Form **990**

# Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

▶ Do not enter Social Security numbers on this form as it may be made public.

▶ Information about Form 990 and its instructions is at www.irs.gov/form990.

Department of the Treasury Internal Revenue Service

OMB No 1545-0047

**2013**

Open to Public Inspection

A For the 2013 calendar year, or tax year beginning JUN 1, 2013 and ending MAY 31, 2014

B Check if applicable: [ ] Address change [ ] Name change [ ] Initial return [ ] Terminated [ ] Amended return [ ] Application pending

C Name of organization: JUNIOR LEAGUE OF PORTLAND OREGON

Doing Business As

Number and street (or P.O. box if mail is not delivered to street address): 5100 SW MACADAM AVE. Room/suite: 450

City or town, state or province, country, and ZIP or foreign postal code: PORTLAND, OR 97239

D Employer identification number: 93-0386355

E Telephone number: 503-877-4557

G Gross receipts $ 205,257.

F Name and address of principal officer: CYNTHIA BRADLEY SAME AS C ABOVE

H(a) Is this a group return for subordinates? [ ] Yes [X] No

H(b) Are all subordinates included? [ ] Yes [ ] No If "No," attach a list (see instructions)

I Tax-exempt status: [X] 501(c)(3) [ ] 501(c) ( ) ◀ (insert no.) [ ] 4947(a)(1) or [ ] 527

J Website: ▶ WWW.JUNIORLEAGUEOFPORTLAND.ORG

H(c) Group exemption number ▶

K Form of organization: [X] Corporation [ ] Trust [ ] Association [ ] Other ▶

L Year of formation: 1910 M State of legal domicile: OR

## Part I Summary

**Activities & Governance**

1 Briefly describe the organization's mission or most significant activities: PROMOTING VOLUNTARISM, DEVELOPING THE POTENTIAL OF WOMEN AND IMPROVING COMMUNITIES THROUGH

2 Check this box ▶ [ ] if the organization discontinued its operations or disposed of more than 25% of its net assets

| | | | |
|---|---|---|---|
| 3 | Number of voting members of the governing body (Part VI, line 1a) | 3 | 11 |
| 4 | Number of independent voting members of the governing body (Part VI, line 1b) | 4 | 11 |
| 5 | Total number of individuals employed in calendar year 2013 (Part V, line 2a) | 5 | 0 |
| 6 | Total number of volunteers (estimate if necessary) | 6 | 597 |
| 7a | Total unrelated business revenue from Part VIII, column (C), line 12 | 7a | 0. |
| b | Net unrelated business taxable income from Form 990-T, line 34 | 7b | 0. |

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| | | Prior Year | Current Year |
|---|---|---|---|
| **Revenue** | | | |
| 8 | Contributions and grants (Part VIII, line 1h) | 107,899. | 125,365. |
| 9 | Program service revenue (Part VIII, line 2g) | 0. | 0. |
| 10 | Investment income (Part VIII, column (A), lines 3, 4, and 7d) | 78,683. | 67,201. |
| 11 | Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e) | 12,982. | 6,858. |
| 12 | Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12) | 199,564. | 199,424. |
| **Expenses** | | | |
| 13 | Grants and similar amounts paid (Part IX, column (A), lines 1-3) | 0. | 0. |
| 14 | Benefits paid to or for members (Part IX, column (A), line 4) | 0. | 0. |
| 15 | Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10) | 0. | 0. |
| 16a | Professional fundraising fees (Part IX, column (A), line 11e) | 0. | 0. |
| b | Total fundraising expenses (Part IX, column (D), line 25) ▶ 8,120. | | |
| 17 | Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e) | 139,557. | 146,786. |
| 18 | Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25) | 139,557. | 146,786. |
| 19 | Revenue less expenses. Subtract line 18 from line 12 | 60,007. | 52,638. |
| **Net Assets or Fund Balances** | | **Beginning of Current Year** | **End of Year** |
| 20 | Total assets (Part X, line 16) | 717,331. | 755,780. |
| 21 | Total liabilities (Part X, line 26) | 65,758. | 51,569. |
| 22 | Net assets or fund balances. Subtract line 21 from line 20 | 651,573. | 704,211. |

## Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

**Sign Here**

▶ Signature of officer: C Bradley Date: 12/25/14

▶ CYNTHIA BRADLEY, TREASURER

Type or print name and title

**Paid Preparer Use Only**

| Print/Type preparer's name | Preparer's signature | Date | Check [ ] if self-employed | PTIN |
|---|---|---|---|---|
| MICHAEL J. PLYMALE, INC. | | 12/22/14 | | P01229193 |

Firm's name ▶ MICHAEL J. PLYMALE, INC. Firm's EIN ▶ 91-1304455

Firm's address ▶ P.O. BOX 268 VANCOUVER, WA 98666-0268 Phone no. (360)695-0068

May the IRS discuss this return with the preparer shown above? (see instructions) [X] Yes [ ] No



SEE SCHEDULE O FOR ORGANIZATION MISSION STATEMENT CONTINUATION

1 617

**Part III** **Statement of Program Service Accomplishments**

Check if Schedule O contains a response or note to any line in this Part III ☐

1 Briefly describe the organization's mission.
WE ARE AN ORGANIZATION OF WOMEN COMMITTED TO PROMOTING VOLUNTARISM, DEVELOPING THE POTENTIAL OF WOMEN, AND IMPROVING COMMUNITIES THROUGH THE EFFECTIVE ACTION AND LEADERSHIP OF TRAINED VOLUNTEERS.

2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ? ☐ Yes ☒ No
If "Yes," describe these new services on Schedule O

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services? ☐ Yes ☒ No
If "Yes," describe these changes on Schedule O

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.

4a (Code ________ ) (Expenses $ 19,757. including grants of $ ________ ) (Revenue $ ________ )
LEADERSHIP TRAINING: THE ORGANIZATION DEVOTES SUBSTANTIAL VOLUNTEER TIME AND RESOURCES FOR TRAINING MEMBERS TO BECOME CIVIC AND COMMUNITY LEADERS. THROUGH THIS PROGRAM, MEMBERS CAN ATTEND LEADERSHIP CONFERENCES AND TRAINING SESSIONS WHICH FOCUS ON NON-PROFIT AND COMMUNITY LEADERSHIP DEVELOPMENT.

4b (Code ________ ) (Expenses $ 4,345. including grants of $ ________ ) (Revenue $ ________ )
COMMUNITY PROGRAMS AND COMMUNITY SUPPORT SERVICES: COMMUNITY PROGRAMS AND PROJECTS ARE THE MAIN FOCUS OF THE JUNIOR LEAGUE OF PORTLAND. THE LEAGUE SERVES INDIVIDUALS IN NEED THROUGH COMMUNITY PROJECTS ADDRESSING A BROAD SPECTRUM OF ISSUES IN PORTLAND AND SURROUNDING AREAS. MANY OF THESE PROGRAMS ARE INITIATED BY THE LEAGUE AND FULLY SUPPORTED THROUGH LEAGUE VOLUNTEERS AND FUNDING. LEAGUE VOLUNTEERS SERVE MANY PEOPLE - INFANTS, CHILDREN, WOMEN IN CRISIS, AND FAMILIES; IN MANY PLACES - HOSPITALS, CAMPS, SCHOOLS, AND PRISONS; AND IN MANY CAPACITIES - MENTORS, PROGRAM FACILITATORS, EDUCATORS AND CHAMPIONS OF ADVOCACY. DURING THE 2013-14 FISCAL YEAR, THE LEAGUE DEVOTED ITS EFFORTS AND RESOURCES TO ITS PROGRAMS: BETWEEN THE LINES; HEALTHY HABITS, HEALTHY KIDS; STOP HUMAN TRAFFICING; AND VOLUNTEER IN PORTLAND.

4c (Code ________ ) (Expenses $ ________ including grants of $ ________ ) (Revenue $ ________ )

4d Other program services (Describe in Schedule O.)
(Expenses $ ________ including grants of $ ________ ) (Revenue $ ________ )

4e Total program service expenses ▶ 24,102.

## Part IV Checklist of Required Schedules

| | | | Yes | No |
|---|---|---|---|---|
| 1 | Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? *If "Yes," complete Schedule A* | 1 | X | |
| 2 | Is the organization required to complete *Schedule B, Schedule of Contributors*? | 2 | X | |
| 3 | Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? *If "Yes," complete Schedule C, Part I* | 3 | | X |
| 4 | **Section 501(c)(3) organizations.** Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? *If "Yes," complete Schedule C, Part II* | 4 | | X |
| 5 | Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Revenue Procedure 98-19? *If "Yes," complete Schedule C, Part III* | 5 | | X |
| 6 | Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? *If "Yes," complete Schedule D, Part I* | 6 | | X |
| 7 | Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? *If "Yes," complete Schedule D, Part II* | 7 | | X |
| 8 | Did the organization maintain collections of works of art, historical treasures, or other similar assets? *If "Yes," complete Schedule D, Part III* | 8 | | X |
| 9 | Did the organization report an amount in Part X, line 21, for escrow or custodial account liability, serve as a custodian for amounts not listed in Part X, or provide credit counseling, debt management, credit repair, or debt negotiation services? *If "Yes," complete Schedule D, Part IV* | 9 | | X |
| 10 | Did the organization, directly or through a related organization, hold assets in temporarily restricted endowments, permanent endowments, or quasi-endowments? *If "Yes," complete Schedule D, Part V* | 10 | X | |
| 11 | If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X as applicable | | | |
| a | Did the organization report an amount for land, buildings, and equipment in Part X, line 10? *If "Yes," complete Schedule D, Part VI* | 11a | X | |
| b | Did the organization report an amount for investments - other securities in Part X, line 12 that is 5% or more of its total assets reported in Part X, line 16? *If "Yes," complete Schedule D, Part VII* | 11b | | X |
| c | Did the organization report an amount for investments - program related in Part X, line 13 that is 5% or more of its total assets reported in Part X, line 16? *If "Yes," complete Schedule D, Part VIII* | 11c | | X |
| d | Did the organization report an amount for other assets in Part X, line 15 that is 5% or more of its total assets reported in Part X, line 16? *If "Yes," complete Schedule D, Part IX* | 11d | | X |
| e | Did the organization report an amount for other liabilities in Part X, line 25? *If "Yes," complete Schedule D, Part X* | 11e | | X |
| f | Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? *If "Yes," complete Schedule D, Part X* | 11f | | X |
| 12a | Did the organization obtain separate, independent audited financial statements for the tax year? *If "Yes," complete Schedule D, Parts XI and XII* | 12a | | X |
| b | Was the organization included in consolidated, independent audited financial statements for the tax year? *If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional* | 12b | | X |
| 13 | Is the organization a school described in section 170(b)(1)(A)(ii)? *If "Yes," complete Schedule E* | 13 | | X |
| 14a | Did the organization maintain an office, employees, or agents outside of the United States? | 14a | | X |
| b | Did the organization have aggregate revenues or expenses of more than $10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at $100,000 or more? *If "Yes," complete Schedule F, Parts I and IV* | 14b | | X |
| 15 | Did the organization report on Part IX, column (A), line 3, more than $5,000 of grants or other assistance to or for any foreign organization? *If "Yes," complete Schedule F, Parts II and IV* | 15 | | X |
| 16 | Did the organization report on Part IX, column (A), line 3, more than $5,000 of aggregate grants or other assistance to or for foreign individuals? *If "Yes," complete Schedule F, Parts III and IV* | 16 | | X |
| 17 | Did the organization report a total of more than $15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? *If "Yes," complete Schedule G, Part I* | 17 | | X |
| 18 | Did the organization report more than $15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? *If "Yes," complete Schedule G, Part II* | 18 | X | |
| 19 | Did the organization report more than $15,000 of gross income from gaming activities on Part VIII, line 9a? *If "Yes," complete Schedule G, Part III* | 19 | | X |
| 20a | Did the organization operate one or more hospital facilities? *If "Yes," complete Schedule H* | 20a | | X |
| b | If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return? | 20b | | |



