

**PROJECT ANALYSIS**

MODEL CITIES  
PORTLAND, OREGON

PROJECT TITLE ALBINA COMMUNITY SCIENCE CENTER

PROJECT NUMBER 10-06

PROJECT STATUS  New  
 Expended

OPERATING AGENCY Association for Urban Technology

PLANNING COMPONENT Social Environment

ADMINISTRATIVE NUMBER 1400

PROGRAM ACCOUNT Education

CITIZENS' WORKING COMMITTEE Education

PROJECT FUNDING	100% SUPPLEMENTAL	USING SUPPLEMENTAL	USING CATEGORICAL	OTHER	TOTAL
Anticipated		\$291,685.00		\$1,000.00	\$292,685.00
Affirmed					

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## PROJECT SUMMARY

The Albina Community Science Center (ACSC) is an innovative means of motivating model neighborhood students into aspiring for careers in science and technology, recognizing from available statistics that a great need exists to increase the number of Model Neighborhood youth selecting careers in science and hence providing themselves with improved career opportunities in better paying jobs of modern industry.

The project includes a center with laboratory facilities for scientific experiments in a "free-learning" environment, distinguished scientific lectureship program, mobile laboratory program, field trips to "science-in-action" environments, and orientation in the scientific method.

The operating agency will be the Association for Urban Technology Inc., a non-profit corporation chartered in the State of Oregon dedicated, among other things, to providing careers in science and technology and to the solution of urban problems through inter-disciplinary approach.

The project will cost \$292,685 for the period January 1, 1971 through December 31, 1971.

Letters endorsing this project in principle have been received from the following local agencies:

Oregon Museum of Science and History

Portland Public Schools (District No. 1)

These letters are attached at the end of this document.

## ALBINA COMMUNITY SCIENCE CENTER

### I. PURPOSE AND BENEFICIARIES

The Albina Community Science Center is an educational center for experiments in "free learning" designed to motivate the youth particularly from minority groups to develop sufficient interests, skills, and ambition to pursue a scientific career in secondary and higher education (so that they can later in life participate more effectively in a space-age society) and to motivate them by providing facilities and programs for (a) practice in independent discovery methods such as are used in the discipline of science; (b) informal contact with successful scientists; (c) scientific fairs; (d) mobile laboratories, and; (e) regular industrial displays.

The participants in this project will be the Association for Urban Technology, Inc., OMSI, Portland School District No. 1, local universities, private businesses, local science teachers and Model Neighborhood residents.

The main target group and primary beneficiaries are the school age youth in the Model Cities community. Model Cities community adults will also be encouraged to avail themselves of the facility. It is expected that in the first full year of operation at least 4,000 school age children will take part, out of which at least 40 will be expected to consider science for a career in their educational objective.

## II. CONTENT AND OPERATION

This project will include the following functions:

Function 1 - Facility Acquisition and Development

Function 2 - Experimentation in Free Learning

Function 3 - Mobile Laboratory Program

Function 4 - Sponsoring of Field Trips to Scientific Labs

Function 5 - Successful Scientists Lectureship Program

Function 6 - Sponsoring Industrial Displays & Science Contests

Function 7 - Structured Training in the Scientific Method

Function 8 - Provision of Public Information and General Reporting

These eight functional elements are sufficient for providing alternative means of motivating a child toward the development of a strong interest in scientific careers.

The first function will be primarily responsible for procuring physical plants, laboratory equipments, and staff that will be necessary for a meaningful and successful program.

The second function will develop scientific experiments in a laboratory atmosphere which will induce participants to begin to identify objectives of scientific experiments and begin to question, evaluate or interpret results and draw conclusions with little or no assistance from the professional.

The third function will be responsible for extending the physical plant to neighborhoods and communities where children are already accustomed to visiting as a means of acquainting the community with the problems of the center and eliciting their participation in the program.

Function 4 will provide intensified orientation for highly interested participants by taking them to practical industrial installations and experimental stations where "science is at work" or to environments where scientific phenomenon can be observed. This will provide first-hand information regarding careers in science and technology.

Function 5 will attempt to bring successful scientists or scientists who have made outstanding contributions in their fields to give public lectures in the center and to provide the opportunity for the aspiring youth to communicate directly with the guest scientists. Particularly in the case of minority participants, contact with a successful scientist from the minority class may be quite sufficient to kindle interest.

Sponsorship of industrial displays provides another and very powerful means of exposing the center participants to products of science and motivating a feeling of relevance among participants. Science contests will, on the other hand, encourage the participants to produce scientific creations or demonstrate phenomena that lead to scientific creations.

Function 7 will be primarily concerned with formal indoctrination in the scientific method to more advanced participants.

The last function (Function 8) will provide all necessary public information regarding the center and its activities for the benefit of the community.

