kalmiopsis* is printed, generate and send electronic file of mailing label addresses.
- Generate and send various monthly or quarterly membership reports to the *Bulletin* Editor, Mailing Committee Chair, Chapter Presidents and the NPSO Board.
- Every other year (odd numbered years), generate a Membership Directory pdf file and email to active members as requested during membership renewal. [Note: hardcopy Membership Directories are discontinued as of 2015 because requests have dropped below 50.]

- Coordinate printing of membership renewal envelopes inserted into the *Bulletin* once per year.

Bulletin Editor

Position Description: Solicit and receive materials for the NPSO newsletter, prepare contents for layout (10 issues annually).

Knowledge/Skills/Abilities Required: Writing, editing, organization, communication, computer, word-processing software, email and internet access.

Essential Functions:

- Solicit articles and photos and obtain permission to print.
- Request and receive Chapter announcements, Oregon Flora Project articles, and other information.
- Coordinate publication of Annual Meeting, State Board election, and membership renewal information.
- Organize, edit, and proofread copy, adding content as needed to fill an even number of pages.
- Submit contents to Layout Artist and proof the layout draft.

Bulletin Layout Artist

Position Description: Organize the newsletter layout and prepare the publication for printing (10 issues annually).

Knowledge/Skills/Abilities Required: Organization, communication, computer, graphic design skills and software to accommodate the *Bulletin* template, email and internet access.

Essential Functions:

- Organize *Bulletin* layout and submit a draft to Editor for final proofs.
- Submit the electronic copy to the printer.
- Submit a PDF version of the *Bulletin* and a web version of the monthly calendar to Webmaster and Membership Chair.

Bulletin Mailing Coordinator

Position Description: Coordinate the bulk mailing of the NPSO newsletter.

Knowledge/Skills/Abilities Required: Coordinate mailing of the monthly (10 times/year) *Bulletin* (coordinator should live near where the *Bulletin* is printed).

Essential Functions:

- Coordinate with *Bulletin* Editor on when the *Bulletin* printing will be completed at the print shop.
- Coordinate date and time when the *Bulletin* Mailing Committee meets.
- Pick up printed *Bulletins* from the print shop.
- Pick up printed address labels from Membership Chair.
- Assemble *Bulletin* Mailing Committee and supervise the application of address labels and division of newsletters into trays including the extra newsletters that are sent to chapter presidents.

- Deliver newsletters to the Post Office with appropriate bulk mail form, and pick up empty trays for next time.
- Gather postage receipts and coordinate mail account funds with NPSO Treasurer.
- Check print shop bill for accuracy.

Kalmiopsis Editor

Purpose of Position: Edits all content and oversees the production of *Kalmiopsis*.

Knowledge/Skills/Abilities Required: A familiarity with Oregon's flora, geography, and botanists; writing; editing; communicating with a variety of audiences (authors, reviewers, pagesetter, printer, mail service personnel); using software for word processing, photo manipulation, and spreadsheets.

Equipment: Computer, email access, and word processing software.

Essential Functions:

- Solicit articles for *Kalmiopsis*.
- Obtain books for review and recruit appropriate reviewers.
- Edit articles with input the *Kalmiopsis* Editorial Board, and technical reviewers (as needed).
- Negotiate with authors for final form of manuscript.
- Coordinate the *Kalmiopsis* layout with the pagesetter, including PDF version for website.
- If a print edition is being produced, coordinate production with publisher, including obtaining bids, proofreading, and arranging bulk mailing.
- Respond to inquiries about *Kalmiopsis*.
- Keep track of expenses, submit all bills to NPSO treasurer, and submit an annual budget to the NPSO Budget Committee.
- Submit quarterly reports to NPSO Board.

Web Site Coordinator

Position Description: Maintains the NPSO web site under the direction of the Board.

Knowledge/Skills/Abilities Required: Knowledge and ability to maintain the NPSO web site.

