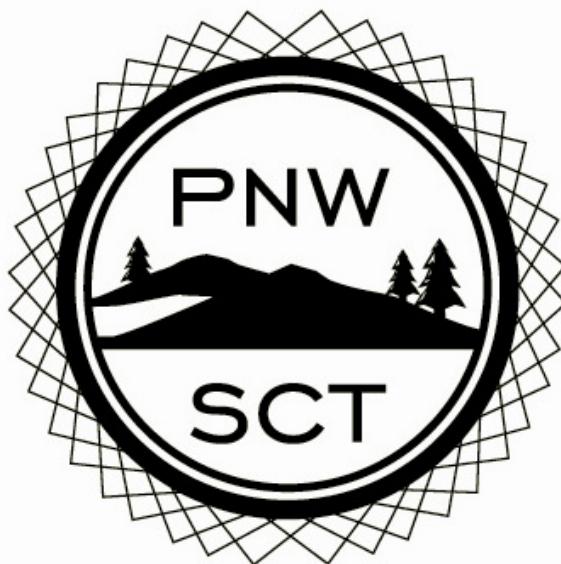


**PACIFIC NORTHWEST SOCIETY
for
COATINGS TECHNOLOGY**



**HANDBOOK
2013**

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CODE OF ETHICS

Honor, justice and courtesy constitute the cornerstone of the professional ethics which will guide the members of the Pacific Northwest Society for Coatings Technology.

Members will unremittingly make these elements of conduct basic to the discharge of their duties in the paint industry to the end that:

1. Members will recognize their responsibilities to the public by serving it with integrity, fidelity and courtesy; by providing the most useful and serviceable products; and by encouraging the dissemination of true, fair and unexaggerated statements of fact.
2. Members will recognize their responsibilities to their employers in giving fair and just opinions to those whom they may serve and to those who may serve them; by striving to improve the quality of the products over which they may have control and the efficiency of their manufacture; by discouraging the manufacture of unprofitable items; by maintaining an inquiring attitude toward new techniques and developments; and by encouraging the introduction of improved methods and materials. They will neither seek nor accept new employment based primarily on the specialized knowledge of their present employers.
3. Members will actively support and take part in the work of Pacific Northwest Society for Coatings Technology, exchanging noncompetitive information and seeking fundamental information which will increase the basic knowledge of the coatings industry and will improve its products, equipment and manufacturing methods.

HISTORICAL HIGHLIGHTS

The idea for organizing the Pacific Northwest Paint and Varnish Production Club came jointly from the Portland Paint, Varnish and Lacquer, and the Puget Sound Paint, Varnish and Lacquer Associations.

In 1947 the Portland PVLA created a committee "For the Formation of the Pacific Northwest Paint and Varnish Production Club" with Henry L. Bottemiller, Titanium Pigment Corporation, as chairman. Other members were Robert Norris, Jr., Norris and Walker Chemical Company; Kenneth Duncan, Paul W. Wood Company; and George Gough, McCloskey Varnish Company. This committee circulated correspondence to all paint companies in the Pacific Northwest laying the groundwork for organization meetings in Seattle, Washington, and Portland, Oregon. The Seattle meeting representing the Northern Section, which included Seattle, Tacoma, Olympia, Spokane, Victoria, B.C., and Vancouver, B.C., was held November 21, 1947, at the Washington Athletic Club with 37 members in attendance. A similar meeting in Portland representing the Southern Section which included Portland, Longview, Salem and St. Helens, was held at the Mallory Hotel on November 25, 1947, with 42 members in attendance.

These meetings resulted in the decision to hold a two-day Technical Symposium in Seattle in the spring of 1948. In addition, a nominating committee was elected by the Section as follows:

Northern Section

Daniel G. Jarvie, Jarvie Paint Manufacturing Co.
Roger D. Freriks, Schorn Paint Manufacturing Co.
Henry L. Bottemiller, Titanium Pigment Corp.
Ken L. Duncan, Paul W. Wood Co.

Southern Section

Bill Sailors, Longview Paint and Varnish Co.
George H. Gough, McCloskey Varnish Co.
Warren Cordano, Zehrung Chemical Co.
Ted Shaw, Westcraft Paint Co.

Planning meetings during January and March culminated in a very successful Spring Symposium (First Annual Meeting) with an attendance of 88, held at the New Washington Hotel in Seattle on May 21 and 22, 1948.

During the Symposium, the new club's Constitution and By-Laws (presented by George Gough) were adopted, a Technical Committee was appointed under the chairmanship of Angus McIntyre, British America Paint Company, Canada, and the following officers were elected:

President: Herman Zeissler, Cowman-Campbell Paint Co., Seattle, WA
Vice President: John Buckinger, Miller Paint Co., Portland, OR
Secretary: Daniel G. Jarvie, Jarvie Paint Manufacturing Co., Seattle, WA
Treasurer: T. Shaw, Preservative Paint Co., Portland, OR

Carlton Rose, President; Robert W. Matlack, President-Elect; and V.C. Bidlack, Secretary, respectively, of the Federation, attended the First Annual Meeting and spoke on the roles of the parent organization and the Constituent Societies as they function in the general plan for the industry as a whole.