The key activities within each functional element will be as follows:

- Activity 1-1 Acquire Physical Plant and Equip Plant
- Activity 1-2 Staff Facility with Key Personnel
- Activity 1-3 Initiate Operation and Maintain Center
- Activity 1-4 Recruit Participants
- Activity 2-1 Design Experiments for Free Learning
- Activity 2-2 Provide Supervision, Counseling and Laboratory Assistance for Experimenters
- Activity 3-1 Secure and Outfit Vans
- Activity 3-2 Provide Van Personnel
- Activity 3-3 Select and Visit Demonstration Stations
- Activity 4-1 Select Places of Visit and Establish Schedules
- Activity 4-2 Organize Participants and Make Visits
- Activity 5-1 Select Lecturers and Confirm Schedules
- Activity 6-1 Recruit Industrial Participants and Schedule Displays
- Activity 6-2 Mount Exhibit
- Activity 7-1 Develop Training Package in Coordination with Function 2
- Activity 7-2 Hold Regular Classes
- Activity 8-1 Develop and Distribute Information Regarding Center and Its Activities

The Albina Community Science Center will be located in the Model Cities area. All services except field trips will be rendered in the Model Neighborhood.

Services of the center will be open to youth and adults in the greater Portland area but will particularly serve the Model Cities residents.

### III. TIME TABLE

With the exception that the necessary funds can be secured by December, 1970, this project will go into operation by January, 1971.

The operation project will be perpetual. The following schedule of activities is shown for one year only covering the period January 1, 1971 to December 31, 1971.

(See schedule next page)

-6-

Activity	Months												
	1	2	3	4	5	6	7	8	9	10	11	12	
1-1 Acquire Physical Plant and Equip Plant	_____												
1-2 Staff Facility with Key Personnel	_____												
1-3 Initiate Operation and Maintain Center		_____											
1-4 Recruit Participants		_____											
2-1 Design Experiments for Free Learning		_____											
2-2 Provide Supervision, Counseling and Laboratory Assistance for Experimenters		_____											
3-1 Secure and Outfit Vans	_____												
3-2 Provide Van Personnel	_____												
3-3 Select and Visit Demonstration Stations					_____		_____		_____		_____		_____
4-1 Select Places of Visit and Establish Schedules				_____		_____		_____		_____		_____	
4-2 Organize Participants and Make Visits					_____		_____		_____		_____		_____
5-1 Select Lecturers and Confirm Schedules	_____												
6-1 Recruit Industrial Participants and Schedule Displays	_____												
6-2 Mount Exhibit		_____											
7-1 Develop Training Package in Coordination with Function 2	_____												
7-2 Hold Regular Classes		_____											
8-1 Develop and Distribute Information Regarding Center and Its Activities	_____												

ACTIVITY SCHEDULE

#### IV. FUNDING

Non-supplemental funds will be used by this project. AUT will contribute \$1,000 toward the costs for consultant and contract services.

Supplemental funds will be used to the level of \$291,685.

CDA Evaluation Project will provide additional funds to the level of 3% of ACSC costs for the evaluation of the Science Center operations.

This project will be perpetual. When Model Cities funds are no longer available, AUT will seek funding from public and private sources including foundations and government agencies to continue the project. (See schedule next page)

#### V. PROJECT ADMINISTRATION

The operating agency for this project will be the Association for Urban Technology (AUT), Inc. AUT proposed this project as a means of uplifting the education of minority residents.

AUT has given a high priority to this project and will commit at least \$1,000 and initial professional and consulting services in order to ensure that the project is properly coordinated to a good start.

The Center will be managed by a salaried Executive Director who will report to the Executive Board of Directors of AUT. The Director will be responsible for carrying out all the functions and authorized activities of the Center, as listed in section 2 of this description.

In addition to the Director, there will be a full-time secretary who will report to the Director and in addition provide secretarial services.

To assist the Director in carrying out the program of the Center, the following staff positions will be required: Three resident scientists (resident physicists, resident chemist, and resident biologist) who will be responsible for designing of scientific experiments, teaching scientific method, supervising science projects of participants, organizing and conducting science fairs, outfitting mobile laboratory vans, organizing and conducting field trips, and providing guided tours of the Center, three laboratory aides to assist in setting up experiments and in taking care of equipment. An accountant will be hired to keep the books of the Center and, in addition, have the capability of tutoring participants in basic mathematics. There will be a van driver to drive the mobile van and maintain the van. The maintenance and security officer will be responsible for the maintenance, security and safety of the facility. These eleven staff positions are adequate for the first year of operation.

An independent, chartered professional accountant will audit the financial books of the Center. Eastside Bookkeeping Service will be employed to perform the audits. The reports of these audits will be made available to CDA.

The organization chart of Figure 1 summarizes the organization.