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## Part IV Checklist of Required Schedules (continued)

| | | | Yes | No |
|---|---|---|---|---|
| 21 | Did the organization report more than $5,000 of grants or other assistance to any domestic organization or government on Part IX, column (A), line 1? *If "Yes," complete Schedule I, Parts I and II* | 21 | | X |
| 22 | Did the organization report more than $5,000 of grants or other assistance to individuals in the United States on Part IX, column (A), line 2? *If "Yes," complete Schedule I, Parts I and III* | 22 | | X |
| 23 | Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5 about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? *If "Yes," complete Schedule J* | 23 | | X |
| 24a | Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than $100,000 as of the last day of the year, that was issued after December 31, 2002? *If "Yes," answer lines 24b through 24d and complete Schedule K. If "No", go to line 25a* | 24a | | X |
| b | Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception? | 24b | | |
| c | Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds? | 24c | | |
| d | Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year? | 24d | | |
| 25a | **Section 501(c)(3) and 501(c)(4) organizations.** Did the organization engage in an excess benefit transaction with a disqualified person during the year? *If "Yes," complete Schedule L, Part I* | 25a | | X |
| b | Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? *If "Yes," complete Schedule L, Part I* | 25b | | X |
| 26 | Did the organization report any amount on Part X, line 5, 6, or 22 for receivables from or payables to any current or former officers, directors, trustees, key employees, highest compensated employees, or disqualified persons? If so, complete Schedule L, Part II | 26 | | X |
| 27 | Did the organization provide a grant or other assistance to an officer, director, trustee, key employee, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity or family member of any of these persons? *If "Yes," complete Schedule L, Part III* | 27 | | X |
| 28 | Was the organization a party to a business transaction with one of the following parties (see Schedule L, Part IV instructions for applicable filing thresholds, conditions, and exceptions) | | | |
| a | A current or former officer, director, trustee, or key employee? *If "Yes," complete Schedule L, Part IV* | 28a | | X |
| b | A family member of a current or former officer, director, trustee, or key employee? *If "Yes," complete Schedule L, Part IV* | 28b | | X |
| c | An entity of which a current or former officer, director, trustee, or key employee (or a family member thereof) was an officer, director, trustee, or direct or indirect owner? *If "Yes," complete Schedule L, Part IV* | 28c | | X |
| 29 | Did the organization receive more than $25,000 in non-cash contributions? *If "Yes," complete Schedule M* | 29 | | X |
| 30 | Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? *If "Yes," complete Schedule M* | 30 | | X |
| 31 | Did the organization liquidate, terminate, or dissolve and cease operations? *If "Yes," complete Schedule N, Part I* | 31 | | X |
| 32 | Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? *If "Yes," complete Schedule N, Part II* | 32 | | X |
| 33 | Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301 7701-2 and 301 7701-3? *If "Yes," complete Schedule R, Part I* | 33 | | X |
| 34 | Was the organization related to any tax-exempt or taxable entity? *If "Yes," complete Schedule R, Part II, III, or IV, and Part V, line 1* | 34 | | X |
| 35a | Did the organization have a controlled entity within the meaning of section 512(b)(13)? | 35a | | X |
| b | If "Yes" to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? *If "Yes," complete Schedule R, Part V, line 2* | 35b | | |
| 36 | **Section 501(c)(3) organizations.** Did the organization make any transfers to an exempt non-charitable related organization? *If "Yes," complete Schedule R, Part V, line 2* | 36 | | X |
| 37 | Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? *If "Yes," complete Schedule R, Part VI* | 37 | | X |
| 38 | Did the organization complete Schedule O and provide explanations in Schedule O for Part VI, lines 11b and 19? **Note.** All Form 990 filers are required to complete Schedule O | 38 | X | |

## Part V Statements Regarding Other IRS Filings and Tax Compliance

Check if Schedule O contains a response or note to any line in this Part V ☐

| | | | | Yes | No |
|---|---|---|---|---|---|
| 1a | Enter the number reported in Box 3 of Form 1096 Enter -0- if not applicable | 1a | 2 | | |
| b | Enter the number of Forms W-2G included in line 1a Enter -0- if not applicable | 1b | 0 | | |
| c | Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners? | | 1c | | |
| 2a | Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return | 2a | 0 | | |
| b | If at least one is reported on line 2a, did the organization file all required federal employment tax returns? | | 2b | | |
| | **Note.** If the sum of lines 1a and 2a is greater than 250, you may be required to *e-file* (see instructions) | | | | |
| 3a | Did the organization have unrelated business gross income of $1,000 or more during the year? | | 3a | | X |
| b | If "Yes," has it filed a Form 990-T for this year? *If "No," to line 3b, provide an explanation in Schedule O* | | 3b | | |
| 4a | At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)? | | 4a | | X |
| b | If "Yes," enter the name of the foreign country: ▶ | | | | |
| | See instructions for filing requirements for Form TD F 90-22 1, Report of Foreign Bank and Financial Accounts. | | | | |
| 5a | Was the organization a party to a prohibited tax shelter transaction at any time during the tax year? | | 5a | | X |
| b | Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction? | | 5b | | X |
| c | If "Yes," to line 5a or 5b, did the organization file Form 8886-T? | | 5c | | |
| 6a | Does the organization have annual gross receipts that are normally greater than $100,000, and did the organization solicit any contributions that were not tax deductible as charitable contributions? | | 6a | | X |
| b | If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible? | | 6b | | |
| 7 | **Organizations that may receive deductible contributions under section 170(c).** | | | | |
| a | Did the organization receive a payment in excess of $75 made partly as a contribution and partly for goods and services provided to the payor? | | 7a | | X |
| b | If "Yes," did the organization notify the donor of the value of the goods or services provided? | | 7b | | |
| c | Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282? | | 7c | | X |
| d | If "Yes," indicate the number of Forms 8282 filed during the year | 7d | | | |
| e | Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract? | | 7e | | |
| f | Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract? | | 7f | | |
| g | If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required? | | 7g | | |
| h | If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C? | | 7h | | |
| 8 | **Sponsoring organizations maintaining donor advised funds and section 509(a)(3) supporting organizations.** Did the supporting organization, or a donor advised fund maintained by a sponsoring organization, have excess business holdings at any time during the year? | | 8 | | |
| 9 | **Sponsoring organizations maintaining donor advised funds.** | | | | |
| a | Did the organization make any taxable distributions under section 4966? | | 9a | | |
| b | Did the organization make a distribution to a donor, donor advisor, or related person? | | 9b | | |
| 10 | **Section 501(c)(7) organizations.** Enter | | | | |
| a | Initiation fees and capital contributions included on Part VIII, line 12 | 10a | | | |
| b | Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities | 10b | | | |
| 11 | **Section 501(c)(12) organizations.** Enter | | | | |
| a | Gross income from members or shareholders | 11a | | | |
| b | Gross income from other sources (Do not net amounts due or paid to other sources against amounts due or received from them ) | 11b | | | |
| 12a | **Section 4947(a)(1) non-exempt charitable trusts.** Is the organization filing Form 990 in lieu of Form 1041? | | 12a | | |
| b | If "Yes," enter the amount of tax-exempt interest received or accrued during the year | 12b | | | |
| 13 | **Section 501(c)(29) qualified nonprofit health insurance issuers.** | | | | |
| a | Is the organization licensed to issue qualified health plans in more than one state? | | 13a | | |
| | **Note.** See the instructions for additional information the organization must report on Schedule O. | | | | |
| b | Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans | 13b | | | |
| c | Enter the amount of reserves on hand | 13c | | | |
| 14a | Did the organization receive any payments for indoor tanning services during the tax year? | | 14a | | X |
| b | If "Yes," has it filed a Form 720 to report these payments? *If "No," provide an explanation in Schedule O* | | 14b | | |



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**Part VI** **Governance, Management, and Disclosure** *For each "Yes" response to lines 2 through 7b below, and for a "No" response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes in Schedule O. See instructions.*

Check if Schedule O contains a response or note to any line in this Part VI [X]

## Section A. Governing Body and Management

| | | | | Yes | No |
|---|---|---|---|---|---|
| 1a | Enter the number of voting members of the governing body at the end of the tax year | 1a | 11 | | |
| | If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain in Schedule O. | | | | |
| b | Enter the number of voting members included in line 1a, above, who are independent | 1b | 11 | | |
| 2 | Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee? | 2 | | | X |
| 3 | Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, or trustees, or key employees to a management company or other person? | 3 | | | X |
| 4 | Did the organization make any significant changes to its governing documents since the prior Form 990 was filed? | 4 | | X | |
| 5 | Did the organization become aware during the year of a significant diversion of the organization's assets? | 5 | | | X |
| 6 | Did the organization have members or stockholders? | 6 | | X | |
| 7a | Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body? | 7a | | X | |
| b | Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body? | 7b | | X | |
| 8 | Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following: | | | | |
| a | The governing body? | 8a | | X | |
| b | Each committee with authority to act on behalf of the governing body? | 8b | | X | |
| 9 | Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? *If "Yes," provide the names and addresses in Schedule O* | 9 | | | X |

## Section B. Policies *(This Section B requests information about policies not required by the Internal Revenue Code.)*

| | | | Yes | No |
|---|---|---|---|---|
| 10a | Did the organization have local chapters, branches, or affiliates? | 10a | | X |
| b | If "Yes," did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes? | 10b | | |
| 11a | Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form? | 11a | X | |
| b | Describe in Schedule O the process, if any, used by the organization to review this Form 990 | | | |
| 12a | Did the organization have a written conflict of interest policy? *If "No," go to line 13* | 12a | | X |
| b | Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts? | 12b | | |
| c | Did the organization regularly and consistently monitor and enforce compliance with the policy? *If "Yes," describe in Schedule O how this was done* | 12c | | |
| 13 | Did the organization have a written whistleblower policy? | 13 | | X |
| 14 | Did the organization have a written document retention and destruction policy? | 14 | | X |
| 15 | Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision? | | | |
| a | The organization's CEO, Executive Director, or top management official | 15a | | X |
| b | Other officers or key employees of the organization | 15b | | X |
| | If "Yes" to line 15a or 15b, describe the process in Schedule O (see instructions) | | | |
| 16a | Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year? | 16a | | X |
| b | If "Yes," did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's exempt status with respect to such arrangements? | 16b | | |

## Section C. Disclosure

17 List the states with which a copy of this Form 990 is required to be filed ▶ OR

18 Section 6104 requires an organization to make its Forms 1023 (or 1024 if applicable), 990, and 990-T (Section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply

[ ] Own website [X] Another's website [X] Upon request [ ] Other *(explain in Schedule O)*

19 Describe in Schedule O whether (and if so, how), the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year

20 State the name, physical address, and telephone number of the person who possesses the books and records of the organization ▶

CYNTHIA BRADLEY - 503-877-4557
5100 SW MACADAM AVE. #450, PORTLAND, OR 97239

**Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors**

Check if Schedule O contains a response or note to any line in this Part VII ☐

**Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees**

1a Complete this table for all persons required to be listed Report compensation for the calendar year ending with or within the organization's tax year

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation Enter -0- in columns (D), (E), and (F) if no compensation was paid
- List all of the organization's **current** key employees, if any See instructions for definition of "key employee."
- List the organization's five **current** highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (Box 5 of Form W-2 and/or Box 7 of Form 1099-MISC) of more than $100,000 from the organization and any related organizations
- List all of the organization's **former** officers, key employees, and highest compensated employees who received more than $100,000 of reportable compensation from the organization and any related organizations
- List all of the organization's **former directors or trustees** that received, in the capacity as a former director or trustee of the organization, more than $10,000 of reportable compensation from the organization and any related organizations

List persons in the following order individual trustees or directors, institutional trustees; officers, key employees, highest compensated employees, and former such persons.

☒ Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee

| (A) Name and Title | (B) Average hours per week (list any hours for related organizations below line) | (C) Position (do not check more than one box, unless person is both an officer and a director/trustee): Individual trustee or director | Institutional trustee | Officer | Key employee | Highest compensated employee | Former | (D) Reportable compensation from the organization (W-2/1099-MISC) | (E) Reportable compensation from related organizations (W-2/1099-MISC) | (F) Estimated amount of other compensation from the organization and related organizations |
|---|---|---|---|---|---|---|---|---|---|---|
| (1) APRIL RAZEY<br>EXECUTIVE VP | 15.00 | X | | X | | | | 0. | 0. | 0. |
| (2) KATIE SHUCK<br>PRESIDENT | 30.00 | X | | X | | | | 0. | 0. | 0. |
| (3) TINA PENMAN<br>ADMINISTRATIVE VP | 25.00 | X | | X | | | | 0. | 0. | 0. |
| (4) LINDSEY HERN<br>ASSISTANCE FINANCE VP | 15.00 | X | | X | | | | 0. | 0. | 0. |
| (5) DEANNA SEIBOLD<br>COMMUNITY VP | 15.00 | X | | X | | | | 0. | 0. | 0. |
| (6) CYNTHIA BRADLEY<br>FINANCE VP | 10.00 | X | | X | | | | 0. | 0. | 0. |
| (7) DIONNE KATELHUT<br>FUNDRAISING VP | 10.00 | X | | X | | | | 0. | 0. | 0. |
| (8) STACEY SCHIMMELMAN<br>LEAGUE DEVELOPMENT VP | 15.00 | X | | X | | | | 0. | 0. | 0. |
| (9) KRISTI MANSETH<br>MEMBER AT LARGE | 10.00 | X | | X | | | | 0. | 0. | 0. |
| (10) COURTNEY FLOOD<br>MEMBERSHIP VP | 15.00 | X | | X | | | | 0. | 0. | 0. |
| (11) CATHERINE PARKAY<br>PRESIDENT-ELECT | 15.00 | X | | X | | | | 0. | 0. | 0. |
| (12) GRETCHEN PILIP<br>SUSTAINER REPRESENTATIVE | 5.00 | X | | | | | | 0. | 0. | 0. |

**Part VII** Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees *(continued)*

| (A) Name and title | (B) Average hours per week (list any hours for related organizations below line) | (C) Position (do not check more than one box, unless person is both an officer and a director/trustee): Individual trustee or director | Institutional trustee | Officer | Key employee | Highest compensated employee | Former | (D) Reportable compensation from the organization (W-2/1099-MISC) | (E) Reportable compensation from related organizations (W-2/1099-MISC) | (F) Estimated amount of other compensation from the organization and related organizations |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| **1b Sub-total** ▶ | | | | | | | | 0. | 0. | 0. |
| **c Total from continuation sheets to Part VII, Section A** ▶ | | | | | | | | 0. | 0. | 0. |
| **d Total (add lines 1b and 1c)** ▶ | | | | | | | | 0. | 0. | 0. |