Essential Functions:

- Maintain the NPSO web site, including the following pages: Chapter specific (one per chapter), *Bulletin* archives, *Kalmiopsis*.
- Coordinate with chapters to set up their own connected web sites.
- Post pdf version of the *Bulletin* monthly, and archive the old *Bulletin*.
- Update the calendar page monthly.
- Post special information such as annual meeting information, conference announcements, and Occasional Publications announcements.
- Update the Positions and Policies pages as needed.
- Establish and keep current the Links pages.

COMMITTEES, CHAIRS, AND COORDINATORS

Budget Committee

Committee Description: Develop draft of the annual budget, and update budget as necessary.

Knowledge/Skills/Abilities Required: Knowledge of NPSO income and expenses.

Essential Functions:

- Chair organizes the committee, which includes the Treasurer.
- Develop draft of annual budget based, in part, on past budgets and reports from individuals responsible for major expenditures.
- Present budget to the Board at the January quarterly meeting (State Board fiscal year matches the calendar year).
- Review the Society's finances throughout the year; keep Board up-to-date on changes.

Conservation Chairs (East Side and West Side)

Position Description: Coordinate regional conservation activities of the Society.

Knowledge/Skills/Abilities Required: Knowledge of NPSO's bylaws, policy positions, and customs and a willingness to represent the society on conservation issues in a civil, thoughtful manner; have a computer, internet connection, and email; willingness to spend 4-6 hours per week on the position.

Essential Functions:

- Understand the mission and policies of NPSO and represent NPSO through letters (e.g., letters of input that are civil and science-based), interviews, and other means of communication that are consistent with the mission and policies.
- Seek guidance and approval from State Board and President when representing NPSO by letter or analysis of policy document. At least one other NPSO person, such as a committee member, the President, or another Board member, should provide input or evaluation.
 - In general, NPSO communications on conservation issues of statewide concern should bear the signature of the President. Communications on issues of regional concern should bear the signature of the appropriate East Side or West Side Chair.
- Coordinate with local Conservation Chairs or Chapter Presidents regarding issues of local concern.
 - Communications on local issues should bear the signature of the appropriate Chapter president.
 - Occasionally, issues that are local in geographic scope may be of regional – or even statewide – significance, and thus should be “bumped up” to the appropriate level. In all cases, communication between potentially affected levels should be the norm.
- Write detailed responses to scoping proposals, Environmental Assessments, and Environmental Impact Statements.
- Willingness to listen to and work with individuals, organizations, and agencies (USFS, BLM, ODA, USFWS, ODFW) whose activities affect native plants and habitats.
- Provide the President, or other appropriate officer, with copies of letters.

EarthShare Oregon Coordinator

Purpose of Position: Liaison between the NPSO Board and EarthShare Oregon.

Knowledge/Skills/Abilities Required: Knowledge of NPSO and willingness to learn about ESOR.

Essential Functions:

- Coordinate preparation of the annual ESOR re-affiliation package to be submitted in March (includes collecting the NPSO Annual Report, budget, latest IRS Form 990 and State Tax filings, and the State Form CT-12).
- Coordinate direct contributions to NPSO, i.e., ensure that the membership chair receives the information from ESOR.
- Track volunteer points contributed by NPSO and inform the Board of deficiencies early enough to ensure we meet our goal.
- Facilitate NPSO volunteers during the ESOR fall campaign season, as needed.
- Attend the ESOR Annual Meeting, usually in June.
- Submit reports to the NPSO Board for each quarterly meeting and attend several Board meetings each year.
- Ensure that those in charge of NPSO publications receive articles and logos (supplied by ESOR) and other ESOR information for inclusion in those publications, where applicable.

Optional Functions:

- Serve on at least one ESOR committee and hold an ESOR Board or senior level position, or facilitate this for NPSO members, as positions become available.