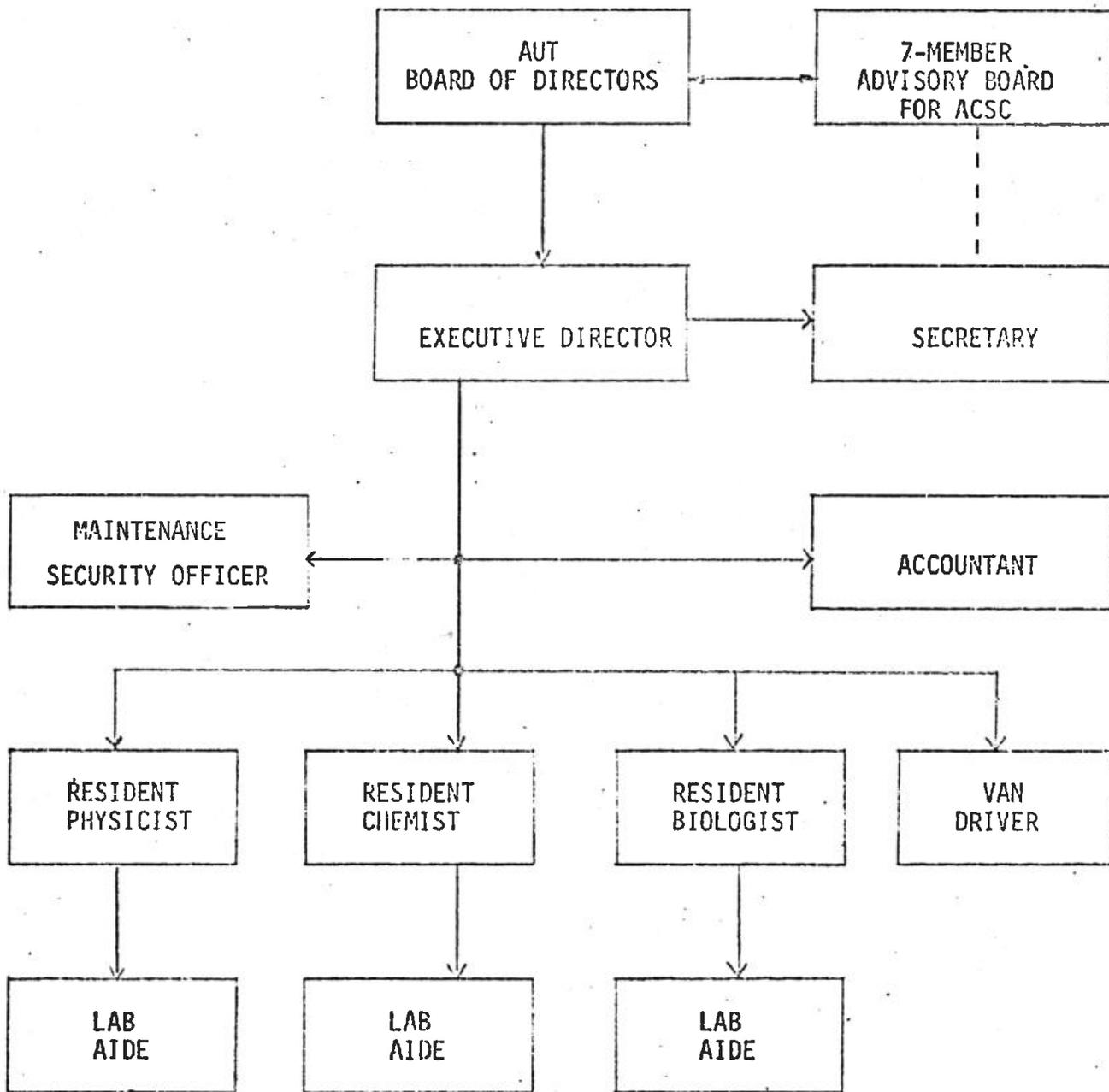


Figure 1 ORGANIZATION CHART OF THE ALBINA COMMUNITY SCIENCE CENTER

The composition of the Advisory Board of Directors for the first term shall be as follows:

3 Representatives from AUT

1 Representative from OMSI

1 Representative from Citizen Planning Board

1 Representative from Portland School Board

1 Representative from Community Residents who shall also be a member of the Education Working Committee

The 7 members of the Board will be appointed by AUT. This Board will make its own rules of procedure subject to guidelines as may be prescribed by AUT. Within these guidelines, it will provide consultation and advise from the community and the agencies which they represent.

The above agency representation of the Advisory Board shall serve for at least one year, ending December 31, 1979, at which time they may be replaced by other agency representations.

Members of the ACSC Advisory Board may provide professional services to the Center beyond their duties as members of the Board provided that prior approval by AUT Board of Directors have been secured.

#### VI. COORDINATION

The Albina Community Science Center has linkages to the function and services of OMSI as well as to the science programs of the Local School District No. 1. OMSI is a non-profit educational organization located in the greater Portland area and dedicated to the advancement of science and industry through the youth of the region.

This project will enhance the interest of the youth of the Model Neighborhood in the programs of OMSI. While the public school districts are responsible for formal training of elementary and secondary school students in general science in preparation for college and vocational careers, this project will assist by direct motivation in augmenting the number of students who succeed in utilizing the opportunities in the local public schools to enter or pursue science careers. The interest of local universities in extension of community involvement to the Model Neighborhood will be served by this project which will bring college students pursuing science careers to visit the center and participate in motivating the neighborhood youth especially the minority youth.