By 1952 the Club had grown to 69 Class A members and 5 Class B members and made its first appearance in the Federation Year Book. Officers during this year were:

President: Daniel G. Jarvie, Jarvie Paint Manufacturing Co.
Vice President: Howard E. McCurdy, W.P. Fuller Co.
Secretary: Alan M. Park, Rudd Paint Co.
Treasurer: Angus W. McIntyre, Bapco

By 1955 the concept of three sections had evolved and the annual meetings have since rotated between Vancouver/Victoria, B.C.; Seattle, Washington; and Portland, Oregon.

Today the Pacific Northwest Society consists of 250 plus members, many of whom donate countless hours of work on various committees set up by the Society to benefit and promote our industry.

THE PAST PRESIDENTS OF THE PACIFIC NORTHWEST SOCIETY

1948	HERMAN ZEISSLER	(PUGET SOUND)
1949	JOHN BUCKINGER	(PORTLAND)
1950	ROBERT WEST	(PUGET SOUND)
1951	HANK L. BOTTEMILLER GEORGE H. GOUGH, JR.	(PORTLAND)
1952	DANIEL G. JARVIE	(PUGET SOUND)
1953	HOWARD G. MC CURDY	(PORTLAND)
1954	ALAN M. PARK	(PUGET SOUND)
1955	ERNEST J. SUTHERLAND	(VANCOUVER, B.C.)
1956	VICTOR H. MARCHI	(PORTLAND)
1957	RICHARD P. ERWON	(PUGET SOUND)
1958	CLIFF B. WALKER	(VANCOUVER, B.C.)
1959	TOM A. SMITH	(PORTLAND)
1960	GEORGE MARTIN	(PUGET SOUND)
1961	GEORGE C. MELVIN	(VANCOUVER, B.C.)
1962	ROBERT CARLSON	(PORTLAND)
1963	JAMES A. LEIDER, JR.	(PUGET SOUND)
1964	LARRY STORY	(VANCOUVER, B.C.)
1965	CARLTON R. HUNTINGTON	(PORTLAND)
1966	LOWERY W. CODY	(PUGET SOUND)
1967	FRANK GILTROW	(VANCOUVER, B.C.)
1968	DONALD REARDEN	(PORTLAND)
1969	ERNEST A. WILLIAMS	(PUGET SOUND)
1970	GEORGE C. HENDERSON	(VANCOUVER, B.C.)
1971	PAUL PAYNE	(PORTLAND)
1972	JOHN A.J. FILCHAK	(PUGET SOUND)
1973	REGINALD GILTROW	(VANCOUVER, B.C.)
1974	JAY MITCHELL	(PORTLAND)
1975	ROBERT RODENBERG	(PUGET SOUND)
1976	DERYK R. PAWSEY	(VANCOUVER, B.C.)
1977	JOHN HATFIELD	(PORTLAND)

1978	WILLIAM SHACKELFORD	(PUGET SOUND)
1979	MICHAEL GRIFFIN	(VANCOUVER, B.C.)
1980	WALTER CLYDE	(PORTLAND)
1981	CURTIS P. BAILEY	(PUGET SOUND)
1982	RICHARD STEWART	(VANCOUVER, B.C.)
1983	STEVEN NORTON	(PORTLAND)
1984	ROBERT HOGG	(PUGET SOUND)
1985	OTTWIN SCHMIDT	(VANCOUVER, B.C.)
1986	GERALD McKNIGHT	(PORTLAND)
1987	DENNIS HATFIELD	(PUGET SOUND)
1988	YVON POITRAS	(VANCOUVER, B.C.)
1989	JOHN DALLER	(PORTLAND)
1990	DENNIS HATFIELD (Replaced EMIL IRAOLA)	(PUGET SOUND)
1991	JOHN P. BERGHUIS	(VANCOUVER, B.C.)
1992	STEVE REARDEN	(PORTLAND)
1993	JOHN BARTLETT	(PUGET SOUND)
1994	FLORA WONG	(VANCOUVER, B.C.)
1995	JOHN WESTENDORF	(PORTLAND)
1996	RICHARD TOMCZACK	(PUGET SOUND)
1997	ED LINTON	(VANCOUVER, B.C.)
1998	KEN WENZEL	(PORTLAND)
1999	BEVEREY SPEARS	(PUGET SOUND)
2000	KELVIN HUGET	(VANCOUVER, B.C.)
2001	DEB SEVERSON	(PORTLAND)
2002	NARCISO DE LA CRUZ	(PUGET SOUND)
2003	JOHN P. BERGHUIS (* Replaced PAUL ANDREASSEN, Unable to Continue)	(VANCOUVER, B.C.)
2004	DARIN SHIELDS	(PORTLAND)
2005	STEVE BANTA	(PUGET SOUND)
2006	MIHAELA COMAN	(VANCOUVER, B.C.)
2007	KIEFFER TARBELL	(PORTLAND)
2008	GLENN CARLSON	(PUGET SOUND)
2009	MICHAEL KONG	(VANCOUVER, B.C.)