2 Total number of individuals (including but not limited to those listed above) who received more than $100,000 of reportable compensation from the organization ▶ 0

| | | Yes | No |
|---|---|---|---|
| 3 Did the organization list any **former** officer, director, or trustee, key employee, or highest compensated employee on line 1a? *If "Yes," complete Schedule J for such individual* | 3 | | X |
| 4 For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than $150,000? *If "Yes," complete Schedule J for such individual* | 4 | | X |
| 5 Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? *If "Yes," complete Schedule J for such person* | 5 | | X |

**Section B. Independent Contractors**

1 Complete this table for your five highest compensated independent contractors that received more than $100,000 of compensation from the organization Report compensation for the calendar year ending with or within the organization's tax year.

| (A) Name and business address NONE | (B) Description of services | (C) Compensation |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |

2 Total number of independent contractors (including but not limited to those listed above) who received more than $100,000 of compensation from the organization ▶ 0

**Part VIII** **Statement of Revenue**

Check if Schedule O contains a response or note to any line in this Part VIII ☐

| | | | | | (A) Total revenue | (B) Related or exempt function revenue | (C) Unrelated business revenue | (D) Revenue excluded from tax under sections 512 - 514 |
|---|---|---|---|---|---|---|---|---|
| Contributions, Gifts, Grants and Other Similar Amounts | 1 a | Federated campaigns | 1a | | | | | |
| | b | Membership dues | 1b | 69,999. | | | | |
| | c | Fundraising events | 1c | 43,184. | | | | |
| | d | Related organizations | 1d | | | | | |
| | e | Government grants (contributions) | 1e | | | | | |
| | f | All other contributions, gifts, grants, and similar amounts not included above | 1f | 12,182. | | | | |
| | g | Noncash contributions included in lines 1a-1f $ 1,790. | | | | | | |
| | h | **Total.** Add lines 1a-1f ▶ | | | 125,365. | | | |
| Program Service Revenue | | | Business Code | | | | | |
| | 2 a | | | | | | | |
| | b | | | | | | | |
| | c | | | | | | | |
| | d | | | | | | | |
| | e | | | | | | | |
| | f | All other program service revenue | | | | | | |
| | g | **Total.** Add lines 2a-2f ▶ | | | | | | |
| Other Revenue | 3 | Investment income (including dividends, interest, and other similar amounts) ▶ | | | 67,201. | | | 67,201. |
| | 4 | Income from investment of tax-exempt bond proceeds ▶ | | | | | | |
| | 5 | Royalties ▶ | | | | | | |
| | | | (i) Real | (ii) Personal | | | | |
| | 6 a | Gross rents | | | | | | |
| | b | Less: rental expenses | | | | | | |
| | c | Rental income or (loss) | | | | | | |
| | d | Net rental income or (loss) ▶ | | | | | | |
| | | | (i) Securities | (ii) Other | | | | |
| | 7 a | Gross amount from sales of assets other than inventory | | | | | | |
| | b | Less cost or other basis and sales expenses | | | | | | |
| | c | Gain or (loss) | | | | | | |
| | d | Net gain or (loss) ▶ | | | | | | |
| | 8 a | Gross income from fundraising events (not including $ 43,184. of contributions reported on line 1c) See Part IV, line 18 | a | 1,181. | | | | |
| | b | Less: direct expenses | b | 2,608. | | | | |
| | c | Net income or (loss) from fundraising events ▶ | | | -1,427. | | | -1,427. |
| | 9 a | Gross income from gaming activities See Part IV, line 19 | a | | | | | |
| | b | Less direct expenses | b | | | | | |
| | c | Net income or (loss) from gaming activities ▶ | | | | | | |
| | 10 a | Gross sales of inventory, less returns and allowances | a | 11,510. | | | | |
| | b | Less: cost of goods sold | b | 3,225. | | | | |
| | c | Net income or (loss) from sales of inventory ▶ | | | 8,285. | 8,285. | | |
| | | Miscellaneous Revenue | Business Code | | | | | |
| | 11 a | | | | | | | |
| | b | | | | | | | |
| | c | | | | | | | |
| | d | All other revenue | | | | | | |
| | e | **Total.** Add lines 11a-11d ▶ | | | | | | |
| | 12 | **Total revenue** See instructions. ▶ | | | 199,424. | 8,285. | 0. | 65,774. |

## Part IX Statement of Functional Expenses

*Section 501(c)(3) and 501(c)(4) organizations must complete all columns All other organizations must complete column (A)*

Check if Schedule O contains a response or note to any line in this Part IX ☐

| *Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.* | (A) Total expenses | (B) Program service expenses | (C) Management and general expenses | (D) Fundraising expenses |
|---|---|---|---|---|
| 1 Grants and other assistance to governments and organizations in the United States. See Part IV, line 21 | | | | |
| 2 Grants and other assistance to individuals in the United States See Part IV, line 22 | | | | |
| 3 Grants and other assistance to governments, organizations, and individuals outside the United States See Part IV, lines 15 and 16 | | | | |
| 4 Benefits paid to or for members | | | | |
| 5 Compensation of current officers, directors, trustees, and key employees | | | | |
| 6 Compensation not included above, to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B) | | | | |
| 7 Other salaries and wages | | | | |
| 8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions) | | | | |
| 9 Other employee benefits | | | | |
| 10 Payroll taxes | | | | |
| 11 Fees for services (non-employees): | | | | |
| a Management | | | | |
| b Legal | 10,507. | | 10,507. | |
| c Accounting | 7,027. | | 7,027. | |
| d Lobbying | | | | |
| e Professional fundraising services. See Part IV, line 17 | | | | |
| f Investment management fees | | | | |
| g Other (If line 11g amount exceeds 10% of line 25, column (A) amount, list line 11g expenses on Sch O.) | 2,814. | 99. | 131. | 2,584. |
| 12 Advertising and promotion | 59. | 59. | | |
| 13 Office expenses | 7,668. | 5,967. | 1,154. | 547. |
| 14 Information technology | 364. | | 364. | |
| 15 Royalties | | | | |
| 16 Occupancy | 40,928. | | 40,928. | |
| 17 Travel | | | | |
| 18 Payments of travel or entertainment expenses for any federal, state, or local public officials | | | | |
| 19 Conferences, conventions, and meetings | 14,332. | 9,643. | | 4,689. |
| 20 Interest | | | | |
| 21 Payments to affiliates | | | | |
| 22 Depreciation, depletion, and amortization | 10,675. | | 10,675. | |
| 23 Insurance | 1,675. | | 1,675. | |
| 24 Other expenses. Itemize expenses not covered above. (List miscellaneous expenses in line 24e. If line 24e amount exceeds 10% of line 25, column (A) amount, list line 24e expenses on Schedule O.) | | | | |
| a DUES PAID TO AJLI | 26,061. | | 26,061. | |
| b EVENT EXPENSES | 7,973. | 7,673. | | 300. |
| c FINANCIAL SERVICE FEES | 4,922. | | 4,922. | |
| d MERCHANT FEES | 4,074. | | 4,074. | |
| e All other expenses | 7,707. | 661. | 7,046. | |
| 25 **Total functional expenses** Add lines 1 through 24e | 146,786. | 24,102. | 114,564. | 8,120. |
| 26 **Joint costs.** Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here ▶ ☐ if following SOP 98-2 (ASC 958-720) | | | | |

## Part X Balance Sheet

Check if Schedule O contains a response or note to any line in this Part X ☐

| | | | (A) Beginning of year | | (B) End of year |
|---|---|---|---|---|---|
| Assets | 1 | Cash - non-interest-bearing | 124,563. | 1 | 129,501. |
| | 2 | Savings and temporary cash investments | | 2 | |
| | 3 | Pledges and grants receivable, net | | 3 | |
| | 4 | Accounts receivable, net | | 4 | |
| | 5 | Loans and other receivables from current and former officers, directors, trustees, key employees, and highest compensated employees Complete Part II of Schedule L | | 5 | |
| | 6 | Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), persons described in section 4958(c)(3)(B), and contributing employers and sponsoring organizations of section 501(c)(9) voluntary employees' beneficiary organizations (see instr). Complete Part II of Sch L | | 6 | |
| | 7 | Notes and loans receivable, net | | 7 | |
| | 8 | Inventories for sale or use | 21,080. | 8 | 19,247. |
| | 9 | Prepaid expenses and deferred charges | 11,594. | 9 | 730. |
| | 10a | Land, buildings, and equipment cost or other basis. Complete Part VI of Schedule D — 10a: 41,434. | | | |
| | b | Less: accumulated depreciation — 10b: 30,378. | 21,730. | 10c | 11,056. |
| | 11 | Investments - publicly traded securities | 538,364. | 11 | 595,246. |
| | 12 | Investments - other securities See Part IV, line 11 | | 12 | |
| | 13 | Investments - program-related See Part IV, line 11 | | 13 | |
| | 14 | Intangible assets | | 14 | |
| | 15 | Other assets See Part IV, line 11 | | 15 | |
| | 16 | **Total assets.** Add lines 1 through 15 (must equal line 34) | 717,331. | 16 | 755,780. |
| Liabilities | 17 | Accounts payable and accrued expenses | 13,208. | 17 | 1,263. |
| | 18 | Grants payable | | 18 | |
| | 19 | Deferred revenue | 52,550. | 19 | 50,306. |
| | 20 | Tax-exempt bond liabilities | | 20 | |
| | 21 | Escrow or custodial account liability. Complete Part IV of Schedule D | | 21 | |
| | 22 | Loans and other payables to current and former officers, directors, trustees, key employees, highest compensated employees, and disqualified persons. Complete Part II of Schedule L | | 22 | |
| | 23 | Secured mortgages and notes payable to unrelated third parties | | 23 | |
| | 24 | Unsecured notes and loans payable to unrelated third parties | | 24 | |
| | 25 | Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24) Complete Part X of Schedule D | | 25 | |
| | 26 | **Total liabilities.** Add lines 17 through 25 | 65,758. | 26 | 51,569. |
| Net Assets or Fund Balances | | **Organizations that follow SFAS 117 (ASC 958), check here ▶ [X] and complete lines 27 through 29, and lines 33 and 34.** | | | |
| | 27 | Unrestricted net assets | 82,492. | 27 | 70,397. |
| | 28 | Temporarily restricted net assets | | 28 | 56,037. |
| | 29 | Permanently restricted net assets | 569,081. | 29 | 577,777. |
| | | **Organizations that do not follow SFAS 117 (ASC 958), check here ▶ ☐ and complete lines 30 through 34.** | | | |
| | 30 | Capital stock or trust principal, or current funds | | 30 | |
| | 31 | Paid-in or capital surplus, or land, building, or equipment fund | | 31 | |
| | 32 | Retained earnings, endowment, accumulated income, or other funds | | 32 | |
| | 33 | Total net assets or fund balances | 651,573. | 33 | 704,211. |
| | 34 | Total liabilities and net assets/fund balances | 717,331. | 34 | 755,780. |



332011
10-29-13

## Part XI Reconciliation of Net Assets

Check if Schedule O contains a response or note to any line in this Part XI ☐

| | | | |
|---|---|---|---|
| 1 | Total revenue (must equal Part VIII, column (A), line 12) | 1 | 199,424. |
| 2 | Total expenses (must equal Part IX, column (A), line 25) | 2 | 146,786. |
| 3 | Revenue less expenses Subtract line 2 from line 1 | 3 | 52,638. |
| 4 | Net assets or fund balances at beginning of year (must equal Part X, line 33, column (A)) | 4 | 651,573. |
| 5 | Net unrealized gains (losses) on investments | 5 | |
| 6 | Donated services and use of facilities | 6 | |
| 7 | Investment expenses | 7 | |
| 8 | Prior period adjustments | 8 | |
| 9 | Other changes in net assets or fund balances (explain in Schedule O) | 9 | 0. |
| 10 | Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 33, column (B)) | 10 | 704,211. |

## Part XII Financial Statements and Reporting

Check if Schedule O contains a response or note to any line in this Part XII ☐

| | | | Yes | No |
|---|---|---|---|---|
| 1 | Accounting method used to prepare the Form 990 ☐ Cash ☒ Accrual ☐ Other<br>If the organization changed its method of accounting from a prior year or checked "Other," explain in Schedule O | | | |
| 2a | Were the organization's financial statements compiled or reviewed by an independent accountant?<br>If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both<br>☐ Separate basis ☐ Consolidated basis ☐ Both consolidated and separate basis | 2a | | X |
| b | Were the organization's financial statements audited by an independent accountant?<br>If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both:<br>☐ Separate basis ☐ Consolidated basis ☐ Both consolidated and separate basis | 2b | | X |
| c | If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant?<br>If the organization changed either its oversight process or selection process during the tax year, explain in Schedule O | 2c | | |
| 3a | As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133? | 3a | | X |
| b | If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why in Schedule O and describe any steps taken to undergo such audits | 3b | | |

**SCHEDULE A**
**(Form 990 or 990-EZ)**

Department of the Treasury
Internal Revenue Service

# Public Charity Status and Public Support

**Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.**
▶ **Attach to Form 990 or Form 990-EZ.**
▶ **Information about Schedule A (Form 990 or 990-EZ) and its instructions is at** *www.irs.gov/form990.*

OMB No 1545-0047
**2013**
**Open to Public Inspection**

**Name of the organization**
JUNIOR LEAGUE OF PORTLAND OREGON

**Employer identification number**
93-0386355

**Part I** **Reason for Public Charity Status** (All organizations must complete this part ) See instructions

The organization is not a private foundation because it is (For lines 1 through 11, check only one box )

1 [ ] A church, convention of churches, or association of churches described in **section 170(b)(1)(A)(i).**

2 [ ] A school described in **section 170(b)(1)(A)(ii).** (Attach Schedule E )

3 [ ] A hospital or a cooperative hospital service organization described in **section 170(b)(1)(A)(iii).**

4 [ ] A medical research organization operated in conjunction with a hospital described in **section 170(b)(1)(A)(iii).** Enter the hospital's name, city, and state:

5 [ ] An organization operated for the benefit of a college or university owned or operated by a governmental unit described in **section 170(b)(1)(A)(iv).** (Complete Part II )

6 [ ] A federal, state, or local government or governmental unit described in **section 170(b)(1)(A)(v).**

7 [ ] An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in **section 170(b)(1)(A)(vi).** (Complete Part II.)