Field Research Grants Committee

Position Description: To review field research grant proposals submitted under the guidelines and recommend to the Board which ones to fund. Also includes reviewing ad hoc and cost share proposals outside of the field research grant proposal process.

Knowledge/Skills/Abilities Required: Basic field research and budgeting experience is desirable.

Essential Functions:

- Solicit requests for proposals in the January and February *Bulletins*.
- Review proposals and make recommendations to the Board (spring meeting) for funding.
- Ensure final reports from grant recipients are submitted to NPSO for publication in the *Bulletin*.
- This Committee administers the Leighton Ho Memorial Field Botany Award and field research grants (Willamette Valley Chapter administers the Jean Davis Memorial Scholarship Fund and the Augusta Rockafellar Memorial Scholarship Fund).

Friends of the Oregon Flora Project Chair

Position Description: Coordinate the outreach and fundraising efforts of NPSO for the Oregon Flora Project.

Knowledge/Skills/Abilities Required: Knowledge of the Oregon Flora Project and fundraising.

Essential Functions:

- Write grants, organize events, and solicit funds.
- Promote NPSO involvement in Oregon Flora Project statewide by being liaison for volunteer activities and encourage field work to gather data for Atlas database or Photo Gallery.

- Provide outreach to non-NPSO audience through presentations, distribution of brochures, posters, and written contributions to society newsletters or to newspapers.

Optional Functions:

- Establish an events calendar of general interest workshops, lectures, field trips, and entertainment for fundraising purposes; organize and implement the events.
- Serve as a contact with botanic gardens and organizations to promote the Oregon Flora Project.

Legislative Chair

Position Description: To follow the state legislative activity and notify the Board on issues of concern to NPSO; special attention is needed when the legislature is in session.

Knowledge/Skills/Abilities Required: Knowledge or willingness to learn the state legislative system and the ability to follow developments while the legislature is in session.

Essential Functions:

- Serve as the liaison between NPSO and the State Legislature.
- Communicate with the R&E Committee, Conservation Chairs, and interested NPSO members on issues for presentation before the Legislature.
- Identify and communicate with other organizations with similar goals to strengthen cases for presentation to the Legislature.
- Present information to the Legislature in a timely fashion.

Optional Functions:

- Identify issues of urgent concern to NPSO, and follow their development in the Legislature.
- Foster relationships with key people in the Legislature and state/federal agencies to keep information flowing.
- Testify, if appropriate, to present NPSO position on issues (i.e., lobby).
- Actively communicate with the members of NPSO and other involved organizations on actions needed (e.g., send email notices to listserv; establish phone trees for urgent action items; write press releases).

List Serve Coordinator

Position Description: Oversee the NPSO list serve

Knowledge/Skills/Abilities Required: Computer, internet and email access, and technical skills to handle the list serve.

Essential Functions:

- Delete outdated email addresses from the subscriber list on the server.
- Assist list subscribers.
- Deal with any problems that may arise, seeking input from the President if needed.

Nominations Committee

Committee Description: Coordinate NPSO Board of Director elections

Knowledge/Skills/Abilities Required: Powers of persuasion

Essential Functions:

- Solicit candidates for elected positions, and recommend nominations to the President by December 1st.

Fellows Committee

Committee Description: Coordinate annual NPSO Fellows nominations and awards

Knowledge/Skills/Abilities Required: None required.

Essential Functions:

- Solicit nominations and recommend nominees to the Board at the winter Board meeting.
- Coordinate with nominator to write an article for *Kalmiopsis* and *Bulletin*.
- Purchase award plaque and present to awardee(s) at the Annual Meeting.

REGULAR EVENTS & ACTIONS

How and When to Renew NPSO Non-Profit Status

NPSO Statewide Organization

General: Be knowledgeable of and comply with all state and federal rules and regulations.

US Internal Revenue Service

- The state NPSO organization is a 501(c)(3) non-profit.
- Form 990 or 990EZ must be filed annually if annual gross receipts are in excess of \$50,000; otherwise the “e-postcard” Form 990-N must be filed. (A pro forma Form 990 prepared for EarthShare Oregon does not need to be filed with the IRS.).