2010 CHRISTINE WILSON
2011 JEFF DAVIES
2012-13RAY NORDSTRAND

(PORTLAND)
(PUGET SOUND)
(VANCOUVER, B.C.)

JAMES A. LEIDER, JR. OUTSTANDING SERVICE AWARD

The Pacific Northwest Society, founded in 1947, has had many outstanding members who worked diligently to promote the Society and its goals. Throughout the years, these ‘unsung’ efforts resulted in the very effective cooperation of three distinct multi-national groups to promote items of mutual interest.

As we approached our silver anniversary in 1972, then current officers decided that it was time to recognize in a more specific way those individuals who had made significant, unselfish contributions to the Society and its industry. This concept was pursued through several Board of Directors meetings and resulted in the establishment of an award called the “Totem Award” to be presented at the Annual Meeting beginning in 1973.

Because there were so many outstanding members, it was decided for the first year to select three, one from each section. Thereafter, one from the Society as a whole could be selected each year. The first Totem Awards were presented to William H. Biddle, George H. Gough and Daniel G. Jarvie.

In 1979, the totem Award was renamed the “James A. Leider, Jr. Outstanding Service Award”, in recognition of his superlative and long service to the Society.

- 1973 George H. Gough, Jr., Daniel G. Jarvie and William H. Biddle
- 1974 Carlton R. Huntington
- 1977 Henry L. Bottemiller
- 1978 Win F. Case
- 1979 James A. Leider, Jr.
- 1980 John A. J. Filchak
- 1983 Paul H. Payne
- 1986 Deryk Pawsey
- 1989 Valerie Braund
- 1992 William Shackelford
- 1996 Curtis Bailey
- 1997 Dick Stewart
- 2001 John Daller
- 1989 Yvon Poitras
- 2004 John P. Berghuis
- 2005 John Bartlett
- 2009 Dan Crookshrank

CONSTITUTION

Article I - NAME

The name of this organization will be the Pacific Northwest Society for Coatings Technology.

Article II - OBJECTIVES

The society will operate solely and exclusively as a non-profit organization with the following objectives:

- A. To develop or provide scientific, engineering and technical data, facts and standards, and to promote research and the application of the sciences to further the development, manufacture, and use of paints, varnishes, lacquers, related protective and decorative coatings, printing inks, and other related products, and the raw materials necessary for these products.
- B. To promote educational activities and the interchange of ideas among its members and the public generally.
- C. To arrange for the collection and dissemination of information pertinent to the industries served by the Society, and for the presentation, discussion, and publication of papers and other contributions.
- D. To promote the improvement of products, the elimination of wasteful methods of manufacture, and foster manufacturing procedures and practices that minimize pollution of the environment as a service to the industry and the public as a whole.
- E. To cooperate with other organizations, public and private, to accomplish these objectives.

Article III - LIMITATION OF ACTIVITIES

No part of the net earnings of the society will inure to the benefit of, or be distributable to, its members, Directors, Officers, or other private person, except that the Society will be authorized and empowered to pay reasonable compensation for services rendered, and to make payments and distributions in furtherance of the purposes set forth in Article II above. No substantial part of the activities of the Society will be the dissemination of propaganda, or otherwise attempting to influence legislation, and the Society will not participate in, or intervene in, including the publishing or distribution of statements, any political campaign on behalf of any candidate for public office. Notwithstanding any provision of these articles, the Society will not carry on any activities not permitted to be carried on by an organization exempt from Federal income tax under 501 (c)(6) of the Internal Revenue Code, or the corresponding provision of any United States Internal Revenue Law.

Article IV - MEMBERSHIP

All conditions, qualifications, requirements, privileges, and regulations as to membership in the Society will be fixed and governed by the By-Laws of the Society.

Article V - MANAGEMENT

The activities and affairs of the Society will be managed as provided in the By-Laws of the Society.

Article VI - DISSOLUTION

In the event of the partial or entire liquidation or dissolution of the Society, whether voluntary, involuntary, or by operation of law, the Board of Directors of the Society will, after paying or making provision for the payment of all liabilities of the Society, distribute the assets of the Society to one or more existing coatings educational organizations, exempt from taxation under section 501 (c)(6) of the United States Internal Revenue Law, as they in their sole discretion will determine. Any of such assets not so distributed will be distributed by the appropriate court of the country in which the principal office of the Society is then located, exclusively to such exempt organization or organizations, as said court will determine.