Portland City Demonstration Agency (CDA) will receive progress reports which will be made available to such other agencies, upon request, as may have interest in the welfare of the center.

#### VII. MONITORING AND EVALUATION

This project will be subject to the monitoring and evaluation requirements as are specified in the Portland CDA Overall Evaluation Plan. According to this plan, the progress of this project will be monitored on a monthly basis by CDA through formal progress reports, and will be evaluated for objectives, planning, contract negotiation, operation and institutional response, resource level, impact, and cost/benefit. Up to 3% of the cost of this project will be funded by CDA for an independent evaluation of the Center's activities.

The progress of this project will be measured by the following financial output measures:

Facility Acquisition and Development

- \_\_\_\_\_ accessibility of facility and services to MN residents
- \_\_\_\_\_ adequacy of equipment
- \_\_\_\_\_ qualification of key personnel
- \_\_\_\_\_ number of participants recruited (breakdown by race, sex, and residency)

Experimentation in Free Learning

- \_\_\_\_\_ number of on-going laboratory projects by participants
- \_\_\_\_\_ number of student hours of experimentation

Mobile Laboratory Program

- \_\_\_\_\_ number miles traveled
- \_\_\_\_\_ number hours of demonstration
- \_\_\_\_\_ number of audience participation
- \_\_\_\_\_ number of students attracted to center by Van Program

Sponsoring Field Trips to Scientific Labs

- \_\_\_\_\_ number of facilities visited
- \_\_\_\_\_ number of students participating

Successful Scientist Lectureship Program

- \_\_\_\_\_ number of lecturers participating
- \_\_\_\_\_ number of lecture hours
- \_\_\_\_\_ number of students participating

Sponsoring Industrial Displays and Science Contests

- \_\_\_\_\_ number of industries participating
- \_\_\_\_\_ number of visitors to center

Structured Training in the Scientific Method

- \_\_\_\_\_ number of students participating
- \_\_\_\_\_ number of man-hours expended in motivational training

The annual number of Model Neighborhood youth entering science careers is generally disproportionately small compared to the Metropolitan figures.

#### VIII. CITIZEN PARTICIPATION

The Citizen Participation (CP) functions in the Portland City Demonstration Program include:

Function 1 Keeping citizens informed of factors affecting their lives.

Function 2 Enabling citizens to organize and function as effective and representative decision-making body.

Function 3 Use of citizens in decision making.

Function 4 Enabling citizens to obtain employment and be part of the work force.

Function 5 Encouragement and stimulation of widespread and effective "voluntary programs" for citizens.

The Albina Community Science Center (ACSC) project will promote Functions 3 and 4. These functions are promoted in the following specific ways:

- a. This project is subject to the approval of the Citizen Working Committee for Education as well as to the approval by the Citizens Planning Board. The Working Committee approved this project on August 13, 1970.
- b. A member of the Citizens Planning Board, as well as a Model Neighborhood resident, will be appointed to the ACSC Advisory Board, which represents the interests of local agencies as well as the interests of the community as it provides consultation and advice to the project.
- c. The eleven (11) staff positions made possible by this project

will provide jobs for at least 6 Model Neighborhood residents. AUT will see that maximum opportunity is given to the Model Neighborhood residents in recruiting and hiring. However, for the successful operation of the project, AUT will not feel restricted in the process of hiring the resident scientists whose consideration shall be based on professional qualifications as well as on sensitivity to minority psychology. The ACSC Advisory Board will assist in screening the candidates for the Executive Director and will also make recommendations to AUT Executive Board on the candidates for the positions of Resident Scientists.

IX. RESIDENT EMPLOYMENT

(See paragraph c of Section VIII of this description)

X. BUDGET

This project will cost \$292,685 for the period January 1, 1971 through December 31, 1971. This budget is adequate for the full operation of the Center.

The budget is itemized by key activities of the functional elements as well as by line items. The following pages show the budget itemized into seven line items each of which is justified in detail on the succeeding pages. The personnel budget is further justified by job description sheets and laboratory equipment are listed in detail.

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

BUDGET FOR SUPPLEMENTARY GRANT ACTIVITY

(Use This Form as a Budget for Each Activity (Including Relocation)  
Funded Under Section 105 of Title I of the Demonstration Cities and  
Metropolitan Development Act of 1966)

1. NAME OF CITY DEMONSTRATION AGENCY

PORTLAND CDA, PORTLAND, OREGON

2. BRIEF DESCRIPTIVE TITLE OF ACTIVITY

ALBINA COMMUNITY SCIENCE CENTER (ACSC)

3. NAME, ADDRESS AND ZIP CODE OF OPERATING ENTITY

Association for Urban Technology (AUT), Inc.  
P.O. Box 4472, Portland, Oregon 97208

4. TYPE OF ENTITY - Is the entity a (Check applicable box or boxes):

- City Department
- Public Agency
- Neighborhood-based
- Private (Nonprofit)
- Private (Profit Making)
- Other (Specify)

5. PREVIOUS APPLICATION - Has this activity, in substantially its present form, ever been the subject of a previous application for Federal financial assistance?