8 [ ] A community trust described in **section 170(b)(1)(A)(vi).** (Complete Part II )

9 [X] An organization that normally receives: (1) more than 33 1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions - subject to certain exceptions, and (2) no more than 33 1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See **section 509(a)(2).** (Complete Part III )

10 [ ] An organization organized and operated exclusively to test for public safety See **section 509(a)(4).**

11 [ ] An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in section 509(a)(1) or section 509(a)(2) See **section 509(a)(3).** Check the box that describes the type of supporting organization and complete lines 11e through 11h

a [ ] Type I  b [ ] Type II  c [ ] Type III - Functionally integrated  d [ ] Type III - Non-functionally integrated

e [ ] By checking this box, I certify that the organization is not controlled directly or indirectly by one or more disqualified persons other than foundation managers and other than one or more publicly supported organizations described in section 509(a)(1) or section 509(a)(2).

f If the organization received a written determination from the IRS that it is a Type I, Type II, or Type III supporting organization, check this box [ ]

g Since August 17, 2006, has the organization accepted any gift or contribution from any of the following persons?

| | | Yes | No |
|---|---|---|---|
| (i) A person who directly or indirectly controls, either alone or together with persons described in (ii) and (iii) below, the governing body of the supported organization? | 11g(i) | | |
| (ii) A family member of a person described in (i) above? | 11g(ii) | | |
| (iii) A 35% controlled entity of a person described in (i) or (ii) above? | 11g(iii) | | |

h Provide the following information about the supported organization(s).

| (i) Name of supported organization | (ii) EIN | (iii) Type of organization (described on lines 1-9 above or IRC section (see instructions)) | (iv) Is the organization in col. (i) listed in your governing document? Yes | No | (v) Did you notify the organization in col. (i) of your support? Yes | No | (vi) Is the organization in col. (i) organized in the U.S.? Yes | No | (vii) Amount of monetary support |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| Total | | | | | | | | | |

**Part II** **Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)**

(Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III If the organization fails to qualify under the tests listed below, please complete Part III.)

## Section A. Public Support

| Calendar year (or fiscal year beginning in) ▶ | (a) 2009 | (b) 2010 | (c) 2011 | (d) 2012 | (e) 2013 | (f) Total |
|---|---|---|---|---|---|---|
| 1 Gifts, grants, contributions, and membership fees received (Do not include any "unusual grants ") | | | | | | |
| 2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf | | | | | | |
| 3 The value of services or facilities furnished by a governmental unit to the organization without charge | | | | | | |
| 4 **Total.** Add lines 1 through 3 | | | | | | |
| 5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f) | | | | | | |
| 6 **Public support.** Subtract line 5 from line 4 | | | | | | |

## Section B. Total Support

| Calendar year (or fiscal year beginning in) ▶ | (a) 2009 | (b) 2010 | (c) 2011 | (d) 2012 | (e) 2013 | (f) Total |
|---|---|---|---|---|---|---|
| 7 Amounts from line 4 | | | | | | |
| 8 Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources | | | | | | |
| 9 Net income from unrelated business activities, whether or not the business is regularly carried on | | | | | | |
| 10 Other income Do not include gain or loss from the sale of capital assets (Explain in Part IV ) | | | | | | |
| 11 **Total support.** Add lines 7 through 10 | | | | | | |

12 Gross receipts from related activities, etc. (see instructions) | 12 | |

13 **First five years.** If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here** ▶ ☐

## Section C. Computation of Public Support Percentage

14 Public support percentage for 2013 (line 6, column (f) divided by line 11, column (f)) | 14 | %

15 Public support percentage from 2012 Schedule A, Part II, line 14 | 15 | %

16a **33 1/3% support test - 2013.** If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and **stop here.** The organization qualifies as a publicly supported organization ▶ ☐

b **33 1/3% support test - 2012.** If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and **stop here.** The organization qualifies as a publicly supported organization ▶ ☐

17a **10% -facts-and-circumstances test - 2013.** If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and **stop here.** Explain in Part IV how the organization meets the "facts-and-circumstances" test The organization qualifies as a publicly supported organization ▶ ☐

b **10% -facts-and-circumstances test - 2012.** If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and **stop here.** Explain in Part IV how the organization meets the "facts-and-circumstances" test The organization qualifies as a publicly supported organization ▶ ☐

18 **Private foundation.** If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions ▶ ☐

**Part III** Support Schedule for Organizations Described in Section 509(a)(2)

(Complete only if you checked the box on line 9 of Part I or if the organization failed to qualify under Part II. If the organization fails to qualify under the tests listed below, please complete Part II.)

### Section A. Public Support

| Calendar year (or fiscal year beginning in) ▶ | (a) 2009 | (b) 2010 | (c) 2011 | (d) 2012 | (e) 2013 | (f) Total |
|---|---|---|---|---|---|---|
| 1 Gifts, grants, contributions, and membership fees received (Do not include any "unusual grants ") | 133,276. | 106,895. | 150,557. | 107,899. | 124,470. | 623,097. |
| 2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose | 66,958. | 5,067. | 10,516. | 11,498. | 2,077. | 96,116. |
| 3 Gross receipts from activities that are not an unrelated trade or business under section 513 | | 14,105. | 8,344. | 13,412. | 11,510. | 47,371. |
| 4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf | | | | | | |
| 5 The value of services or facilities furnished by a governmental unit to the organization without charge | | | | | | |
| 6 **Total.** Add lines 1 through 5 | 200,234. | 126,067. | 169,417. | 132,809. | 138,057. | 766,584. |
| 7a Amounts included on lines 1, 2, and 3 received from disqualified persons | | | | | | 0. |
| b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of $5,000 or 1% of the amount on line 13 for the year | | | | | | 0. |
| c Add lines 7a and 7b | | | | | | 0. |
| 8 **Public support** (Subtract line 7c from line 6) | | | | | | 766,584. |

### Section B. Total Support

| Calendar year (or fiscal year beginning in) ▶ | (a) 2009 | (b) 2010 | (c) 2011 | (d) 2012 | (e) 2013 | (f) Total |
|---|---|---|---|---|---|---|
| 9 Amounts from line 6 | 200,234. | 126,067. | 169,417. | 132,809. | 138,057. | 766,584. |
| 10a Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources | 6,977. | 5,614. | 7,550. | 78,683. | 67,201. | 166,025. |
| b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975 | | | | | | |
| c Add lines 10a and 10b | 6,977. | 5,614. | 7,550. | 78,683. | 67,201. | 166,025. |
| 11 Net income from unrelated business activities not included in line 10b, whether or not the business is regularly carried on | | | | | | |
| 12 Other income Do not include gain or loss from the sale of capital assets (Explain in Part IV.) | 229. | 7,130. | 175. | | | 7,534. |
| 13 **Total support.** (Add lines 9, 10c, 11, and 12.) | 207,440. | 138,811. | 177,142. | 211,492. | 205,258. | 940,143. |

14 **First five years.** If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here ▶ ☐

### Section C. Computation of Public Support Percentage

| | | |
|---|---|---|
| 15 Public support percentage for 2013 (line 8, column (f) divided by line 13, column (f)) | 15 | 81.54 % |
| 16 Public support percentage from 2012 Schedule A, Part III, line 15 | 16 | 86.72 % |

### Section D. Computation of Investment Income Percentage

| | | |
|---|---|---|
| 17 Investment income percentage for **2013** (line 10c, column (f) divided by line 13, column (f)) | 17 | 17.66 % |
| 18 Investment income percentage from **2012** Schedule A, Part III, line 17 | 18 | 12.34 % |

19a **33 1/3% support tests - 2013.** If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and **stop here.** The organization qualifies as a publicly supported organization ▶ ☒

b **33 1/3% support tests - 2012.** If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3%, and line 18 is not more than 33 1/3%, check this box and **stop here.** The organization qualifies as a publicly supported organization ▶ ☐

20 **Private foundation.** If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions ▶ ☐

**Part IV** **Supplemental Information.** Provide the explanations required by Part II, line 10, Part II, line 17a or 17b, and Part III, line 12 Also complete this part for any additional information (See instructions).

**SCHEDULE D** (Form 990)

Department of the Treasury
Internal Revenue Service

# Supplemental Financial Statements

▶ Complete if the organization answered "Yes," to Form 990, Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b.
▶ Attach to Form 990.
▶ Information about Schedule D (Form 990) and its instructions is at www.irs.gov/form990.

OMB No 1545-0047
**2013**
**Open to Public Inspection**

Name of the organization: JUNIOR LEAGUE OF PORTLAND OREGON

Employer identification number: 93-0386355

## Part I Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts.

Complete if the organization answered "Yes" to Form 990, Part IV, line 6

| | | (a) Donor advised funds | (b) Funds and other accounts |
|---|---|---|---|
| 1 | Total number at end of year | | |
| 2 | Aggregate contributions to (during year) | | |
| 3 | Aggregate grants from (during year) | | |
| 4 | Aggregate value at end of year | | |

5 Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property, subject to the organization's exclusive legal control? ☐ Yes ☐ No

6 Did the organization inform all grantees, donors, and donor advisors in writing that grant funds can be used only for charitable purposes and not for the benefit of the donor or donor advisor, or for any other purpose conferring impermissible private benefit? ☐ Yes ☐ No

## Part II Conservation Easements.

Complete if the organization answered "Yes" to Form 990, Part IV, line 7

1 Purpose(s) of conservation easements held by the organization (check all that apply)

- ☐ Preservation of land for public use (e g , recreation or education)
- ☐ Preservation of an historically important land area
- ☐ Protection of natural habitat
- ☐ Preservation of a certified historic structure
- ☐ Preservation of open space

2 Complete lines 2a through 2d if the organization held a qualified conservation contribution in the form of a conservation easement on the last day of the tax year

| | | | Held at the End of the Tax Year |
|---|---|---|---|
| a | Total number of conservation easements | 2a | |
| b | Total acreage restricted by conservation easements | 2b | |
| c | Number of conservation easements on a certified historic structure included in (a) | 2c | |
| d | Number of conservation easements included in (c) acquired after 8/17/06, and not on a historic structure listed in the National Register | 2d | |

3 Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the tax year ▶ ____

4 Number of states where property subject to conservation easement is located ▶ ____

5 Does the organization have a written policy regarding the periodic monitoring, inspection, handling of violations, and enforcement of the conservation easements it holds? ☐ Yes ☐ No

6 Staff and volunteer hours devoted to monitoring, inspecting, and enforcing conservation easements during the year ▶ ____

7 Amount of expenses incurred in monitoring, inspecting, and enforcing conservation easements during the year ▶ $ ____

8 Does each conservation easement reported on line 2(d) above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)? ☐ Yes ☐ No

9 In Part XIII, describe how the organization reports conservation easements in its revenue and expense statement, and balance sheet, and include, if applicable, the text of the footnote to the organization's financial statements that describes the organization's accounting for conservation easements

## Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets.

Complete if the organization answered "Yes" to Form 990, Part IV, line 8.

1a If the organization elected, as permitted under SFAS 116 (ASC 958), not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide, in Part XIII, the text of the footnote to its financial statements that describes these items

b If the organization elected, as permitted under SFAS 116 (ASC 958), to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items

(i) Revenues included in Form 990, Part VIII, line 1 ▶ $ ____

(ii) Assets included in Form 990, Part X ▶ $ ____

2 If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under SFAS 116 (ASC 958) relating to these items

a Revenues included in Form 990, Part VIII, line 1 ▶ $ ____

b Assets included in Form 990, Part X ▶ $ ____

**Part III** **Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets** *(continued)*

3 Using the organization's acquisition, accession, and other records, check any of the following that are a significant use of its collection items (check all that apply)

a ☐ Public exhibition
b ☐ Scholarly research
c ☐ Preservation for future generations
d ☐ Loan or exchange programs
e ☐ Other ____

4 Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIII

5 During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets to be sold to raise funds rather than to be maintained as part of the organization's collection? ☐ Yes ☐ No

**Part IV** **Escrow and Custodial Arrangements.** Complete if the organization answered "Yes" to Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21.