State of Oregon

- **State of Oregon, Corporation Division:** Annually renew our business name registration with the Oregon Secretary of State.
- **Oregon Dept. of Justice:** Annually in May, Form CT-12 must be filed with the Oregon Department of Justice, Charitable Activities Section.

Nonprofit Mailing Status: The State NPSO non-profit mailing status is maintained by mailing at least once every two years at each post office where we have a permit. NPSO currently has only one bulk mailing permit, which is based out of Eugene/Springfield where the *Bulletin* is mailed from. The permit costs \$200 per year and is paid by the Treasurer.

Mailing Address: The State NPSO has a general business address of P.O. Box 902, Eugene, Oregon 97440. A member of the Emerald Chapter checks the box, usually monthly.

NPSO Chapters

US Internal Revenue Service

- If a Chapter’s annual gross receipts are greater than \$5,000, the Chapter must apply for IRS recognition of its 501(c)(3) non-profit status (See Appendix, page 17: Organization Law).

State of Oregon

- **State of Oregon, Corporation Division:** Annually each Chapter must renew their business name registration with the Oregon Corporation Division. The following Chapters are registered and current (December 2014):
 - Cheahmill Chapter (renewal date 8/19/2015)
 - Corvallis Chapter (renewal date 5/3/2015)
 - Emerald Chapter (renewal date 2/21/2015)
 - High Desert Chapter (renewal date 6/10/2015)
 - Klamath Basin Chapter (renewal date 10/28/2015)
 - Mid-Columbia Chapter (renewal date 6/11/2015)
 - Portland Chapter (renewal date 12/19/2015)
 - Siskiyou Chapter (renewal date 3/21/2015)
 - South Coast Chapter (renewal date 4/12/2015)
 - Umpqua Valley Chapter (renewal date 10/28/2015)
 - Willamette Valley Chapter (renewal date 1/26/2016)
 - William Cusick Chapter (renewal date 4/12/2015)

The following chapters are not registered or current (January 2015):

- Blue Mountain Chapter

Chapters that do not maintain a current registration with the Oregon Corporate Division will be considered “inactive” by the state Board of Directors. At the October 23, 2010 Board meeting a vote was passed to hold a maximum of \$200 for each inactive chapter in the state budget as start-up costs in case the chapter decides to renew active status. At the January 22, 2011 Board meeting it was decided that people submitting membership dues in the geographic area of an inactive chapter will be “members-at-large.”

- **Oregon Dept. of Justice:** Annually in May each Chapter must file Form CT-12 with the Oregon Department of Justice, Charitable Activities Section.

State Quarterly Board Meeting Host Instructions

The NPSO state Board of Directors holds 4 in-person meetings per year. Usually one Board meeting is held on the Sunday of the Annual Meeting weekend. Board meetings are hosted by NPSO chapters. The following describes the tasks and timing for a chapter to host a Board meeting.

1. Find an appropriate meeting space (enough to accommodate 30-35 people) and reserve space.
2. Considerations for space: available parking nearby or near public transport, bathrooms available, centrally located, wi-fi network connection.
3. Provide *Bulletin* Editor, Webmaster, Board President, and Secretary with location information in time for inclusion in the *Bulletin* issue prior to the meeting.
4. Provide coffee, tea, juice, snacks.
5. Seek invitations from chapter members to house Board members traveling a long distance.