NO       YES      If "YES", attach an explanatory statement.

6. MAINTENANCE OF EFFORT - Any activity which is an extension to the Model Neighborhood or an upgrading of existing services must be accompanied by an explanatory statement which shows that the extension or upgrading being funded by this budget is an addition to and not a substitution of local efforts.

7. METHOD OF ALLOCATION - If cost is to be shared by others add an explanatory statement which identifies the sharing entity (or entities) and the method of allocation.

8. BUDGET

a. COST CATEGORY	b. ESTIMATED COST	c. MCA SHARE (If cost is being shared with others)
(1) Personnel	\$124,073.00	\$124,073.00
(2) Consultants and Contract Services	39,690.00	38,690.00
(3) Travel 10 man-trips @ 300 miles/trip @ 10¢ mile	5,520.00	5,520.00
(4) Space 10,000 sq. ft. 10¢/sq.ft/month	12,000.00	12,000.00
(5) Consumable Supplies	8,800.00	8,800.00
(6) Rental, Lease, or-Purchase of Equipment	102,602.00	102,602.00
(7) Other:		
TOTAL	\$292,685.00	\$291,685.00

9. SUBMISSION:

a. \_\_\_\_\_  
Signature and Title of Authorized Official

b. \_\_\_\_\_  
Date

10. APPROVAL:

a. \_\_\_\_\_  
Signature and Title of Authorized RUD Official

b. \_\_\_\_\_  
Date

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

PERSONNEL

(Attach This Form to Each Activity Budget Justification)

1. NAME OF CITY DEMONSTRATION AGENCY

PORTLAND CDA, PORTLAND, OREGON

2. BRIEF DESCRIPTIVE TITLE OF PROJECT OR ACTIVITY

ALBINA COMMUNITY SCIENCE CENTER (ACSC)

3. NAME, ADDRESS AND ZIP CODE OF OPERATING ENTITY

Association for Urban Technology (AUT) Inc.  
P.O. Box 4472, Portland, Oregon 97208

a. NUMBER OF PERSONS	b. POSITION OR TITLE	c. AVERAGE SALARY MONTH	d. PERCENT OF TIME ON UNDERTAKING	e. MONTHS TO BE EMPLOYED	f. COST (e x d x c)
1	Executive Director	\$1,333.33	100	12	\$16,000.00
1	Resident Physicist	1,208.33	100	12	14,500.00
1	Resident Chemist	1,208.33	100	12	14,500.00
1	Resident Biologist	1,208.33	100	12	14,500.00
3	Laboratory Aides	500.00	100	12	18,000.00
1	Secretary	541.67	100	12	6,500.00
1	Accountant	750.00	100	12	9,000.00
1	Maintenance & Security Off.	541.67	100	12	6,500.00
1	Van Driver	583.83	100	12	7,000.00

COST OF FRINGE BENEFITS (Indicate Basis for Estimate)

TOTAL PERSONNEL \$106,500.00

Fringe Benefits @ 16.5% of salary 17,573.00

TOTAL PERSONNEL \$124,073.00

ALBINA COMMUNITY SCIENCE CENTER

Executive Director  
(Salary \$16,000)

Qualifications

1. At least a Master's degree (Or equivalent) in any of the following fields:

Social Sciences

Physical Sciences

Natural Sciences

Business Administration

Industrial & Labor Relations

and

6 years of professional experience including at least two years of supervisory experience involving professionals or academicians and at least one subordinate with a doctorate degree.

or

Doctor's degree in the sciences with at least one year of supervisory experience involving no less than two subordinates of professional status.

2. The highly qualified candidate must have an outstanding ability to manage scientific projects

and

should be familiar with the requirements of publicity funded projects

and

should have good rapport with members of the minority communities

and

should have good working relationship with academic institutions and scientific concerns.

### Duties

1. Directing the activities of the Center.
2. Coordinating and supervising staff.
3. Preparing annual budgets.
4. Preparing progress reports.
5. Recruiting participants from the community.
6. Recruiting visiting lecturers.
7. Distribute information material about the Center to the community at large and to interested agencies.
8. Conducting orientation sessions for neighborhood organizations and groups.
9. Developing working relationships with the local schools, colleges, and scientific institutions.

### Controls

The executive director is responsible to the Board of Directors of AUT for carrying out the objectives of the Center.

### Method of Selection

1. Advertisement for this position will be made in the local newspapers and posted in public places for at least two weeks.
2. Applicants will be screened by the Advisory Board which will select qualified candidates for the position.
3. The most qualified candidates will be called for interviews by the Advisory Board.
4. The advisory Board will recommend at least two (but not more than three) candidates to AUT for final selection.