1a Is the organization an agent, trustee, custodian or other intermediary for contributions or other assets not included on Form 990, Part X? ☐ Yes ☐ No

b If "Yes," explain the arrangement in Part XIII and complete the following table.

| | | Amount |
|---|---|---|
| c Beginning balance | 1c | |
| d Additions during the year | 1d | |
| e Distributions during the year | 1e | |
| f Ending balance | 1f | |

2a Did the organization include an amount on Form 990, Part X, line 21? ☐ Yes ☐ No

b If "Yes," explain the arrangement in Part XIII Check here if the explanation has been provided in Part XIII ☐

**Part V** **Endowment Funds.** Complete if the organization answered "Yes" to Form 990, Part IV, line 10

| | (a) Current year | (b) Prior year | (c) Two years back | (d) Three years back | (e) Four years back |
|---|---|---|---|---|---|
| 1a Beginning of year balance | 538,364. | 485,289. | 509,973. | 401,760. | 326,003. |
| b Contributions | 8,696. | 12,186. | 13,433. | 18,857. | 35,628. |
| c Net investment earnings, gains, and losses | 40,177. | 76,903. | -35,641. | 88,723. | 43,455. |
| d Grants or scholarships | 5,536. | 31,698. | | | |
| e Other expenditures for facilities and programs | | | | | |
| f Administrative expenses | 3,924. | 4,316. | 2,476. | 4,226. | 3,325. |
| g End of year balance | 577,777. | 538,364. | 485,289. | 505,114. | 401,760. |

2 Provide the estimated percentage of the current year end balance (line 1g, column (a)) held as

a Board designated or quasi-endowment ▶ ____ %

b Permanent endowment ▶ 100.00 %

c Temporarily restricted endowment ▶ .00 %

The percentages in lines 2a, 2b, and 2c should equal 100%.

3a Are there endowment funds not in the possession of the organization that are held and administered for the organization by

| | | Yes | No |
|---|---|---|---|
| (i) unrelated organizations | 3a(i) | | X |
| (ii) related organizations | 3a(ii) | | X |
| b If "Yes" to 3a(ii), are the related organizations listed as required on Schedule R? | 3b | | |

4 Describe in Part XIII the intended uses of the organization's endowment funds

**Part VI** **Land, Buildings, and Equipment.**

Complete if the organization answered "Yes" to Form 990, Part IV, line 11a. See Form 990, Part X, line 10

| Description of property | (a) Cost or other basis (investment) | (b) Cost or other basis (other) | (c) Accumulated depreciation | (d) Book value |
|---|---|---|---|---|
| 1a Land | | | | |
| b Buildings | | | | |
| c Leasehold improvements | | 1,162. | 323. | 839. |
| d Equipment | | 40,272. | 30,055. | 10,217. |
| e Other | | | | 0. |
| **Total.** Add lines 1a through 1e *(Column (d) must equal Form 990, Part X, column (B), line 10(c).)* ▶ | | | | 11,056. |

## Part VII Investments - Other Securities.

Complete if the organization answered "Yes" to Form 990, Part IV, line 11b See Form 990, Part X, line 12.

| (a) Description of security or category (including name of security) | (b) Book value | (c) Method of valuation: Cost or end-of-year market value |
|---|---|---|
| (1) Financial derivatives | | |
| (2) Closely-held equity interests | | |
| (3) Other | | |
| (A) | | |
| (B) | | |
| (C) | | |
| (D) | | |
| (E) | | |
| (F) | | |
| (G) | | |
| (H) | | |
| Total. (Col. (b) must equal Form 990, Part X, col. (B) line 12.) ▶ | | |

## Part VIII Investments - Program Related.

Complete if the organization answered "Yes" to Form 990, Part IV, line 11c See Form 990, Part X, line 13

| (a) Description of investment | (b) Book value | (c) Method of valuation Cost or end-of-year market value |
|---|---|---|
| (1) | | |
| (2) | | |
| (3) | | |
| (4) | | |
| (5) | | |
| (6) | | |
| (7) | | |
| (8) | | |
| (9) | | |
| Total (Col. (b) must equal Form 990, Part X, col. (B) line 13.) ▶ | | |

## Part IX Other Assets.

Complete if the organization answered "Yes" to Form 990, Part IV, line 11d See Form 990, Part X, line 15

| (a) Description | (b) Book value |
|---|---|
| (1) | |
| (2) | |
| (3) | |
| (4) | |
| (5) | |
| (6) | |
| (7) | |
| (8) | |
| (9) | |
| **Total.** *(Column (b) must equal Form 990, Part X, col (B) line 15.)* ▶ | |

## Part X Other Liabilities.

Complete if the organization answered "Yes" to Form 990, Part IV, line 11e or 11f See Form 990, Part X, line 25

| 1. (a) Description of liability | (b) Book value |
|---|---|
| (1) Federal income taxes | |
| (2) | |
| (3) | |
| (4) | |
| (5) | |
| (6) | |
| (7) | |
| (8) | |
| (9) | |
| **Total.** *(Column (b) must equal Form 990, Part X, col. (B) line 25 )* ▶ | |

2. Liability for uncertain tax positions In Part XIII, provide the text of the footnote to the organization's financial statements that reports the organization's liability for uncertain tax positions under FIN 48 (ASC 740) Check here if the text of the footnote has been provided in Part XIII ☐

**Part XI Reconciliation of Revenue per Audited Financial Statements With Revenue per Return.**

Complete if the organization answered "Yes" to Form 990, Part IV, line 12a

| | | | | | |
|---|---|---|---|---|---|
| 1 | Total revenue, gains, and other support per audited financial statements | | | 1 | |
| 2 | Amounts included on line 1 but not on Form 990, Part VIII, line 12 | | | | |
| a | Net unrealized gains on investments | 2a | | | |
| b | Donated services and use of facilities | 2b | | | |
| c | Recoveries of prior year grants | 2c | | | |
| d | Other (Describe in Part XIII ) | 2d | | | |
| e | Add lines **2a** through **2d** | | | 2e | |
| 3 | Subtract line **2e** from line **1** | | | 3 | |
| 4 | Amounts included on Form 990, Part VIII, line 12, but not on line 1. | | | | |
| a | Investment expenses not included on Form 990, Part VIII, line 7b | 4a | | | |
| b | Other (Describe in Part XIII ) | 4b | | | |
| c | Add lines **4a** and **4b** | | | 4c | |
| 5 | Total revenue Add lines **3** and **4c.** *(This must equal Form 990, Part I, line 12 )* | | | 5 | |

**Part XII Reconciliation of Expenses per Audited Financial Statements With Expenses per Return.**

Complete if the organization answered "Yes" to Form 990, Part IV, line 12a

| | | | | | |
|---|---|---|---|---|---|
| 1 | Total expenses and losses per audited financial statements | | | 1 | |
| 2 | Amounts included on line 1 but not on Form 990, Part IX, line 25 | | | | |
| a | Donated services and use of facilities | 2a | | | |
| b | Prior year adjustments | 2b | | | |
| c | Other losses | 2c | | | |
| d | Other (Describe in Part XIII ) | 2d | | | |
| e | Add lines **2a** through **2d** | | | 2e | |
| 3 | Subtract line **2e** from line **1** | | | 3 | |
| 4 | Amounts included on Form 990, Part IX, line 25, but not on line 1 | | | | |
| a | Investment expenses not included on Form 990, Part VIII, line 7b | 4a | | | |
| b | Other (Describe in Part XIII ) | 4b | | | |
| c | Add lines **4a** and **4b** | | | 4c | |
| 5 | Total expenses Add lines **3** and **4c.** *(This must equal Form 990, Part I, line 18 )* | | | 5 | |

**Part XIII Supplemental Information.**

Provide the descriptions required for Part II, lines 3, 5, and 9, Part III, lines 1a and 4, Part IV, lines 1b and 2b; Part V, line 4; Part X, line 2, Part XI, lines 2d and 4b; and Part XII, lines 2d and 4b Also complete this part to provide any additional information.

PART V, LINE 4:

ENDOWMENT FUNDS WILL ONLY BE GRANTED TOWARDS MISSION BASED PROJECTS AND PROGRAMS WHETHER THEY BE INTERNAL OR EXTERNAL TO JLP. THE GENERAL MEMBERSHIP MAY SUBMIT PROPOSALS FOR USE OF THESE FUNDS TO BE APPROVED BY THE BOARD.

**SCHEDULE G**
**(Form 990 or 990-EZ)**

Department of the Treasury
Internal Revenue Service

# Supplemental Information Regarding Fundraising or Gaming Activities

**Complete if the organization answered "Yes" to Form 990, Part IV, lines 17, 18, or 19, or if the organization entered more than $15,000 on Form 990-EZ, line 6a.**
**▶ Attach to Form 990 or Form 990-EZ.**
**▶ Information about Schedule G (Form 990 or 990-EZ) and its instructions is at *www.irs.gov/form 990.***

OMB No 1545-0047
**2013**
**Open To Public Inspection**

Name of the organization: JUNIOR LEAGUE OF PORTLAND OREGON
**Employer identification number**: 93-0386355

**Part I** **Fundraising Activities.** Complete if the organization answered "Yes" to Form 990, Part IV, line 17. Form 990-EZ filers are not required to complete this part

1 Indicate whether the organization raised funds through any of the following activities Check all that apply

a ☐ Mail solicitations
b ☐ Internet and email solicitations
c ☐ Phone solicitations
d ☐ In-person solicitations
e ☐ Solicitation of non-government grants
f ☐ Solicitation of government grants
g ☐ Special fundraising events

2 a Did the organization have a written or oral agreement with any individual (including officers, directors, trustees or key employees listed in Form 990, Part VII) or entity in connection with professional fundraising services? ☐ Yes ☐ No

b If "Yes," list the ten highest paid individuals or entities (fundraisers) pursuant to agreements under which the fundraiser is to be compensated at least $5,000 by the organization.

| (i) Name and address of individual or entity (fundraiser) | (ii) Activity | (iii) Did fundraiser have custody or control of contributions? Yes | No | (iv) Gross receipts from activity | (v) Amount paid to (or retained by) fundraiser listed in col (i) | (vi) Amount paid to (or retained by) organization |
|---|---|---|---|---|---|---|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| **Total** ▶ | | | | | | |

3 List all states in which the organization is registered or licensed to solicit contributions or has been notified it is exempt from registration or licensing

**Part II** **Fundraising Events.** Complete if the organization answered "Yes" to Form 990, Part IV, line 18, or reported more than $15,000 of fundraising event contributions and gross income on Form 990-EZ, lines 1 and 6b List events with gross receipts greater than $5,000.

| | | (a) Event #1<br>JLP CARES<br>(event type) | (b) Event #2<br>OTHER FUNDRAISING<br>(event type) | (c) Other events<br>NONE<br>(total number) | (d) Total events (add col (a) through col. (c)) |
|---|---|---|---|---|---|
| Revenue | 1 Gross receipts | 21,180. | 23,185. | | 44,365. |
| | 2 Less Contributions | 21,180. | 22,004. | | 43,184. |
| | 3 Gross income (line 1 minus line 2) | | 1,181. | | 1,181. |
| Direct Expenses | 4 Cash prizes | | | | |
| | 5 Noncash prizes | | | | |
| | 6 Rent/facility costs | | | | |
| | 7 Food and beverages | | | | |
| | 8 Entertainment | | | | |
| | 9 Other direct expenses | 1,102. | 1,506. | | 2,608. |
| | 10 Direct expense summary. Add lines 4 through 9 in column (d) ▶ | | | | 2,608. |
| | 11 Net income summary. Subtract line 10 from line 3, column (d) ▶ | | | | -1,427. |

**Part III** **Gaming.** Complete if the organization answered "Yes" to Form 990, Part IV, line 19, or reported more than $15,000 on Form 990-EZ, line 6a

| | | (a) Bingo | (b) Pull tabs/instant bingo/progressive bingo | (c) Other gaming | (d) Total gaming (add col (a) through col. (c)) |
|---|---|---|---|---|---|
| Revenue | 1 Gross revenue | | | | |
| Direct Expenses | 2 Cash prizes | | | | |
| | 3 Noncash prizes | | | | |
| | 4 Rent/facility costs | | | | |
| | 5 Other direct expenses | | | | |
| | 6 Volunteer labor | ☐ Yes ____ %<br>☐ No | ☐ Yes ____ %<br>☐ No | ☐ Yes ____ %<br>☐ No | |
| | 7 Direct expense summary. Add lines 2 through 5 in column (d) ▶ | | | | |
| | 8 Net gaming income summary Subtract line 7 from line 1, column (d) ▶ | | | | |