Article VII - INCORPORATION

All of the assets of the Society may be transferred to a non-profit corporation in compliance with Article VI of the Constitution of the Society by a vote of three-quarters of all members in good standing at any regular or special meeting of the Society; provided, however, that said corporation will simultaneously assume all of the liabilities of the Society; and at least sixty days notice of such proposal will have been given before the meeting to all members of the Society.

Article VIII - AMENDMENTS

This constitution may be altered, amended or repealed by a vote of three-quarters of the members in good standing present at two successive regular or special meetings of the Society provided, however, that at least twenty days notice of such proposal will have been given before the second such meeting to all of the members of the Society. The procedure for originating, processing, and considering amendments to this Constitution will be identical in every respect as prescribed in the By-Laws for amendment to the By-Laws.

BY-LAWS

Article I - MEMBERSHIP

A. Classes of Membership

The classes of membership in the Society will be those specified and described as follows: Local, Student and Retired. Membership in the Society only shall be referred to as Local membership. Local members will not be eligible for ACA benefits.

Membership classes are defined as:

Local: Any individual who is employed in the protective or decorative coatings, printing ink, or allied industries, or by those firms that manufacture or sell raw materials, supplies, services or equipment required by those industries

Student: Any individual who is a full-time student registered in any educational institution of recognized standing in a course of study in chemistry, engineering, physics, or other physical sciences leading to a degree.

Retired: Any individual who is no longer employed in the industry due to age, disability, or other reasons deemed satisfactory by the Society.

B. Termination of Membership

Except as otherwise provided by these By-Laws or Standing Rules of the Society, membership in the Society will terminate automatically for any individual who ceases to be eligible for the appropriate class of membership or whose dues have not been paid in accordance with these By-Laws.

Article II - ORGANIZATION

A. General Policies and Administration

The establishment and execution of general policies and the administration of the Society will be vested in the Board of Directors and the President.

B. Board of Directors

The Board of Directors will consist of

The President, President-Elect, and Secretary as the Officers with the WCS director, the Publicity Chair, Administrative Treasurer, and the Society Liaison forming the board.

The Board members shall individually have equal voting authority on the Board of Directors.

1. The duties of the Board of Directors will be to:

- a. Divide the Society into three Sections to serve the needs of the Society.
- b. Act with the President in establishing and executing the policies and administering the affairs of the Society.
- c. Fill vacancies occurring in elective offices and in the Board of Directors.
- d. Select and appoint a member in good standing of the Society as Administrative Treasurer and any other employees and fix the compensation for such employees. The duties of said employees will be prescribed by the Board of Directors.
- e. Authorize the expenditure of all funds in keeping with the provisions of these By-Laws, either by specific direction to the President and Administrative Treasurer or by the limited allocation of funds to be expended at the discretion of committees duly appointed by the President.
- f. Specify the duties and functions of all committees except as otherwise provided for in these By-Laws.
- g. Hold a minimum of three meetings each year at times and places to be designated by the President.
- h. Handle petitions for proposed changes in Society boundaries.
- i. Adopt and amend Standing Rules for the Society, subject to and consistent with the Constitution and these By-Laws.
- j. Fix dues to be paid by the members of the Society.
- k. In the event a President becomes incapacitated or vacates his post, appoint a President pro-tem for as long as the incapacitation exists, or for the balance of the term. Candidates for the President pro-tem should be from Past Presidents from the section involved.
- l. Elect a Past-President who is a current member in good standing to serve as Society Liaison on the Society Liaison Council
- m. Elect two members in good standing to serve as Society representatives on the Western Societies Symposium Committee

2. Quorum

A quorum will consist of at least half of the Board of Directors, with one member from each section in said quorum.

C. Officers

The officers of the Society will consist of a President, President-Elect, and Secretary. All officers will at all times be members of the Society in good standing.

1. It will be the duty of the President to:

- a. Serve as chief executive of the Society.
- b. Act as Chairperson of the Board of Directors.
- c. Preside at the Annual Meeting and all regular and special meetings of the Society.
- d. Prepare and present the annual budget
- e. Represent the Society at the Western Coatings Societies Annual Board Meeting following his or her term of office.

2. The President-Elect will automatically succeed the President and will act in the stead of the President in his/her absence.

3. The duties of the Secretary will be to discharge the usual duties of his office, including minute taking at all Board of Directors and Society Annual and Special Meetings.

Article III – SOCIETY LIAISON

A. Election and Term

The Board of Directors will appoint a Society Liaison every third year who is a current member in good standing to serve on the Society Liaison Council. The position of Society Liaison will alternate successively between the three Sections every three years, except by unanimous approval of the Board of Directors whereby the outgoing Society Liaison may serve an additional three-year term.

B. Duties

- 1. The Society Liaison will take direction from the Board of Directors and represent the Society on the Society Liaison Council pursuant to the Society Liaison Council advising the ACA on issues affecting the Society.
- 2. The Society Liaison will facilitate dialogue between the Society Board of Directors and the ACA on ways and means the Society and the ACA can cooperate for mutual advantage.