Annual Meeting Host Chapter Instructions

Each year a different NPSO chapter hosts the Annual Meeting. Essential tasks associated with hosting the meeting include:

1. Determine the geographic location for the meeting. It does not have to be held in the area of the host chapter.
2. Determine the dates for the meeting and coordinate plans so as not to conflict with other events that may be scheduled at the same time, such as the Siskiyou Field Institute.
3. Identify a venue that:
 - a. Accommodates around 120+ people for a banquet meal and has an attached kitchen or space for the caterer to prepare food.
 - b. Can be darkened for the after-dinner presentation and has appropriate AV equipment, including a 10-12 foot elevated screen. It is imperative to test out all equipment associated with the presentation in advance of the meeting.
 - c. Has space for vendor displays.
4. Obtain information about lodging, including nearby motels and campsites.
5. Arrange for catering (include vegetarian and gluten-free options):
 - a. Friday night: appetizers, or dinner, and beverages (no host bar).
 - b. Saturday: breakfast, if necessary; sack lunches and banquet dinner (no host bar).
 - c. Sunday: breakfast, if necessary; beverages and snacks for Sunday board meeting.
6. Prepare a budget that includes expenses to be embedded in the registration fee (e.g., Friday social, Sunday board meeting) and expenses that will be paid for by individual participants (e.g., meals, lodging).
7. Select Saturday and optional Friday afternoon and Sunday morning field trips; select leaders and assistant leaders and make arrangements for transportation. Plan on approximately 10-12 field trips, each with 10-12 people.
8. Find speakers for Friday (optional) and Saturday nights. The topic for the Saturday night banquet should be of broad interest to the membership. The state budget includes a small speaker's stipend.
9. Provide articles for the *Bulletin*:
 - a. At least six months prior to the meeting, provide an announcement with the date and location.
 - b. Approximately four months prior to the meeting, provide an article describing the area, such as its flora, geology, and history.
 - c. No less than three months prior to the meeting, provide an article that includes an agenda, descriptions of field trips and registration information.
10. Provide information on all meeting details, such as registration materials, field trip descriptions and list of lodging options, to the Webmaster for the link to the Annual Meeting on the NPSOregon.org website (a template is available).
11. Register attendees and keep track of their meal and field trip selections, payments, and other information. Be sure each participant is a current member of NPSO and has signed a Field Trip Liability Waiver.
12. Prepare registration packets and provide volunteers to register attendees on Friday afternoon and Saturday morning (late registration); e.g., provide meal tickets, name tags, field trip logistics, and other information.
13. Determine a place for field trip participants and leaders to gather on Saturday morning. Prepare signs directing participants to the appropriate gathering spot for their field trip and provide leaders with a list of participants.

14. After the meeting:
 - a. Prepare a final report using the template provided.
 - b. Write an article for the *Bulletin* with a short summary of the meeting and a list of volunteers thanking them for their service to NPSO.

Field Trips

Field trips are an important way for NPSO members to enjoy and study Oregon's native plants and habitats. Some parts of the field trips may be hazardous. The following guidelines are provided to chapters and trip leaders to minimize and mitigate the hazards.

Field Trip Waiver of Liability and Indemnification Agreement

NPSO's field trip liability waiver was crafted by a non-profit attorney. There are several steps that must be taken for the waiver to hold-up in a court-of-law.

1. NPSO must tell participants WHAT they are signing (liability waiver).
2. Participants need to UNDERSTAND what they are signing (i.e., have had an opportunity to read the liability waiver).
3. Participants need to KNOW IN ADVANCE they will have to sign a liability waiver before participating in an NPSO field trip.
 - a. The *Bulletin* always has an *Important Note to Field Trip Participants* on the NPSO Calendar page that says "Trips may be strenuous and/or hazardous. Participation is at your own risk. Be prepared to sign a release form indicating this. A sample waiver form is available at http://npsoregon.org/documents/NPSO_waiver.pdf. Please contact the trip leader or chapter representative about difficulty, distance, and terrain to be expected on field trips..."
 - b. The NPSO webpage State and Chapter Events section has a similar section entitled *Field Trip Notes* with the sample waiver form.
 - c. A liability waiver form is always mailed out in the *Bulletin* with the Annual Meeting registration form to be filled out and returned with the registration for each participant.
4. Chapters must retain copies of the signed liability waivers for 5 years. It is recommended that the Chapter Secretary hold the copies in folders labeled by year with a note to destroy that year's file after 5 years.
5. Chapters may use a single multi-signature form to reduce paper.