9 Enter the state(s) in which the organization operates gaming activities: ____

a Is the organization licensed to operate gaming activities in each of these states? ☐ Yes ☐ No

b If "No," explain ____

10a Were any of the organization's gaming licenses revoked, suspended or terminated during the tax year? ☐ Yes ☐ No

b If "Yes," explain: ____

11 Does the organization operate gaming activities with nonmembers? ☐ Yes ☐ No

12 Is the organization a grantor, beneficiary or trustee of a trust or a member of a partnership or other entity formed to administer charitable gaming? ☐ Yes ☐ No

13 Indicate the percentage of gaming activity operated in

a The organization's facility | 13a | %

b An outside facility | 13b | %

14 Enter the name and address of the person who prepares the organization's gaming/special events books and records:

Name ▶

Address ▶

15a Does the organization have a contract with a third party from whom the organization receives gaming revenue? ☐ Yes ☐ No

b If "Yes," enter the amount of gaming revenue received by the organization ▶ $ ______ and the amount of gaming revenue retained by the third party ▶ $ ______ .

c If "Yes," enter name and address of the third party:

Name ▶

Address ▶

16 Gaming manager information.

Name ▶

Gaming manager compensation ▶ $

Description of services provided ▶

☐ Director/officer ☐ Employee ☐ Independent contractor

17 Mandatory distributions

a Is the organization required under state law to make charitable distributions from the gaming proceeds to retain the state gaming license? ☐ Yes ☐ No

b Enter the amount of distributions required under state law to be distributed to other exempt organizations or spent in the organization's own exempt activities during the tax year ▶ $

**Part IV** **Supplemental Information.** Provide the explanations required by Part I, line 2b, columns (iii) and (v), and Part III, lines 9, 9b, 10b, 15b, 15c, 16, and 17b, as applicable. Also complete this part to provide any additional information (see instructions)

SCHEDULE O (Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service

# Supplemental Information to Form 990 or 990-EZ

Complete to provide information for responses to specific questions on Form 990 or 990-EZ or to provide any additional information.
▶ Attach to Form 990 or 990-EZ.
▶ Information about Schedule O (Form 990 or 990-EZ) and its instructions is at www.irs.gov/form990.

OMB No 1545-0047
2013
Open to Public Inspection

Name of the organization: JUNIOR LEAGUE OF PORTLAND OREGON

Employer identification number: 93-0386355

FORM 990, PART I, LINE 1, DESCRIPTION OF ORGANIZATION MISSION:

THE EFFECTIVE ACTION AND LEADERSHIP OF TRAINED VOLUNTEERS.

FORM 990, PART VI, SECTION A, LINE 4:

THE BYLAWS OF THE ORGANIZATION WERE AMENDED AND RESTATED MAY 21,2014 (COPY ATTACHED).

FORM 990, PART VI, SECTION A, LINE 6:

PROVISIONAL MEMBERS ARE THOSE IN THEIR FIRST YEAR, LEARNING ABOUT THE JUNIOR LEAGUE'S OPERATIONS AND PROGRAMS. ACTIVE MEMBERS HAVE COMPLETED AT LEAST ONE FULL YEAR WITHIN THE JUNIOR LEAGUE AND SERVE AS COMMITTEE MEMBERS, CHAIRS AND BOARD MEMBERS LEADING DAY-TO-DAY ACTIVITIES OF THE ORGANIZATION. SUSTAINING MEMBERS SERVED FOR A MINIMUM OF FIVE ACTIVE YEARS IN THE JUNIOR LEAGUE AND CONTINUE TO SUPPORT THE ORGANIZATION WITHOUT THE ACTIVE MEMBERSHIP REQUIREMENTS.

FORM 990, PART VI, SECTION A, LINE 7A:

PROVISIONAL AND ACTIVE MEMBERS ARE THE VOTING MEMBERS FOR ELECTION OF THE GOVERNING BODY OF THE JUNIOR LEAGUE.

FORM 990, PART VI, SECTION A, LINE 7B:

THE NOMINATING AND PLACEMENT SLATE, CHANGES IN FOCUS STATEMENTS, APPROVAL OF POSITION STATEMENTS, AND APPROVAL AND AMENDMENTS OF THE BYLAWS AND MEMBERSHIP POLICIES ARE SUBJECT TO APPROVAL BY THE PROVISIONAL AND ACTIVE MEMBERS.

Name of the organization: JUNIOR LEAGUE OF PORTLAND OREGON

Employer identification number: 93-0386355

FORM 990, PART VI, SECTION B, LINE 11:

A DRAFT OF THE 990 IS DISTRIBUTED TO THE FULL BOARD FOR APPROVAL BEFORE FILING.

FORM 990, PART VI, SECTION C, LINE 18:

THE COMPLETED FORM 990 IS ON FILE AT THE OFFICE AND IS AVAILABLE UPON REQUEST AND AT GUIDESTAR.COM.

FORM 990, PART VI, SECTION C, LINE 19:

ALL PUBLIC DISCLOSURE DOCUMENTS ARE AVAILABLE UPON REQUEST.

# JUNIOR LEAGUE OF PORTLAND, OREGON

# BYLAWS

# (Amended and Restated as of May 21, 2014)

## ARTICLE I. NAME

The name of this organization shall be the Junior League of Portland, Oregon, hereinafter referred to as "the League", "this League," or "JLP" a public benefit corporation, with members, formed under the Nonprofit Corporation Law of Oregon

## ARTICLE II. MISSION, POLICIES AND MEMBERSHIP IN THE ASSOCIATION

### Section 1. Mission

The Junior League of Portland, Oregon is an organization of women committed to promoting voluntarism, developing the potential of women, and improving communities through the effective action and leadership of trained volunteers. Its purpose is exclusively educational and charitable.

### Section 2. Policies

The policies of the League are designed to be in harmony with the policies of The Association of Junior Leagues International Inc., a not-for-profit corporation formed under the Not-for-Profit Corporation Law of New York, hereinafter referred to as "the Association" or "AJLI," of which the League is a member. These policies include, but are not limited to, the policies specified below.

(a) AJLI Vision The Junior League Women around the world as catalysts for lasting community change

(b) Reaching Out Statement. The Junior League of Portland, Oregon, Inc reaches out to women of all races, religions and national origins who demonstrate an interest in and commitment to voluntarism

(c) The Junior League of Portland, Oregon does not discriminate on the basis of race, religion or national origin

(d) All meetings and functions of the League are held in facilities that do not discriminate against women or on the basis of race, religion or national origin.

## Section 3. Membership in the Association

The League commits to the following five Qualifications for Membership in the Association

(a) Serve as a catalyst and leader in effecting community improvement efforts, as part of an organization that seeks broad-based involvement with the community,

(b) Create a supportive environment for the personal and volunteer development of women through formal and experiential training,

(c) Reach out to women of all races, religions and national origins who demonstrate an interest in and commitment to voluntarism,

(d) Value and include a variety of perspectives in the League's membership, decision-making process, practice and program development; and

(e) Maintain sound financial and resource management in pursuit of the League's mission

# ARTICLE III. MEMBERSHIP IN THE LEAGUE

## Section 1. Membership Categories

(a) **Provisional.** Provisional members are new members who are engaged in training established by the League to prepare them for effective community and League involvement A Provisional member shall be twenty-one (21) years of age or older by June 1 of the fiscal year in which she accepts membership.

(b) **Active.** Active members are those members who have completed Provisional training and justify Active membership by demonstrating volunteer service to the community and the League, as defined by the League. A member is considered Active until the end of any administrative year. Active members are eligible for membership sub-categories as defined within this League's Member Policies, Article IX

(c) **Sustaining.** Sustaining members are those members who have fulfilled the Active membership requirements, as defined by the League, and who continue to support the League and its community. Sustaining members have all the privileges of membership except that they may not hold office or vote in membership meetings However, when a sustaining member is elected as a member of the Board of Directors, or is assigned a committee, the sustaining member may vote, as appropriate, as a director or a committee member

**Section 2. Determination of Membership Criteria**

The Board of Directors of the League shall, from time to time, adopt or amend policies regarding the rights, roles and responsibilities of membership in the League. Before taking effect, such policies shall be approved by a two-thirds affirmative vote of the membership entitled to vote thereon.

**Section 3. Criteria for Admission to Membership**

The League is a network of women developed as community and civic leaders creating community impact Women who have an interest in being engaged in community and civic leadership and who seek the opportunity to engage in work through the League that results in meaningful and sustained community impact are welcome

**Section 4. Scope of Membership.**

No member may, at any time, be a member of more than one member organization of the Association

**Section 5. Membership in Good Standing**

A member is considered in good standing if she fulfills membership obligations to this League, as have been defined in Policy IX of this League's Members' Policies

**Section 6. Voting Members**

Only Provisional and Active members in good standing may vote at meetings of the League

**Section 7. Privileges of Membership: Transfer, Inter-League, Seasonal Inter-League, Non-Resident**

Any Provisional, Active or Sustaining member in good standing of a Junior League may transfer membership to another Junior League A member who transfers to another Junior League shall be granted the status consistent with the specifications of membership categories of the receiving Junior League. A Provisional member who transfers has the right to complete the training for effective community and Junior League involvement as determined by the receiving Junior League.

Except as otherwise provided in these Bylaws, the Board of Directors of the Association of Junior Leagues International shall from time to time adopt written policies governing the privileges of membership including transfer, inter-League, seasonal inter-League non-resident and non-resident transfer privileges. Such policies shall be subject to the approval of the Junior Leagues.

## Section 8. Resignation and Termination of Membership

A member may voluntarily resign in good standing if she has met membership obligations, as indicated in Section 5 of these Bylaws A member may be involuntarily resigned from membership by the Board of Directors if she has not met membership obligations

A member may be terminated from membership by the Board of Directors on a case-by-case basis After receiving written notice of the termination from the Board of Directors, the member shall be afforded a hearing before the Board of Directors to determine the conditions under which her membership might remain in force

## Section 9. Reinstatement of Membership

A member who voluntarily resigned in good standing, as defined in these bylaws, may be reinstated on payment of the dues currently payable

An individual whose membership was involuntarily resigned by the Board of Directors may be reinstated by the Board of Directors on a case-by-case basis

## Section 10. Rights and Transferability

No member has a vested right, interest or privilege from or to the assets, functions, affairs or franchises of the League No right, interest or privilege of the League may be transferable or inheritable

# ARTICLE IV. DUES

The Board of Directors, in its authority to govern and manage the League, from time to time shall set the amount for membership dues and other fees Such policies shall be subject to the approval of the membership, and are specified in the League's Member Policies

# ARTICLE V. OFFICERS

## Section 1. Composition

The officers of the League are the President, President-Elect, Administrative Vice President (who is the Secretary, as such is defined under and required by the Nonprofit Corporation Law of Oregon), Executive Vice President, and the Finance Vice President. They may serve until their successors are duly elected

Section 2. Duties

(a) **President.** The President is the chief elected officer of the League. She will

1. Preside at meetings of the League and the Board of Directors.

2. Be a member, ex-officio, of all committees, except the Nominating Committee.

3 Be responsible for assuring the integrity of Board operations.

4. Be the chief spokesperson of the League and of the Board.

5 Perform such other duties as may be required by the Board of Directors.

(b) **President-Elect.** The President-Elect will preside in the absence of the President and will perform the duties and exercise the powers of the President in the President's absence The President-Elect serves as the parliamentarian and will perform such other duties as may be assigned by the Board of Directors At the end of her term as President-Elect, she automatically assumes the officer position of President

(c) **Administrative Vice President (Secretary).** The Administrative Vice President serves as Administrative Vice President of this League and must give, or cause to be given, notice of all meetings of the League and the Board of Directors, in accordance with these bylaws and applicable law The Administrative Vice President is responsible for keeping minutes of all such meetings

The Administrative Vice President will be responsive to member requests made in compliance with the Nonprofit Corporation Law of Oregon to inspect and copy, at a reasonable time and reasonable location specified by the League, the League's books and records as maintained in accordance with these bylaws and the Nonprofit Corporation Law of Oregon

The Administrative Vice President is generally in charge of maintain the records of the League, other than financial records, and will perform such other duties as may be assigned by the Board of Directors

(d) **Executive Vice President.** The Executive Vice President will perform such duties as delegated by the President with approval of the Board of Directors.

(e) **Finance Vice President.** The Finance Vice President is the financial officer of the League and, as such, is responsible for overseeing the Board's process for monitoring fiscal performance against criteria embodied in Board policy, and for Board development in the area of financial policymaking The Finance Vice President must perform, or cause to be performed, an annual examination of the books of record and, from time to time, may direct such other examinations as the Board deems appropriate. The Finance Vice President must maintain, or cause to be maintained, full and accurate accounts of receipts and disbursements of the League, ensure timely deposits of all funds, and maintain other valuable financial documents (including evidences of indebtedness) of the League in the name and to the credit of the League in such banks or depositories as the Board of Directors may designate

At the first meeting of the Board of Directors subsequent to the completion of the annual audit of the League's financial statements for such fiscal year, and whenever else required by the President, the Board of Directors or applicable law, the Finance Vice President must deliver a report of the League's accounts in such form as may be required by applicable law and/or as may be requested at the discretion of the Board of Directors Such report may consist of a verified or certified copy of any report by the League to the Internal Revenue Service or the Department of Revenue of the State of Oregon Such report will be filed with the minutes of the meetings of the Board of Directors.