ALBINA COMMUNITY SCIENCE CENTER

Resident Scientist (Physicist, Chemist, Biologist)  
(Salary \$14,500 pa)

Qualifications

1. Bachelor's degree from an accredited institution of higher learning with major in Physics, Chemistry, or Biology, and at least 6 years of outstanding teaching experience (involving laboratory work) in his specific field.

or

Master's degree in Physics, Chemistry or Biology, and at least 3 years of outstanding teaching experience (involving laboratory work) in his specific field.

or

Doctor's degree with major in Natural or Physical Sciences, and at least one year of laboratory work experience and a demonstrable interest and ability in teaching modern science to youth of elementary and high school levels.

2. The highly qualified candidate must also have an outstanding ability to explain basic scientific phenomena to a relatively uninformed audience.

and

should have a good background in mathematics

and

should have a good command of the english language

and

should have good rapport with members of minority communities.

Duties

1. Designing scientific experiments to motivate participants.
2. Organizing the laboratory and setting up work stations.

3. Teaching scientific method.
4. Supervising science projects of participants.
5. Organizing and conducting science fairs in his area.
6. Outfitting the mobile laboratory vans.
7. Organizing and conducting field trips to places of scientific interest.
8. Providing guided tours of the Center.
9. Supervising the activities of the laboratory aides.
10. Recruiting outstanding scientists and engineers to participate in the lectureship program of the Center.
11. Prepare annual budgets for his department.
12. Coordinating his activities with the activities of his colleagues.

#### Controls

The resident scientist is responsible to the Director of the Center for carrying out the objectives of the Center specific to his field:

#### Method of Selection

1. Advertisement for this position will be made in the local newspapers and posted in public places for at least two weeks.
2. Applicants will be screened by the Advisory Board which will select qualified candidates for the position.
3. The most qualified candidates will be called to interview by the Advisory Board.
4. The Advisory Board will recommend at least two (but not more than four) candidates to AUT for selection.
5. AUT Board will invite recommended candidates to give a demonstration lecture based on which AUT Board will make a final selection.

ALBINA COMMUNITY SCIENCE CENTER

Laboratory Aide (Physics, Chemistry, Biology Labs)  
(Salary \$6,000 pa)

Qualifications

1. At least a High School Diploma or General Education Diploma with strong interest in science.
2. Must be a Model Neighborhood resident.
3. Should have good rapport with youth.

Duties

1. Assist the resident scientists and students in setting up experiments.
2. Assisting in outfitting mobile laboratory vans.
3. ~~Maintain laboratory equipment.~~
4. Perform such other duties as they are assigned by the resident scientist.

Controls

The laboratory aid shall be responsible to the resident scientist to which he is assigned.

Method of Selection

1. Advertisement for this position shall be made in the local newspapers and posted in public places for at least two weeks.
2. Candidates will be screened by the resident scientists.
3. Final selection will be made by the Executive Director.

ALBINA COMMUNITY SCIENCE CENTER

Secretary/Office Manager  
(Salary \$6,500 pa)

Qualifications

1. High School Diploma (or GED) with at least one of some college or vocational training.
2. At least 3 years of office experience with some experience at the administrative secretarial level.
3. Be able to type at least 60 words per minute.
4. Have operational experience on all common office machines.
5. Must be a Model Neighborhood Resident.

Duties

1. Manage and maintain all official files.
2. Provide secretarial service to all staff personnel.
3. Handle all communication and correspondence procedures.
4. Act as a receptionist for the Center.
5. Exercise judgement in meeting and handling public information.

Controls

The secretary shall report to the Director.

Method of Selection

1. Advertisement for this position shall be made in the local newspapers and posted in the public places for at least two weeks.
2. Candidates shall be screened by the Executive Director who will also make the final selection.

ALBINA COMMUNITY SCIENCE CENTER

Accountant  
(Salary \$9,000 pa)

Qualifications

1. At least two years of college with training in accounting.
2. At least three years of experience in bookkeeping and accounting procedures.
3. Some experience in data processing desirable but not required.

Duties

1. Maintaining sound bookkeeping and accounting procedures.
2. Coordinate with auditors as required.
3. Prepare all financial reports as required.
4. Responsible for payroll functions.
5. Act as purchasing agent for the Center.

Controls

The Accountant shall report to the Director.

Method of Selection

1. Advertisement for this position will be made in the local newspapers and posted in public places for at least two weeks.
2. Screening will be done by AUT Board and appointment will be made by the Executive Director.

ALBINA COMMUNITY SCIENCE CENTER

Security and Maintenance Officer (Swing, Graveyard)  
(Salary \$6,500 pa)

Qualifications

1. Must be at least 25 years old.
2. Must be a male.
3. Must be reliable and responsible.
4. Must have excellent recommendations.
5. Be willing and able to work shifts of 4:30 PM - 1:00 AM,  
and 12 midnight - 8:30 AM.
6. Must be a Model Neighborhood resident.