Field Trip Leaders

Trip leaders have a responsibility to take care of participants. Chapters have a responsibility to oversee and train leaders. We ALL (i.e., NPSO State Board, Chapter Boards, Trip Leaders, and Participants) must do everything reasonable to avoid accidents. NPSO has policies and protocols in place such as a liability waiver and trip leader checklist; both are posted on the NPSO website. Volunteer leaders need to have seen and read the waiver and safety checklist. It is recommended that the Chapter have the volunteer leader(s) sign that they read each document. Note that liability waivers cannot waive gross negligence.

In general there are protections in place for non-profits and their volunteers as long as there has been no gross negligence. Oregon does have a Good Samaritan Law (ORS 30.800 Liability for emergency medical assistance) that says in section 2) *No person may maintain an action for*

damages for injury, death or loss that results from acts or omissions of a person while rendering emergency medical assistance unless it is alleged and proved by the complaining party that the person was grossly negligent in rendering the emergency medical assistance. If there is a medical emergency the person offering assistance must ask the victim, if conscious, if they wish to receive assistance. Use common sense and only offer assistance within your abilities and knowledge.

Carpooling to the trailhead is generally encouraged. It is generally assumed that drivers have a valid driver's license and minimum auto insurance, which in Oregon is for bodily injury and property damage liability as well as personal injury protection. Trip leaders may ask drivers to show their driver's license and proof of insurance prior to leaving from the carpool meeting location.

APPENDIX

Chapter Information on Bylaws

The NPSO state bylaws (2002) Article IX addresses Chapter Organization. Section 7 states “Local chapters are authorized to adopt their own by-laws, not inconsistent with those of the Society.”

The bylaws or their amendments must be sent to the secretary of the state Board of Directors to be put on the meeting agenda of the Board of Directors. At that time the Board will check the chapter bylaws to ensure they are in accordance with the NPSO state bylaws. Chapter bylaws are voted upon by the chapter members.

Organization Law, February 2011

Prepared by Dave Dobak

General

An excellent explanation to organizing a chapter is found at:

<http://www.doj.state.or.us/charigroup/howtobe.shtml>

Federal Law

Requirements:

The organizations described in IRC Section 501(c)(3) are commonly referred to under the general heading of "charitable organizations." Organizations described in IRC Section 501(c)(3) ... are eligible to receive tax-deductible contributions in accordance with IRC Section 170.

The exempt purposes set forth in IRC Section 501(c)(3) include educational and scientific (and many other purposes). The articles of organization must limit the organization's purposes to one or more of the exempt purposes set forth in IRC Section 501(c)(3) and must not expressly empower it to engage, other than as an insubstantial part of its activities, in activities that are not in furtherance of one or more of those purposes.

Assets of an organization must be permanently dedicated to an exempt purpose. This means that should an organization dissolve, its assets must be distributed for an exempt purpose described in this chapter, or to the federal government or to a state or local government for a public purpose. To establish that an organization's assets will be permanently dedicated to an exempt purpose, the articles of organization should contain a provision insuring their distribution for an exempt purpose in the event of dissolution.

The organization must not be organized or operated for the benefit of private interests, such as the creator or the creator's family, shareholders of the organization, other designated individuals, or persons controlled directly or indirectly by such private interests. No part of the net earnings of an IRC Section 501(c)(3) organization may inure to the benefit of any private shareholder or individual.

Any organization eligible to obtain recognition of exemption from federal income tax under Section 501(c)(3), that has gross receipts in each taxable year of normally not more than \$5,000, may be considered tax exempt under section 501(c)(3) even if it does not file an Application for Recognition of Exemption. This means that so long as a Chapter remains within the \$5,000 annual gross receipts limit, and it acts in accordance with the rules governing 501(c)(3) organizations, then it is in fact a 501(c)(3) organization, even without explicit IRS recognition.

