

**PORTLAND SKYLINERS, INCORPORATED  
STANDING RULES  
July 16, 2011**

**ARTICLE I: HOUSE PARTIES**

**1.1 EXPENDITURES**

Portland Skyliners will reimburse a house party host/hostess up to \$25.00 for expenses such as ice and decorations. Itemized exceptions to this expense limit must be approved by the Board at a Board meeting prior to the house party. Receipts for expenditures must be submitted with the request for reimbursement to the Treasurer within 30 days of the party. If funds are advanced, receipts and money unspent will be submitted to the Treasurer within 30 days.

**1.2 HOUSE PARTY CHARGES**

- 1.2.1 The board sets the cost of house parties. House party charges will distinguish between members and non-members. The host/hostess and one guest are exempt from the house party charges, but any additional friends will pay the non-member charge. Current 2011 house party charges are as follows: \$2 for regular members and associate members with a potluck item or \$7 without food. Prospective members and other guests will pay \$7 with food and \$12 without.
- 1.2.2 Events which include children will be so designated in the newsletter.
- 1.2.3 The house party host/hostess will be responsible for any money to be collected, and may delegate this duty. The money collected will balance with the number of signers on the sign-in sheet.
- 1.2.4 Unless an event is specifically Club-sponsored, all special events must have an individual sponsor. The sponsor is responsible for collecting fees from Club members and for ensuring bills, relating to the event, are paid. All events are expected to pay for themselves-if extra money is required to cover costs incurred by the event, the sponsor will collect additional funds from participating members; if extra money is received and not used, the sponsor will return the extra money to the participating members. If an event is not expected to pay for itself, pre-approval must be received from the Board to cover additional expenses.
- 1.2.5 The event sponsor (house party host/hostess) is responsible for ensuring the money collected is given to any Board member or sent directly to the Treasurer within seven (7) days of the house party or special event. If no Board members are present at the event, the host/hostess should deposit the money to a bank account and issue a personal check for the amount written to Portland Skyliners, Inc. and send it to the Treasurer rather than sending cash through the mail. The sign-in sheet needs to be submitted with the money collected. The Treasurer will forward the sign-in sheet to the Membership Officer in a timely manner.
- 1.2.6 The host-hostess may designate half of the proceeds from a house party to be applied directly to funding for an established Portland Skyliner project.
- 1.2.7 When a reservation deadline is established, the following guidelines will apply: Deposit prepayment must be received by that deadline or reservations will not be held. Pre-dated checks dated on or before the event may be accepted. Exceptions: Additional space will be sold on availability basis.
- 1.2.8 Deposits and pre-payments for Special Events are not refundable unless otherwise stated. Requests for refunds will be considered on an individual basis.
- 1.2.9 Moneys received from the Services Auction (if one is held) are disbursed based on donor preference. Traditionally, the moneys raised have gone to the General Fund and/or Marfan Foundation. However, other options for disbursement may be proposed by the Board.

## **ARTICLE II: SOCIAL HOURS**

- 2.1 The sponsor will arrive at the location of the event at or before the scheduled time to welcome the first arrival and will stay until the gathering begins to break.
- 2.2 The sponsor is responsible to see that everyone signs the sign-in sheet. If a prospective member attends who is not already on the mailing list, the sponsor will be sure to get the prospect's address and telephone number for the Membership Officer. The sponsor will mail the sign-in sheet to the Membership Officer with the names of attendees within three (3) days after the event.
- 2.3 The sponsor is the host/hostess and will take responsibility for making prospective members feel welcome and make introductions as needed. The sponsor will also "keep an eye on the door" for tall individuals that appear to be looking for a group and check with them to see if they are looking for the Portland Skyliners.

## **ARTICLE III: MEMBERSHIP ROSTER**

- 3.1 A membership roster will be published annually and sent to all members as an enclosure of the newsletter.
- 3.2 On the membership application forms, members have the option to indicate if they would like their address, phone number, and/or email address omitted from the membership roster. All name, address, or phone changes should be sent to the Membership Chair.