Duties

1. Maintain a patrol and active control throughout the property.
2. Provide complete janitorial services.

Controls

The Security and Maintenance Officer shall be responsible to the Director.

Method of Selection

1. Advertisement for this position will be made in the local newspapers and posted in public places.
2. Candidates for this position will be screened and final selection made by the Executive Director.

ALBINA COMMUNITY SCIENCE CENTER

Mobile Van Driver  
(Salary )

Qualifications

1. Must have Oregon State Driver's license.
2. Must have a Chauffeur's license.
3. Must have at least two years of bus-driving or van-driving experience.
4. Must have excellent recommendations.
5. Must be a Model Neighborhood resident.

Duties

1. Drive the Mobile Laboratory vans as required by the resident scientists and the Director.
2. Drive buses for field trips.
3. Maintain vans in proper functional condition.

Controls

1. The van driver will report to the Director and shall take assignments for the resident scientists.
2. Shall not take any alcoholic beverages on his tour of duty.

Method of Selection

1. Advertisement for this position will be made in the local newspapers and posted in public places for at least two weeks.
2. Candidates will be screened and selected by the Director.

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

BUDGET JUSTIFICATION

(Attach This Form to Each Budget for a Capital Project, Activity, and to the Program Administration Budget)

1. NAME OF CITY DEMONSTRATION AGENCY

PORTLAND CDA, PORTLAND, OREGON

2. BRIEF DESCRIPTIVE TITLE OF CAPITAL PROJECT OR ACTIVITY

ALBINA COMMUNITY SCIENCE CENTER (ACSC)

3. NAME, ADDRESS AND ZIP CODE OF OPERATING ENTITY

Association for Urban Technology (AUT), Inc.  
P.O. Box 4472, Portland, Oregon 97208

4. DESCRIPTION OF ITEM* AND BASIS FOR VALUATION**	AMOUNT OR VALUE OF ITEM
(2) <u>Consultants Contract Services:</u>	
Activity 1-1 Communication Services (Telephone & Telegraph) Utilities	\$ 650.00 1,200.00
Activity 1-2 -----	.00
Activity 1-3 4 Financial Audits by CPA (@.16 man-hr/audit) Meeting expense allowance for ACSC Advisory Board for 84 man-meetings @ \$10.00/man/meeting	1,600.00  840.00
Activity 1-4 -----	.00
Activity 2-1 1280 man hours @ \$15.00/man hr. (4 persons for 16 weeks @ 20 hrs/week)	19,200.00
Activity 2-2 -----	.00
Activity 3-1 320 man hours @ \$15.00/man hr. (4 persons for 16 weeks @ 5 hrs/week)	4,800.00
Activity 3-2 thru Activity 4-2	.00
Activity 5-1 Honorarium for guest lecturers @ \$100/guest maximum	600.00
Activity 6-1 thru Activity 6-2	.00
Activity 7-1 640 man hrs. @ \$15.00/man hr. (1 person for 16 weeks @ 40 hrs/week)	9,600.00
Activity 7-2 -----	.00
Activity 8-1 <del>Public Information</del>	1,200.00
	<b>\$39,690.00</b>

\* For personnel costs use Personnel justification form.

\*\* Describe the item in sufficient detail to insure that it is adequately identified and indicate the basis for determining or computing its value. For example, office space rental for two professionals: 150 square feet at \$2.00 per square foot, including utilities and janitorial services.

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

BUDGET JUSTIFICATION

(Attach This Form to Each Budget for a Capital Project,  
Activity, and to the Program Administration Budget)

1. NAME OF CITY DEMONSTRATION AGENCY

PORTLAND CDA, PORTLAND, OREGON

2. BRIEF DESCRIPTIVE TITLE OF CAPITAL PROJECT OR ACTIVITY

ALBINA COMMUNITY SCIENCE CENTER (ACSC)

3. NAME, ADDRESS AND ZIP CODE OF OPERATING ENTITY

Association for Urban Technology (AUT), Inc.  
P.O. Box 4472, Portland, Oregon 97208

4. DESCRIPTION OF ITEM* AND BASIS FOR VALUATION**	AMOUNT OR VALUE OF ITEM
(3) TRAVEL:	
Activity 1-1 thru Activity 3-2	.00
Activity 3-3 20 van trips @ 10 miles/trip @ 10¢/mile (1 trip/week for 20 weeks)	20.00
Activity 4-1 -----	.00
Activity 4-2 80,000 student-miles @ 5¢/mile (2 trips/month for 5 months) (1 bus-load/trip) (40 persons/bus-load) (200 miles/person)	2,000.00
Activity 5-1 6 man trips @ 3,000 miles/trip @ 10¢/mile	1,800.00
Activity 6-1 thru Activity 7-2	.00
Activity 8-1 4 man trips @ 3,000 miles/trip @ 10¢/mile (staff attendance of meetings) 20 man days @ \$25.00 per diem	1,200.00
	<u>500.00</u>
SUB TOTAL	<u>\$5,520.00</u>

\* For personnel costs use Personnel justification form.