Article IV - ELECTION OF OFFICERS

A. Nomination and Election

1. Officers will be elected from the membership by a majority vote of the eligible membership present and voting at the Annual Meeting of the Society. They may be nominated by the Nominating Committee, or any member, with the second of a member from each Society Section. The name of a member may be placed into nomination from the floor for any office prior to the election at the Annual Meeting.
2. The vote will be by secret ballot in the event more than one nominee is proposed for any single office.

B. Terms of Office

1. The President-Elect will be elected two years in advance of the year in which he is to hold office as President, will become President automatically after one term as President-Elect, unless the person becomes ineligible to serve on the Board.
2. The terms of office of all other officers, except the Administrative Treasurer and Society Liaison will commence at the conclusion of the banquet ceremonies held during the Annual Meeting, and end at conclusion of the following banquet ceremonies held during the Annual Meeting.
 - a. Installation of officers will be at the conclusion of the Annual Meeting.
3. The President-Elect and Secretary will be representatives of different societies at the time of their first election as an officer of the Society.

Article V - COMMITTEES

A. Nominating Committee

The President will appoint a Nominating Committee consisting of the two most recent eligible Past Presidents. The most recent Past-President will be the Chairperson of said committee.

B. Standing Committees

The President will appoint any other committees which may be required to conduct the business of the Society.

Article VI - MEETINGS

A. Annual Meeting

The regular meeting of the Society at which all Sections meet together will be the Annual General Meeting. It will be held once a calendar year.

B. Regular Meetings

Regular meetings of the Society, meeting as Sections, will be held during the months of September through May. The exact time and place shall be determined by the local Chairperson of the Section.

C. Special Meetings

Special meetings may be called by the President, provided that a notice stating the purpose for the meeting will have been sent to all members at least ten (10) days prior to the date of the meeting.

D. Eligibility to Vote

All members in good standing will be eligible to vote on any questions to be determined by the membership and a free exchange of views and opinions by all members will be encouraged at all times. The presence of members including any three officers, at least one officer or other board member, representing each Section, will constitute a quorum at the Annual General Meeting and a majority of those present and voting will be sufficient to carry any vote.

E. Resolutions from the Floor

Any member may propose a Resolution from the Floor at the Annual Meeting.

Article VII - DUES

A. Dues will be paid by Local members. It is left to the discretion of the Board of Directors to determine dues, if any, of a student member.

B. The annual dues for Local members, will be reviewed from time to time by the Board of Directors. If it is deemed necessary to change the amount of the dues, it will be within its jurisdiction to do so. The Society shall pay the dues of Student, and Retired members.

C. The membership year will commence on July 1 and end on June 30. Annual dues will be payable in U.S. funds the first day of July.

D. Members who fail to pay dues will be dropped from membership without formal action by the Secretary.

Article VIII - FISCAL YEAR

A. The fiscal year of the Society will commence of October 1st and end on September 30th.

B. There will be three financial reporting periods:

1. September 1st to Winter Board of Directors Meeting (or Feb. 1st).
2. Winter Board of Directors Meeting (or Feb. 1st) to Spring BOD (or May 1st).
3. Spring BOD Meeting to August 31st.

Article IX - STANDING RULES

A. Definition

Standing Rules are written statements of operating procedures and/or details of the organization of the Society.

B. Adoption or Amendment

The Board of Directors will adopt or amend Standing rules, provided that two-thirds (2/3) of all members of the Board will vote in favor of adoption or amendment at any regular or special meeting of the Board.

Article X - INSURANCE LIABILITY

The Society will not be responsible for any medical or life insurance for any member while on Society business nor can it be responsible for any claims for illness or bodily injury incurred by any member while on Society business.

Article XI - AMENDMENTS

A. Origination

Proposals to amend these By-Laws may be originated by:

- a. Any officer of the Society.
- b. The Board of Directors.
- c. The record vote of any committee acting on a proposal of any of its members or a proposal of any member referred to it.
- d. The petition of ten (10) or more members.

B. Processing

All proposals to amend these By-Laws will be submitted to the By-Laws Committee for editing, clarifying and the combining of similar proposals from various sources. The By-Laws Committee must act on all proposals it receives, but may submit recommendations for or against adoption, with reasons for its position. The By-Laws Committee will forward to the Secretary, within sixty (60) days of receipt of such proposals, the enabling resolutions for the edited amendments. The Chairperson of the By-Laws Committee, or in his absence the local Section Chairperson, will read the report of the By-Laws Committee at the regular or special meeting which next follows the date of the report and again at the regular or special meeting which next follows the first reading. The Secretary will give notice of the proposed amendment(s) to all members at least thirty (30) days prior to the meeting at which the second vote is to be taken.