## **ARTICLE IV: MISS TALL PORTLAND**

### **4.1 *MISS TALL PORTLAND PAGEANT***

The Miss Tall Portland Pageant will follow the guidelines set forth by Tall Clubs International. Contestants must review and comply with TCI guidelines. Miss Tall Portland Pageant can be combined with the Mr. Tall Portland Pageant.

### **4.2 *ELIGIBILITY***

Each Miss Tall Portland Contestant shall meet the following requirements:

- 1) Female member in good standing of during the six (6) months prior to the pageant ;
- 2) Legally single; and
- 3) Otherwise eligible to compete for Miss Tall International®

### **4.3 *ENTRY DEADLINES***

All contestants must file an application with the Board at least 60 days before the scheduled pageant. Within two weeks following the deadline, eligibility of each contestant will be determined by the pageant coordinator or committee. The pageant committee will include at least one Board member who assumes responsibility for ensuring these rules are followed. Generally, the pageant application deadline has been December 31<sup>st</sup> for a March pageant.

### **4.4 *SELECTION OF MISS TALL PORTLAND***

If there are no declared contestants, there will be no Miss Tall Portland. If there is only one declared contestant, selection may be made by the Board. If there are two or three declared contestants, selection will be made at a house party. If there are four or more contestants, Miss Tall Portland will be selected by Pageant.

### **4.5 *FINANCES***

- 4.5.1 Miss Tall Portland may receive financial support from the Club to attend TCI convention and compete for Miss Tall International® only if a local pageant is held, as follows: The Portland Skyliners will provide Miss Tall Portland with 50% of the Tall Clubs International Convention package at rate of first available discount, 50% of convention hotel room rate at double occupancy, and 50% of the economy air fare from the Miss Tall Portland Fund; should there not be enough money to pay the 50%, the General Fund shall pay the difference. If there is more than 50% available in the Miss Tall Portland Fund, Miss Tall Portland may use any amount of that money to offset her costs. Additional moneys to offset the remaining balance will be generated through Miss Tall Portland fundraisers.

- 4.5.2 The club will also pay for Miss Tall Portland registration to the Miss Tall International Pageant and for required photos, up to a limit established by the Board.
- 4.5.3 If funds raised in a particular year exceed the amount required, the excess will go into the Miss Tall Portland Fund and be carried forward to the next pageant for Miss Tall Portland.
- 4.5.4 A fund-raising coordinator will be appointed by a committee consisting of the Vice-President, Miss Tall Portland, and the Social Chairperson(s).
- 4.6 **MISS TALL PORTLAND'S DUTIES**
- 4.6.1 The primary responsibility of Miss Tall Portland is to generate publicity for the Portland Skyliners and be a public relations ambassador between the Club and the local community. Publicity appearances will be arranged and coordinated by the Portland Skyliner Vice-President.
- 4.6.2 Miss Tall Portland is obliged to attend the TCI Convention and compete in the Miss Tall Portland International® Pageant ONLY IF the local club funds her entire convention package and airfare through combination of treasury contributions and fund-raisers. Miss Tall Portland is encouraged to represent the Portland Skyliners in the Miss International Pageant by paying the noncontributed funds herself. Miss Tall Portland is required to be an active member during her reign.
- 4.6.3 Miss Tall Portland will, with the approval of the Board, be the coordinator for the next Miss Tall Portland Pageant. If she chooses not to assume that responsibility, she will notify the Board in writing at least 60 days prior to the Pageant, allowing the Board to select a coordinator. If she is not able to assume this responsibility, she must serve in an advisory role and provide as much guidance as possible. The coordinator will attend the two Board meetings immediately preceding the Pageant to keep the Board apprised of progress.

#### **ARTICLE V: MR. TALL PORTLAND**

- 5.1 A Mr. Tall Portland must be an active member in good standing during the six months prior to selection. Rules for selection of Mr. Tall Portland follow as Miss Tall Portland. A contestant must file an application with the Board at least 60 days before the scheduled Pageant.
- 5.2 Mr. Tall Portland serves as an official escort for Miss Tall Portland at publicity-generating events such as TV appearances, parades, etc. He participates in any local publicity-generating events that are arranged by the Vice-President. He will maintain a visible and active profile in the Club. He will assist the coordinator as co-coordinator of the Miss/Mr. Tall Portland Pageant.