The Finance Vice President will be responsive to member requests made in compliance with the Nonprofit Corporation Law of Oregon to inspect and copy, at a reasonable time and reasonable location specified by the League, the League's accounting records as maintained in accordance with these bylaws and the Nonprofit Corporation Law of Oregon

The Finance Vice President will perform such other duties as may, from time to time, be assigned by the Board of Directors.

**Section 3. Election and Term**

Officers are elected by the membership from a single slate prepared by the Nominating & Placement Committee. The term for an officer shall be one year.

**Section 4. Vacancies**

A vacancy in an officer position must be filled by a vote of the membership from a single slate prepared by the Nominating & Placement Committee. Notwithstanding, a vacancy in the President position will be automatically filled by the President-Elect for the remainder of the President's term plus the subsequent term that is authorized to be filled by her under the terms of these bylaws As such, any vacancy in the President-Elect position will be maintained as a vacancy through the end of the vacated President's term that she is fulfilling out of the ordinary election cycle

## ARTICLE VI. BOARD OF DIRECTORS

### Section 1. Composition

The Board of Directors is comprised of the Officers of the League and any other members in good standing who may have been elected to Board positions as outlined within this League's Policies The number, titles and duties of Directors is based on the Board of Directors' determination of the number and responsibilities of the councils, as outlined under Article VII of these bylaws

The number of Directors constituting the entire Board of Directors must be not fewer than five (5) and not greater than thirty (30). The required minimum and maximum number of Directors may be increased or decreased by a two-thirds majority vote of the entire Board of Directors then in office provided that no decrease shall shorten the term of any Director in office at the time of such vote Notwithstanding, the Board of Directors must be comprised of at least three (3) individuals, as required under the Nonprofit Corporation Law of Oregon

### Section 2. Eligibility and Tenure

All Directors must be members in good standing who meet eligibility requirements, as defined in these bylaws and within this League's Policies, at the time of their application for consideration and at all times during their service as a Director A Director may serve until their successors are duly elected. No Director may serve more than three years as a Director unless she becomes President-Elect during her third year term, in which event she will continue to serve as a Director while she serves her one-year officer term as President

### Section 3. Duties

The Board of Directors has authority and responsibility for governance and management of the League and may exercise all powers permitted by law, the Articles of Incorporation or these bylaws, including but not limited to the authority and power to:

(a) Guide the League's compliance with the Junior League Mission, Vision and Reaching Out Statement

(b) Ensure that the League is in compliance with all legal regulations and ethical standards, maintains its accountability to the community, and operates for the public good, in accordance with the purposes and limitations set forth in the Articles of Incorporation of the League and in these bylaws.

(c) Set policies and goals, direct planning and oversee the implementation of plans so as to enhance the effectiveness of the League's programs, promote the achievement of established goals, and further the work and impact of the League Those policies that impact the rights, privileges and responsibilities of the members of the League require approval of the membership entitled to vote before they are carried into effect All other policies may be approved by the Board of Directors, except as may otherwise be set forth in law

(d) Ensure that the League has adequate resources to fulfill its Mission and goals

(e) Execute prudent financial oversight, ensuring appropriate financial controls are in place and that the League responsibly budgets, invests and uses the funds at its disposal.

(f) Perform its duties in ways that will enhance the League's reputation in the community

**Section 4. Resignations**

Any member of the Board of Directors may resign from office at any time Such resignation shall be made by written notice to the President of the League, and shall take effect at the time specified therein, and if no time is specified, at the time of its delivery to the President of the League The acceptance of a resignation by the Board of Directors shall not be necessary to make it effective, and no resignation shall discharge any accrued obligation or duty of the Director as a member of the Board or as a member of the League.

**Section 5. Removal**

A member of the Board of Directors may be removed at any time, with or without cause, by a vote of a majority of the Board of Directors.

**Section 6. Meetings**

The Board of Directors will hold a meeting at least once in each calendar year and otherwise as may be necessary to transact the business of the League Meetings will be at such time and place as determined by the Board of Directors

Special meetings may be called by the President, by written request of four (4) Members of the Board, or by written petition signed by twenty-five (25) Active and Provisional Members of the League Advance notice of at least two (2) days must be given to Members of the Board prior to special meetings.

**Section 7. Notice of Meetings**

Written notice of the time, place and purpose of each meeting will be given by the Administrative Vice President, or, in the Administrative Vice President's absence, by any other officer of the League, to each Board member at least seven (7) days prior to the day of the meeting

If by mail, such notice must be sent to each Board member at least seven (7) calendar days prior to the day of the meeting.

If by hand delivery, facsimile, electronic mail or other appropriate communications equipment representing words in a legible and non-transitory form that provides for instantaneous delivery, such notice must be sent to each Board member at least three (3) calendar days prior to the day of the meeting.

Notice of special meetings to discuss matters requiring prompt action must be sent at least twenty-four (24) hours prior to the time at which such meeting is to be held In such cases, such notice need not be written and will be deemed to have been given delivered in person or left on a telephone voice mail system or answering machine

**Section 8. Waiver of Notice**

Notice of a meeting need not be given to any Director who submits a signed waiver of notice whether before or after the meeting, or who attends the meeting without protesting, prior to or at its commencement, the lack of notice to her. No notice need be given of any adjourned meeting

**Section 9. Quorum**

A majority of the members of the Board of Directors constitute a quorum for the transaction of business at all regular and special meetings of the Board of Directors. If at any meeting of the Board of Directors there is less than a quorum present, a majority of those present may adjourn the meeting to another time and place Such a meeting may be held without further notice or waiver

**Section 10. Voting**

The vote of a majority of the Board Members present at the time of the vote, if a quorum is present at such time, shall be the act of the Board of Directors.

**Section 11. Action without a Meeting**

Any action required or permitted to be taken by the Board of Directors may be taken without a meeting if all members of the Board of Directors consent in writing to the adoption of a resolution authorizing such action In such cases, the document containing the resolution shall be circulated to Directors in advance. The resolution and the written consents thereto shall be filed with the minutes of the proceedings of the Board of Directors

**Section 12. Meeting by Telecommunications**

Any member of the Board of Directors or all of the members of the Board of Directors, or any committee thereof, may participate in a meeting of the Board of Directors or such committee by means of a conference telephone or similar communications equipment allowing all persons participating in the meeting to hear each other at the same time. Participation by such means shall constitute presence in person at a meeting.

**Section 13. Vacancies**

Vacancies occurring within the Board of Directors shall be filled from a single slate submitted by the Nominating & Placement Committee to the Board, as indicated in Article IX, Section 5 below, except as provided for in Article V, Section 4 (Officer Vacancies).

## ARTICLE VII. COUNCILS AND COMMITTEES

The Board of Directors in its authority to govern and manage the League shall have the authority to determine, from time to time, the number and composition of councils and committees as may be needed to execute the League's operations and activities as delegated by the Board. The exceptions are the Executive Committee, which shall consist of the Officers of the Board, and the Nominating & Placement Committee

## ARTICLE VIII. EXECUTIVE COMMITTEE

**Section 1. Composition**

The Executive Committee shall consist of the Officers of the Board of Directors.

**Section 2. Duties**

Between meetings of the Board of Directors, this committee shall be vested with the power and authority of the Board of Directors to exercise the ordinary functions and powers of the Board, except such as involve proposed material contracts or other binding obligations of the League The Executive Committee shall report any action it has taken at each subsequent regular meeting of the Board of Directors.

**Section 3. Quorum and Voting**

Fifty percent (50%) of the members of the Executive Committee shall constitute a quorum for the transaction of business by the committee. Except as otherwise provided by statute or these bylaws, the vote of a majority of the members of the Executive Committee present at the time of the vote, if a quorum is present at such time, shall be the act of the Executive Committee. If at any meeting of the Executive Committee there shall be less than a quorum present, the voting members of the Executive Committee present may adjourn the meeting until a quorum is obtained

## ARTICLE IX. NOMINATING & PLACEMENT COMMITTEE

### Section 1. Composition

The Nominating & Placement Committee shall consist of a minimum of five (5) members of the League. The Board of Directors shall prepare a single slate for the next year's Nominating & Placement Committee Chair. The members of the Nominating & Placement Committee shall prepare a slate of qualified nominees for the next year's Nominating & Placement Committee The membership elects the Chair and the other members of the Nominating & Placement Committee. The Chair shall serve with voice and vote.

### Section 2. Eligibility and Tenure

Active members in good standing, as defined in these bylaws, and who meet eligibility as defined within this League's Policies may be elected to the Nominating Committee, and may serve until their successors are duly elected

### Section 3. Duties

The duties of the Nominating Committee are

(a) To ensure that the Board of Directors possesses the competencies necessary for effective governance and management of the League.

(b) To prepare a slate of Officers, Directors and Nominating Committee to be elected by the membership eligible to vote. Such slate shall consist of League members identified through an objective process that ensures transparency and accessibility to all who are eligible and qualified to serve on the Board. Details of the nominating process are laid out in the Operational Policies.

(c) The Nominating Committee must transmit the slate to the membership at least thirty (30) calendar days before the date on which the membership will be required to vote on the slate.

### Section 4. Additional Candidates

Independent nominations may be made by any Active member in good standing for vacancies in the positions of Officer or on Board of Directors or Nominating Committee. Such nominations shall be in writing, bearing the signatures of at least twenty-five 25 voting members and with the written consent of the nominee

Independent nominations must be received by the Nominating & Placement Chair no later than fifteen (15) days before the date on which the membership will be required to vote on the slate The Nominating Chair must notify the membership of the content of such nominations no later than seven (7) days before the date on which the membership will be required to vote on the slate.

If there is more than one candidate for a position, that position is removed from the slate and is voted by separate ballot.

**Section 5. Vacancies**

Vacancies occurring among the Board of Directors and Nominating & Placement Committee members shall be filled from a single slate submitted by the Nominating Committee to the Board The only exceptions shall be the offices of President and President-Elect and the position of Nominating & Placement Chair. A vacancy in the position of President shall be filled by the President-Elect, who then shall serve her full term as President A vacancy in the position of President-Elect, if due to a vacancy in the position of President, shall not be filled until the end of the vacated President's term in the ordinary election cycle. A vacancy of the President-Elect for any other reason shall be filled from a single slate submitted by the Nominating & Placement Committee to the membership. Vacancies occurring in the Nominating & Placement Committee Chair position shall be filled from a single slate prepared by the Board of Directors

## ARTICLE X. MEMBERSHIP MEETINGS

**Section 1. General Membership Meetings**

Regular meetings of the membership, also known as General Membership Meetings, shall be held at regular intervals throughout the year The dates of such meetings shall be determined by the Board of Directors and communicated to the membership as in Article X, Section 4 (a).

**Section 2. Special Membership Meetings**

Special meetings of the membership may be called by the President or the Board of Directors Special meetings also may be called by a minimum of twenty-five (25) members, by written request to the President. Notice of time, place and purpose of a special meeting shall be communicated to the membership as in Article X, Section 4 (b)

**Section 3. Annual Meeting**

The Annual Meeting of the League shall be the held on a date and time designated by the Board of Directors. The purpose of the Annual Meeting shall be the installation of elected members of the Board and Nominating & Placement Committee and such other business as shall be determined by the Board of Directors

### Section 4. Notice of Meetings

(a) **Notice of General Membership Meetings.** Written notice of the time and place of each General Membership Meeting shall be given by the Administrative Vice President, or, in the Administrative Vice President's absence, by any other officer of the League, to each member at least thirty (30) days prior to the day of the meeting.

If by mail, such notice must be sent to each member at least thirty (30) calendar days prior to the day of the meeting

If by hand, facsimile, electronic mail or other appropriate communications equipment representing words in a legible and non-transitory form which provides for instantaneous delivery, such notice must be sent to each member at least thirty (30) calendar days prior to the day of the meeting

(b) **Notice of Special Membership Meetings.** Notice of Special Membership Meetings shall be given by the Administrative Vice President or, in the Administrative Vice President's absence, by any other officer of the League, to each member, and must be sent at least twenty-four (24) hours prior to the time at which such meeting is to be held. Such notice may be written or shall be deemed to have been given if given in person or left on a telephone voice mail system or answering machine

(c) **Notice of the Annual Meeting.** Written notice of the time and place of the Annual Meeting shall be given by the Administrative Vice President, or, in the Administrative Vice President's absence, by any other officer of the League, to each member at least thirty (30) days prior to the day of the meeting

If by mail, such notice must be sent to each member at least thirty (30) calendar days prior to the day of the meeting

If by hand, facsimile, electronic mail or other appropriate communications equipment representing words in a legible and non-transitory form which provides for instantaneous delivery, such notice must be sent to each member at least thirty (30) calendar days prior to the day of the meeting.