C. Consideration by the Members

1. Resolutions to alter, amend or repeal these By-Laws may be considered at any two successive regular or special meetings of sections of the Society. A majority of the members present will be required to make any changes in the text of the proposed amendments, provided that any such changes may not exceed or reduce the purpose or intent of the amendments as previously reported.
2. Resolutions to alter, amend or repeal these By-Laws, having been subject to consideration by the members, and having been approved by the vote of two-thirds (2/3) of the total members present and voting at two successive regular or special meetings of all Sections of the Society will make effective the proposed amendment immediately, or at a time specified in the resolution.

Article XII - PARLIAMENTARY PROCEDURE

Except as otherwise provided in these By-Laws, any question of parliamentary procedure arising in the course of the conduct of any meeting, and the meetings of all duly constituted committees of the Society, will be resolved pursuant to the latest, revised edition of "Robert's Rules of Order."

STANDING RULES

Article SR I - BOUNDARIES

A. Society Boundaries

The territorial boundaries of the Pacific Northwest Society for Coatings Technology shall be described in the Standing Rules.

Article SR II - SECTIONS

A. General

The society shall be divided into three sections for ease of administration and to better serve the needs of the membership.

B. Geographic Description

1. Vancouver Section

a. Vancouver Section shall include all territory within the Society boundaries and north of the United States-Canadian border.

2. Puget Sound Section

a. The Puget Sound Section shall include all territory within the Society boundaries and south of the United States-Canadian border and north of a line drawn roughly one-half way between Seattle, Washington and Portland, Oregon. The line shall extend from the Pacific Ocean to the eastern boundary of the Society and be parallel to the lines of northern latitude.

3. Portland Section

a. The Portland Section shall include all other territory within the Society boundaries and not included within the above named section boundaries.

C. Membership Choice

Nothing in the above descriptions is to be construed as limiting the individual member from deciding with which section of the Society he might wish to affiliate.

Article SR III - OFFICERS

A. Officer / Position Descriptions

(See enclosed)

B. Rotation of Officers

1. The President shall be a member of the Section of the Society which is to be the Host Section of the Annual Meeting of the Society.

2. The President-Elect shall be a member of the Section of the Society which is next to Host the Annual Meeting and Symposium of the Society.

3. The Secretary shall be a member of the Section of the Society which is the third to Host the Annual Meeting and Symposium of the Society.

4. Each Section shall delegate one member in good standing as a Board Guest. The Board Guests will be invited to attend and observe Board meetings in consideration of becoming the next member-at-large from their respective Sections.

B. Section Chairman

1. The President shall act as Section Chairman of the Section which is his home Section. The Board Guest shall act in his stead as Section Chairman in the absence of the President at a regular meeting.

2. The President-Elect shall act as Section Chairman of the Section which is his home Section. The Board Guest shall act in his stead as Section Chairman in the absence of the President-Elect at a regular meeting.

3. The Secretary shall act as Section Chairmen of the Section which is his home Section. The Past-President or the Board Guest shall act in his stead as Section Chairman in the absence of the Secretary at a regular meeting.

C.

Article SR IV - MEMBERSHIP

A. General

1. The provisions of Article SRII shall apply to this Society except as modified by the following sections of this Standing Rule.

Article SR V - COMMITTEES

A. General Provisions

1. Wherever the By-Laws are specific to the composition, duties, or any other matter pertaining to committees, the By-Laws shall be followed, and anything contrary in this Standing Rule shall not apply.
2. The President appoints all Committees.
3. The President and President-Elect, by right of their offices, are members of all committees except the Nominating Committee, and copies of all correspondence should be sent to them. Copies of important correspondence should be sent to the Secretary, and Administrative Treasurer.
4. No committee shall commit the Society to the expenditure of funds not previously authorized for that committee by the Board of Directors.

B. Duties of Committees

1. By-Laws

- a. The By-Laws committee shall provide whatever assistance is requested by officers or members of the Society in connection with the interpretation of the existing Constitution and By-Laws.
- b. The Committee shall report to the Board of Directors any facts or data which have a bearing upon the Society's present or future welfare and interests as affected by the By-Laws. The Committee shall act upon the direction of the Board of Directors or the Society President in preparing for due consideration all proposals to amend the By-Laws.
- c. The Committee shall prepare and submit to the members all proposals to amend the By-Laws and such other reports as may appear desirable at the discretion of the President.

Article SR VI - ADMINISTRATIVE TREASURER

A. Duties

1. The Administrative Treasurer shall send out all bills for dues, be responsible for all monies, and pay all just debts subject to the approval of the President.
2. He/She shall prepare and deliver to the Board of Directors such reports as directed by the President of the Board of Directors.
3. He/She shall collect dues from and maintain a record of Local members.

PNWSCT Board Descriptions

Position Title: Board Chair/President

Purpose of Position: As a member of the Board, a Director acts in a position of trust for the community and is responsible for the effective governance of the organization.