#### **ARTICLE VI: PARADES**

- 6.1 The Board may ask the membership to vote on participation in, and (if approved) the expense limit for moneys from the General Fund to be dedicated to building a float to appear in local parades.
- 6.2 The float design and construction will be coordinated by a committee established by the Board. Every effort will be made to select a design that will allow the most participation by the members.

#### **ARTICLE VII: PUBLICITY**

Although the Club's official name is Portland Skyliners, Incorporated, for publicity purposes the name Portland Skyliners Tall Club will be used. The Name "Skyliners" will not be used.

#### **ARTICLE VIII: COMMITTEES**

Committees may be formed for any purpose deemed necessary by the Board and/or general membership. As examples:

- 8.1 ***Social Committee***  
Helps the Social Chairperson(s) plan the monthly social calendar.
- 8.2 ***Newsletter Staff***  
Writes articles, take photos, etc., as requested by the Editor(s).
- 8.3 ***Mr./Miss Tall Portland Pageant(s) Committee***  
Responsible for making arrangements for the pageant(s). (See Standing Rules for Mr. and Miss Tall Portland Pageants.)
- 8.4 ***Starlight Parade Committee***  
Responsible for making arrangements with the Rose Festival Association to participate in the parade. Oversees arrangements for recruiting persons with appropriate skills, as needed, to accomplish the various components of float construction. These include such areas as construction, painting, designing, electrical expertise, soliciting donations for needed supplies and/or making purchases of materials, and procurement of other items as needed (such as truck and generator(s)).
- 8.5 ***Portland Skyliners Sheryl McLendon/TCI Scholarship Committee***  
Responsible for getting information/application forms to the high schools in the Greater Metropolitan area regarding the scholarships offered by the Portland Skyliners and TCI. TCI determines the time frame. The committee selects a winner of the scholarship and forwards the appropriate information to TCI. The amount of the local scholarship will be determined by the Board.
- 8.6 ***Marfan Coordinator***  
There may be a club liaison to the National Marfan Foundation and resources of information about Marfan Syndrome. The coordinator may assist in fund raising efforts for the National Marfan Foundation held by the Club.

#### **ARTICLE IX: AWARDS AND SPECIAL ASSIGNMENTS**

- 9.1 ***Man and Woman of the Year***  
May be presented to the Club members who have been voted by the Membership as having done the most in the past year for the Club, in as many ways as possible. Only the past year's activities will be considered, not a member's overall contributions. A nominee must be a member in good standing at the time of nomination. Nominations will be taken at the end of a Board year, and ballots presented with statements from the nominations included as to why the member would be Man or Woman of the Year. The Vice-President will be responsible for providing a certificate to each award winner.
- 9.2 ***Don Lee Memorial Award***  
May be presented yearly to the Club member who has been voted by the Membership as having done the most in the past year to promote Club participation, friendliness and lending a hand to make the Club events better. A nominee must be a member in good standing. The Vice-President will be responsible for providing a certificate for the award winner.
- 9.3 ***TCI Delegate***  
If a delegate is to be selected to represent the Portland Skyliners at Convention, a vote of the membership will be taken to determine the delegate. A nominee must be a member in good standing. Assuming the delegate fulfills his/her responsibilities acceptably, the membership present at a business meeting may vote to reimburse some portion (generally half) of the transportation costs to Convention for the delegate. This needs to be done in early spring in order to meet TCI Executive Board deadline.

#### **ARTICLE X: DUES AND RECEIPTS**

- 10.1 All receipts turned in for reimbursement must be received by the Treasurer within 30 days of the date of transaction occurred or they will not be reimbursed. It is recommended that the request for reimbursement be mailed directly to the Treasurer in care of the post office box.

- 10.2 Reimbursement checks will be issued by the Treasurer within seven (7) days of receiving receipts with requests for approved reimbursement.

**ARTICLE XI: NEWSLETTER**

- 11.1 The board will determine the actual cost of printing and postage and set newsletter subscription cost for members who request to receive a mailed copy in addition to the digital format.
- 11.2 Current rate as of 2010 is \$24.00