“ ... normally not more than \$5,000 ...” is determined by averaging the Chapter’s gross receipts over a three year period. If the Chapter’s gross receipts even once exceed this threshold, then an Application for Recognition becomes mandatory. This can happen if a Chapter receives a substantial gift or bequest. It can also happen because of the fees the Chapter collects when sponsoring an Annual Meeting.

Application for Recognition:

To apply for recognition by the IRS of exempt status as an organization described in section 501(c)(3) of the Code, use Form 1023, Application for Recognition of Exemption and its instructions. The application must be complete and accompanied by the appropriate user fee. For more information, see Publication 557, Tax-Exempt Status for Your Organization.

The organization must also have an employer identification number, even if the organization does not have any employees.

Except for ... public charities whose annual gross receipts are normally less than \$5,000, organizations will not be treated as described in section 501(c)(3) unless they notify the IRS that they are applying for recognition of section 501(c)(3) status.

Some organizations are not required to file Form 1023. These include ... any organization ... normally having annual gross receipts of not more than \$5,000. These organizations are exempt automatically if they meet the requirements of section 501(c)(3). (Publication 557, page 18)

Publication 557, pp 6-7, describes the Group Exemption Letter.

“If your organization is a central organization with affiliated subordinates under its control, it may apply for a group exemption letter for its subordinates, provided it has obtained recognition of its own exemption.” There follow two full pages of instructions about how to apply and how to maintain the group exemptions, with requirements for annual reporting.

Filing Requirements:

Tax-exempt organizations must file an annual information return, Form 990 or 990EZ. Tax-exempt organizations that have annual gross receipts not normally in excess of \$50,000 are required to file the annual information return Form 990-N (<http://epostcard.form990.org/>). If gross receipts are between \$50,000 and \$200,000, Form 990EZ is required. If gross receipts exceed \$200,000, Form 990 is required. These thresholds change from time to time; consult the IRS.

NPSO is a participant in Earth Share. Earth Share participates in the Combined Federal Campaign. All organizations participating in CFC are required to file Form 990 with CFC. Earth Share therefore asks each of its participants to provide Earth Share with a Form 990, apparently to facilitate consolidation of the individual reports. However, CFC allows participant organizations to

file a “pro forma” Form 990 with CFC, even though the organization may file Form 990EZ or 990-N with the IRS.

Helpful publications:

Publication 557, Tax-Exempt Status for Your Organization.

Publication 4220, Applying for 501(c)(3) Tax-Exempt Status.

Publication 4221, Compliance Guide for 501(c)(3) Tax-Exempt Organizations.

Oregon Charities Law

Oregon law recognizes three types of nonprofit corporations: Mutual Benefit, Public Benefit, and Religious nonprofit corporations. Public benefit nonprofit corporations include entities which hold tax-exempt status from the Internal Revenue Service under Section 501(c)(3) and other groups organized for public or charitable purposes. Public benefit nonprofit corporations must include a clause in their articles of incorporation stipulating that on dissolution of the corporation, its assets will be distributed to another entity organized for a public or charitable purpose, to a religious corporation, to the United States, to a state, or to an organization which is tax exempt under Internal Revenue Code Section 501(c)(3).

All nonprofit, public benefit corporations organized under the laws of the state of Oregon for charitable purposes must register with the Charitable Activities Section of the Department of Justice. All organizations registered must file annual financial reports (Form CT-12).

Oregon Business Name:

Each corporation must renew its business name registration annually, with the Secretary of State’s office.

Summary of Required Documents

Articles of Incorporation

By-Laws

Employer Identification Number

Oregon Business Name Registration and Annual Reports

Oregon Charities Registration and Annual Reports

IRS Letter of Recognition of 501(c)(3) Status (if greater than \$5000 annual revenue).