(d) **Waiver of Notice.** Notice of a meeting need not be given to any member who submits a signed waiver of notice whether before or after the meeting, or who attends the meeting without protesting, prior to or at its commencement, the lack of notice to her No notice need be given of any adjourned meeting

### *Section 5. Quorum*

The quorum for all General Membership Meetings of the League shall be one-third (1/3) of the members eligible to vote, as defined in Article III, Section 6. If at any General Membership Meeting there shall be less than a quorum present, the voting members present may adjourn the meeting until a quorum is obtained

### Section 6. Voting

(a) **Voting In-Person.** Except as otherwise provided by statute or these bylaws, a majority of affirmative votes cast by the members entitled to vote, including in person and permitted absentee votes, if a quorum is present at such time, shall be the act of the membership of the League.

(b) **Absentee Voting.** Absentee voting is permitted for those items about which the membership has received prior notice If by mail, absentee ballots must be delivered to each member at least seven (7) calendar days prior to the day of the meeting at which the relevant vote will be taken If by hand, facsimile, electronic mail or other appropriate communications equipment representing words in a legible and non-transitory form which provides for instantaneous delivery, such notice must be delivered to each member at least [number] calendar days prior to the day of the meeting Absentee ballots must be returned to the League office prior to the meeting. If the proposal on which the vote will be taken is amended or changed in any way during the meeting, all absentee ballots shall be deemed null and void.

## ARTICLE XI. DELEGATES

Delegates to the Annual Meeting of the Association are the President, who will serve as the voting delegate, and the President-Elect, who will serve as the alternate delegate Alternate voting delegates are to be selected and approved by the Board of Directors if the President and/or President-Elect are unable to attend or vote at the Annual Meeting of the Association

## ARTICLE XII. FISCAL POLICIES

### Section 1. Fiscal Year

The fiscal year of the League commences on June 1 of each calendar year and ends on May 31 of the succeeding calendar year

### Section 2. Checks, Notes and Contracts

The Board of Directors is authorized to select such banks or depositories as it deems proper for the funds of the League. The Board of Directors determines who is authorized on the League's behalf to sign bills, notes, receipts, acceptances, endorsements, checks, releases, contracts and other documents and instruments

### Section 3. Investments

The funds of the League may be retained in whole or in part in cash or be invested and reinvested from time to time in such property, real, personal or otherwise, including, without limitation, stocks, bonds or other securities, consistent with parameters set by, and subject to review and approval of the Board of Directors

## Section 4. Annual Financial Report

The books and accounts of the Junior League must be kept in accordance with generally accepted accounting principles and will be audited or reviewed annually by a certified public accountant or the international equivalent at the end of each fiscal year.

## Section 5. Dissolution

In the event of the dissolution of the League, the assets remaining after payment of, or the provision for payment of, all debts and liabilities must be distributed as the Board of Directors determines to such corporations that are organized and operated exclusively for charitable purposes and that have established tax-exempt status under Section 501(c)(3) of the Internal Revenue Code

# ARTICLE XIII. CHANGE OF CHARITABLE STATUS

The League must immediately inform the Association of any change in its status as a tax-exempt organization under Section 501(c)(3) of the United States Internal Revenue Code

# ARTICLE XIV. INDEMNIFICATION, REIMBURSEMENT AND INSURANCE

## Section 1. Indemnification and Reimbursement

(a) **Directors and Officers.** The League must, to the fullest extent now or hereafter permitted by applicable law, indemnify any person made, or threatened to be made, a party to any action or proceeding by reason of the fact that he or she, his or her testator or intestate is or was a Director or Officer of the League (each such Director or Officer, testator or intestate being an "Indemnified Party"), against judgments, fines, amounts paid in settlement and reasonable expenses, including, without limitation, attorneys' fees. The League shall, from time to time, reimburse or advance any Indemnified Party the funds necessary for payment against such judgments, fines, amounts paid in settlement and reasonable expenses, including, without limitation, attorneys' fees, referred to in this Section 1, upon receipt of a written undertaking by or on behalf of such Indemnified Party to repay such amount(s) if a judgment or other final adjudication adverse to such Indemnified Party establishes that:

1 his or her acts were committed in bad faith or were the result of active and deliberate dishonesty and, in either case, were material to the cause of action so adjudicated,

2. he or she personally gained a financial profit or other advantage to which he or she was not legally entitled, or

3 his or her conduct was otherwise of a character such that Oregon law would require that such amount(s) be repaid

(b) **Employees and Agents.** In addition, the League may also, to the fullest extent now or hereafter permitted by applicable law, indemnify any employee or agent of the League, or the testator or intestate of any such person, in the same circumstances and on the same terms, in which case such employee or agent (or the testator or intestate of any such person), shall be an Indemnified Party for all purposes of this Article

**[ALTERNATIVE: Indemnification Section]**

## ARTICLE XIV.

**Section 1. Indemnification**

**(a) Personal Liability. The personal liability of a Director or Officer of the League or its members for monetary damages for conduct as an Officer or Director will be eliminated to the fullest extent permitted by current or future law.**

**(b) Full Indemnification. The League will indemnify to the fullest extent permitted by the Oregon Nonprofit Corporation Act any person who has been made, or is threatened to be made, a party to an action, suit or proceeding by reason of the fact that the person is or was a Director or Officer of the Nonprofit or a fiduciary within the meaning of Employee Retirement Income Security Act (ERISA). The right to and amount of indemnification will be determined in accordance with the provisions of the Oregon Nonprofit Corporation Act in effect at the time of the determination.**

**(c) No retroactive removal. No amendment to these Bylaws that limits this Nonprofit's obligations to indemnify any person will have any effect on such obligation for any act or omission that occurs prior to the later of the effective date of the amendment or the date notice of the amendment is given to the person. This Nonprofit will interpret this indemnification provision liberally to extend to all individuals covered by its provisions with the widest possible indemnification – substantively, procedurally, and otherwise.**

**Section 2. Insurance**

The League has the power to purchase and maintain insurance to indemnify the League for any obligation or liability which it incurs as a result of its indemnification of an Indemnified Party pursuant to Section 1 of this Article, or to indemnify such Indemnified Party in instances in which they may be indemnified pursuant to Section 1 of this Article.

## ARTICLE XV. PARLIAMENTARY AUTHORITY

The rules contained in the most recent edition of Robert's Rules of Order govern the League in all cases in which such rules are applicable, and in which they are not inconsistent with these bylaws or with the operational policies and procedures adopted by the League

## ARTICLE XVI. MEMBERSHIP LISTS

The League's mailing list of League members is for the use of the League only and cannot be used for the promotion of any activity unrelated to the League. It must not be used by League members or other individuals for personal gain or made available for political, commercial or solicitation purposes. The use of the League's membership list is not allowed without the express consent of the Board of Directors

## ARTICLE XVII. AMENDMENTS

### Section 1. Bylaws

These bylaws may be amended at any regular, special or annual meeting of the League by a two-thirds (2/3) majority of affirmative votes cast by members entitled to vote, provided that each voting member has been notified of the proposed amendment at least fourteen (14) days prior to the date of the meeting

Amendments to the bylaws may be proposed by the Board of Directors or any twenty-five (25) of eligible voting members of the League. In the event of amendments proposed by eligible voting members of the League, the amendment shall be presented to the Board of Directors at least twenty-one (21) days prior to the meeting at which the matter would be voted on.

### Section 2. Policies

Policies that require membership approval, e.g., Member Policies, may be amended by a two-thirds (2/3) majority of affirmative votes cast by members entitled to vote at any regular or special meeting of the League, provided that the proposed amended has been mailed to each voting member at least fourteen (14) days prior to the date of the meeting.

Amendments to the Member Policies may be proposed by the Board of Directors or any twenty-five (25) of eligible voting members of the League

Governing Policies may be amended by a two-thirds (2/3) majority of affirmative votes cast by members of the Board, except as otherwise provided by statute or these bylaws.

### Section 3. Procedures

The Board of Directors, shall, from time to time, adopt such procedures as are required to manage the affairs of the League Such procedures shall take effect upon approval by a simple majority of the members of the Board of Directors.

## ARTICLE XIX. REFERENCES TO THE ARTICLES OF INCORPORATION

References in these bylaws to the Articles of Incorporation include all amendments thereto or changes thereof unless specifically excepted. If there is any conflict between the provisions of the Articles of Incorporation and these bylaws, the provisions of the Articles of Incorporation govern.

## SECRETARY'S CERTIFICATE

I, the Administrative Vice President of the Junior League of Portland, Oregon, do hereby certify that the foregoing is a true and correct copy of the bylaws as adopted by the Board of Directors of Junior League of Portland, Oregon and approved by its members.

Digitally signed by Tina Penman
DN: cn=Tina Penman, o, ou, email=penman.t@gmail.com, c=US

Date: 5/21/2014

_______________, Administrative Vice President

5/21/2014

Tina Penman, Administrative Vice President

*22572-001\(PROPOSED FINAL) BYLAWS - JUNIOR LEAGUE OF PORTLAND (01842802);1

Form **8868**
(Rev January 2014)

Department of the Treasury
Internal Revenue Service

# Application for Extension of Time To File an Exempt Organization Return

▶ File a separate application for each return.
▶ Information about Form 8868 and its instructions is at *www.irs.gov/form8868*.

OMB No. 1545-1709

- If you are filing for an **Automatic 3-Month Extension, complete only Part I** and check this box ▶ [X]
- If you are filing for an **Additional (Not Automatic) 3-Month Extension, complete only Part II** (on page 2 of this form).

***Do not complete Part II unless*** you have already been granted an automatic 3-month extension on a previously filed Form 8868.

**Electronic filing *(e-file)*.** You can electronically file Form 8868 if you need a 3-month automatic extension of time to file (6 months for a corporation required to file Form 990-T), or an additional (not automatic) 3-month extension of time. You can electronically file Form 8868 to request an extension of time to file any of the forms listed in Part I or Part II with the exception of Form 8870, Information Return for Transfers Associated With Certain Personal Benefit Contracts, which must be sent to the IRS in paper format (see instructions). For more details on the electronic filing of this form, visit *www.irs.gov/efile* and click on *e-file for Charities & Nonprofits*.

## Part I Automatic 3-Month Extension of Time. Only submit original (no copies needed).

A corporation required to file Form 990-T and requesting an automatic 6-month extension - check this box and complete Part I only ▶ [ ]

*All other corporations (including 1120-C filers), partnerships, REMICs, and trusts must use Form 7004 to request an extension of time to file income tax returns*

**Enter filer's identifying number**

| Type or print<br>File by the due date for filing your return. See instructions. | Name of exempt organization or other filer, see instructions.<br>JUNIOR LEAGUE OF PORTLAND OREGON | Employer identification number (EIN) or<br>93-0386355 |
|---|---|---|
| | Number, street, and room or suite no. If a P.O. box, see instructions.<br>5100 SW MACADAM AVE., NO. 450 | Social security number (SSN) |
| | City, town or post office, state, and ZIP code. For a foreign address, see instructions.<br>PORTLAND, OR 97239 | |

Enter the Return code for the return that this application is for (file a separate application for each return) 0 1

| Application Is For | Return Code | Application Is For | Return Code |
|---|---|---|---|
| Form 990 or Form 990-EZ | 01 | Form 990-T (corporation) | 07 |
| Form 990-BL | 02 | Form 1041-A | 08 |
| Form 4720 (individual) | 03 | Form 4720 (other than individual) | 09 |
| Form 990-PF | 04 | Form 5227 | 10 |
| Form 990-T (sec. 401(a) or 408(a) trust) | 05 | Form 6069 | 11 |
| Form 990-T (trust other than above) | 06 | Form 8870 | 12 |

- The books are in the care of ▶ CYNTHIA BRADLEY 5100 SW MACADAM AVE. #450 - PORTLAND, OR 97239
  Telephone No. ▶ 503-877-4557 Fax No. ▶
- If the organization does not have an office or place of business in the United States, check this box ▶ [ ]
- If this is for a Group Return, enter the organization's four digit Group Exemption Number (GEN) _____. If this is for the whole group, check this box ▶ [ ]. If it is for part of the group, check this box ▶ [ ] and attach a list with the names and EINs of all members the extension is for.

1 I request an automatic 3-month (6 months for a corporation required to file Form 990-T) extension of time until JANUARY 15, 2015, to file the exempt organization return for the organization named above. The extension is for the organization's return for:
▶ [ ] calendar year _____ or
▶ [X] tax year beginning JUN 1, 2013, and ending MAY 31, 2014.

2 If the tax year entered in line 1 is for less than 12 months, check reason. [ ] Initial return [ ] Final return [ ] Change in accounting period

| | | | |
|---|---|---|---|
| 3a | If this application is for Forms 990-BL, 990-PF, 990-T, 4720, or 6069, enter the tentative tax, less any nonrefundable credits. See instructions. | 3a | $ 0. |
| b | If this application is for Forms 990-PF, 990-T, 4720, or 6069, enter any refundable credits and estimated tax payments made. Include any prior year overpayment allowed as a credit. | 3b | $ 0. |
| c | **Balance due.** Subtract line 3b from line 3a. Include your payment with this form, if required, by using EFTPS (Electronic Federal Tax Payment System). See instructions. | 3c | $ 0. |

**Caution.** If you are going to make an electronic funds withdrawal (direct debit) with this Form 8868, see Form 8453-EO and Form 8879-EO for payment instructions