Responsible To: responsible and accountable to the membership.

Authority/ Responsibility: *The buck stops here!*

Qualifications / Skills required:

- Completed two years of Board membership term and have an understanding of parliamentary procedures.

Requirements:

- Commitment to the work of the organization
- Knowledge and skills in one or more areas of Board governance: policy, finance, programs, and/or personnel
- Willingness to serve on at least one committee
- Attendance at quarterly Board meetings
- Attendance at Annual General Meeting
- Be informed of the services provided by The PNWSCT and publicly support them
- Prepare for and participate in the discussions and the deliberations of the Board
- To foster a positive working relationship with other Board members, and PNWSCT staff
- Be aware and abstain from any conflict of interest

Main Duties:

- Establishes overall long and short term goals, objectives and priorities for The PNWSCT in meeting the needs of the community
- Be the primary spokesperson for The PNWSCT to the media and community at large
- Address Annual General Meeting
- Chair the Executive Committee and BOD meetings
- Report to Board on status of major programs
- A signing authority on behalf of the Board for financial and legal purposes
- Represent the organization to Government and Municipal officials
- Provides leadership and direction to the Board
- Arrange for Vice to Chair meetings in the absence of the Chair
- Represent the PNWSCT at community functions
- In conjunction with the Executive Committee set monthly Board meeting agenda
- Enhance relationships with other community groups and agencies

PNWSCT Board Descriptions

Position Title: BOARD VICE-CHAIR/PRESIDENT (DIRECTOR)

Purpose of Position: To assist the President in directing the society.

Responsible To: The Board of Directors is the legal authority for PNWSCT.

As a member of the Board, a Director acts in a position of trust for the community and is responsible for the effective governance of the organization.

Authority/ Responsibility:

Qualifications / Skills required: Completed one year of Board membership term and have an understanding of parliamentary procedures.

Requirements:

- Commitment to the work of the organization
- Knowledge and skills in one or more areas of Board governance: policy, finance, programs and personnel
- A signing authority on behalf of the Board for financial and legal purposes
- Willingness to serve on at least one committee
- Attendance at quarterly Board meetings
- Attendance at Annual General Meeting
- Be informed of the services provided by the PNWSCT and publicly support them
- Prepare for and participate in the discussions and the deliberations of the Board
- To foster a positive working relationship with other Board members, and PNWSCT staff
- Be aware and abstain from any conflict of interest

Main Duties:

- Establish overall long and short term goals, objectives and priorities for the PNWSCT in meeting the needs of the community
- Fulfill Chair position in the absence of the Chairperson, monthly Board meetings
- Be an active member of the Executive Committee
- A signing authority on behalf of the Board for financial and legal purposes
- Adhere to general duties outlined in the board member job description

PNWSCT Board Descriptions

Position Title: BOARD SECRETARY (DIRECTOR)

Purpose of Position: To record and disseminate information decided at the Board meetings to Board members and the society members at large.

Responsible To:

Authority/ Responsibility: The Board of Directors is the legal authority for the PNWSCT. As a member of the Board, a Director acts in a position of trust for the community and is responsible for the effective governance of the organization.

Qualifications / Skills required:

- Good communication and written skills.

Requirements:

- Commitment to the work of the organization
- Knowledge and skills in one or more area of Board governance: policy, finance, programs and personnel
- Willingness to serve on at least one committee
- Attendance at monthly Board meetings
- Attendance at Annual General Meeting
- Be informed of the services provided by the PNWSCT and publicly support them
- Prepare for and participate in the discussions and the deliberations of the Board
- To foster a positive working relationship with other Board members, and PNWSCT staff
- Be aware and abstain from any conflict of interest

Main Duties:

- Establish overall long and short term goals, objectives and priorities for the PNWSCT in meeting the needs of the community
- Prepare and maintain minutes and records for all board meetings
- Reviews/monitors and verifies accuracy of the meetings minutes, and circulates to all Directors
- Adhere to general duties outlined in the board member job description

Time Commitment: A time commitment of five hours per month, (includes Board preparation, meeting, committee and meeting time)

PNWSCT Board Descriptions

Position Title: BOARD TREASURER (DIRECTOR)

Purpose of Position:

Responsible To:

Authority/ Responsibility: The Board of Directors is the legal authority for the PNWSCT. As a member of the Board, a Director acts in a position of trust for the community and is responsible for the effective governance of the organization.

Qualifications / Skills required:

- Completed one year of Board membership term and have the ability to read/understand/interpret financial statements.

Requirements:

- Commitment to the work of the organization
- Knowledge and skills in one or more areas of Board governance: policy, finance, programs and personnel
- Willingness to serve on at least one committee
- Attendance at quarterly Board meetings with a filed financial quarterly report
- Attendance at Annual General Meeting and present yearly financials and next years budget
- Be informed of the services provided by the PNWSCT and publicly support them
- Prepare for and participate in the discussions and the deliberations of the Board
- To foster a positive working relationship with other Board members, and the general staff
- Be aware and abstain from any conflict of interest

Main Duties:

- Establish overall long and short term goals, objectives and priorities for the PNWSCT in meeting the needs of the community
- Ability to read/understand/Interpret financial statements for Board members
- Chair the Finance Committee
- A signing authority on behalf of the Board for financial matters
- Ensure audited financial statements are presented to the Board on an annual basis
- Calls the motion at Annual General Meeting to appoint the Auditor
- Act as a resource to other committees
- Adhere to general duties outlined in the Board member job description

Time Commitment: A time commitment of five hours a month, (includes Board preparation, meeting, committee and meeting time)

PNWSCT Board Descriptions

Position Title:	<u>Fund Raiser / WCS Liason</u>
Purpose of Position:	Fund Raiser is employed to increase the contributions of individuals and groups by building relationships and exploring new opportunities. The main category is the WCS event but may include other events, corporate donations, legacy or major gifts, etc...
Responsible To:	The Board of Directors
Authority/ Responsibility:	To find funding source(s)
Qualifications / Skills required:	Enthusiastic Well Organized Prepared to make regular time commitment Confident and Imaginative
Requirements:	Ability to travel (Usually Las Vegas & Seattle)
Main Duties:	<ul style="list-style-type: none">• Work on the WCS board as a representative of the PNWSCT;<ul style="list-style-type: none">○ Typically arranging hotel details????• motivating and facilitating supporters to maximise the funds they raise;• developing and implementing a strategy for individual and corporate supporter recruitment and development;• recruiting organising and managing volunteers to fulfill various functions within the charity;• making risk analyses and balancing time-cost ratios to focus effort upon the most appropriate fundraising activities with the highest chance of success.• If unable to attend the Board meeting, send a written report to the secretary• ?????
Time Commitment:	WCS: 3- 2 hour teleconferences and 1 Vegas weekend meeting/ year and 1- 4 day WCS event/ 2 years PNWSCT; 3 board meetings/ year (Seattle) plus 1-3 day symposium/ 2years
Term:	4+ years
Review / Approval date	May 1, 2012

PNWSCT Board Descriptions

Position Title: Society Liason

Purpose of Position: PNWSCT liaisons committees serve as the communication link between the PNWSCT, ACA and other coatings related committees. They are responsible for ensuring that issues discussed in the respective committees have the benefit of the PNWSCT perspective and for ensuring that the PNWSCT is apprised of issues being considered during and between ACA meetings, including issues that surface through on-line discussions and at local, state, and regional meetings.

Responsible To: The Board of Directors of the PNWSCT

Authority/ Responsibility:

Qualifications / Skills required:

Good communicator

Requirements:

- Commitment to the work of the organization
- Knowledge and skills in one or more areas of Board governance: policy, finance, programs and personnel
- A signing authority on behalf of the Board for financial and legal purposes
- Willingness to serve on at least one committee
- Attendance at quarterly Board meetings with a written report
- Attendance at Annual General Meeting with a written report
- Be informed of the services provided by the PNWSCT and publicly support them
- Prepare for and participate in the discussions and the deliberations of the Board
- To foster a positive working relationship with other Board members, and PNWSCT staff
- Be aware and abstain from any conflict of interest

Main Duties:

- A signing authority on behalf of the Board for financial and legal purposes
- Adhere to general duties outlined in the board member job description
- Attend the 2 (?) ACA/ society Liason committee meetings and based on input from the ACA Forum, share your comments and concerns on issues that impact local and state association operations. If you are unable to attend a committee meeting, ask another person (preferably one who already serves on the committee) to take on your liaison responsibilities for that meeting. If the committee to which you are a liaison has subcommittees that report to the full committee, attend the subcommittee meetings as well.

PNWSCT Board Descriptions

Position Title:	<u>Publicity Officer</u>
Purpose of Position:	To Publically Promote events and the Society views
Responsible To:	Board Of Directors
Authority/ Responsibility:	Maintain the website and communications
Qualifications / Skills required:	Enthusiastic Well Organized Prepared to make regular time commitment Confident and Imaginative Word processing skills and Computer knowledge
Requirements:	Ability to maintain simple website
Main Duties:	<ul style="list-style-type: none">• Take responsibility for publicising the Society, its events and members• Liaise with the Chair Person to promote the Society• Build / maintain a list of local media contacts• Collate the photos press releases and send to the local/ national press• Invite and meet with the press to attend Society events• If unable to attend the Board meeting, send a written report to the secretary• Liaise with the Fund Raiser/WCS officer regarding potential sponsors.• Working with all forms of media, and producing supporting materials such as posters, websites and newsletters to promote, market and advertise forthcoming events;
Time Commitment:	3 hours/ month plus 3 Board meetings/ year
Term:	2+ years
Review / Approval date	May 1 2012