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4. DESCRIPTION OF ITEM* AND BASIS FOR VALUATION**	AMOUNT OR VALUE OF ITEM
(4) <u>SPACE</u>	
Activity 1-2 thru Activity 8-1	.00
Activity 1-1 Office space for 11 persons @ 50 sq.ft/person @ 10¢/sq.ft. month	660.00
Biology Lab space (20 Experiment stations @ 50 sqft/station)	1,200.00
(1 classroom for 20 persons 50 sq.ft./person)	1,200.00
(Storage space 300 sq.ft.)	360.00
Chemistry Lab Space 20 Experimental stations	1,200.00
1 Classroom	1,200.00
425 sq. ft. storage space	510.00
Physics Lab space 20 Experimental Stations	1,200.00
1 classroom	1,200.00
725 sq. ft. of storage space	870.00
General Display & Orientation area (2,000 sq. ft.)	2,400.00
SUB TOTAL	12,000.00

\* For personnel costs use Personnel justification form.

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P.O. Box 4472 Portland, Oregon 97208

4. DESCRIPTION OF ITEM* AND BASIS FOR VALUATION**	AMOUNT OR VALUE OF ITEM
(5) <u>CONSUMABLE SUPPLIES:</u>	
Activity 1-1 thru Activity 1-2	.00
Activity 1-3 Office supplies for 11 persons for 12 months @ \$25.00/man-month	3,300.00
Biology (zoological) lab specimens	1,500.00
Chemicals and Re-agents	4,000.00
Activity 1-4 thru Activity 8-1	.00
SUB TOTAL	\$8,800.00

\* For personnel costs use Personnel justification form.

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U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

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4. DESCRIPTION OF ITEM* AND BASIS FOR VALUATION**	AMOUNT OR VALUE OF ITEM
<b>(6) RENTAL, LEASE, OR PURCHASE OF EQUIPMENT:</b>	
All Equipment is charged to Activity 1-1.	
<u>Office Equipment</u>	
12 desks @ \$100.00	1,200.00
12 chairs @ \$50.00	600.00
20 conference chairs @ \$20.00	400.00
1 conference table @ \$350.00	350.00
5 file cabinets (4 drawer) @ \$100.00	500.00
2 typewriters @ \$400.00	800.00
1 xerox (rental) @ \$300/month	3,600.00
6 book shelves (20 ft. shelves) @ \$250.00	1,500.00
resource (reference) books	8,500.00
<b>TOTAL</b>	<b>\$17,450.00</b>

\* For personnel costs use Personnel justification form.

\*\* Describe the item in sufficient detail to insure that it is adequately identified and indicate the basis for determining or computing its value. For example, office space rental for two professionals: 150 square feet at \$2.00 per square foot, including utilities and janitorial services.

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4. DESCRIPTION OF ITEM* AND BASIS FOR VALUATION**	AMOUNT OR VALUE OF ITEM
(6) <u>EQUIPMENT (CONTINUED)</u>	
<u>General Display and Orientation Area</u>	
2 desks @ \$175.00	350.00
1 blackboard @ \$75.00	75.00
40 chairs @ \$20.00	<u>800.00</u>
TOTAL	\$1,225.00

\* For personnel costs use Personnel justification form.  
 \*\* Describe the item in sufficient detail to insure that it is adequately identified and indicate the basis for determining or computing its cost. For example, office space rental for two professionals: 150 square feet at \$2.00 per square foot, including utilities and janitorial services.

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4. DESCRIPTION OF ITEM* AND BASIS FOR VALUATION**	AMOUNT OR VALUE OF ITEM
(6) <u>EQUIPMENT</u> (Continued)	
<u>Physics Laboratory</u>	
Equipment	67,425.00
Furniture	825.00
	68,270.00
<u>Chemistry Laboratory</u>	
Equipment	9,672.00
Furniture	825.00
	10,497.00
<u>Biology Laboratory</u>	
Equipment	23,010.00
Furniture	825.00
	23,835.00
<b>SUB-TOTAL</b>	<b>\$102,602.00</b>

\* For personnel costs use Personnel justification form.

\*\* Describe the item in sufficient detail to insure that it is adequately identified and indicate the basis for determining or computing its value. For example, office space rental for two professionals: 150 square feet at \$2.00 per square foot, including utilities and janitorial services.

See following pages for detailed itemization of lab equipment for each laboratory.

## BUDGET BREAKDOWN

### Physics Laboratory

#### Equipment

Number	Item	Amount
100	Storage lockers @ \$40/unit	\$4,000
1	Dark room	1,500
20	Hot plates @ \$10/unit	200
40	Spring balances @ \$40/unit	1,600
10	Boyle's Law apparatus @ \$850/unit	8,500
10	Charles Law appartus @ \$500/unit	5,000
2	Stroboscopes @ \$320/unit	640
20	Calorimeters @ \$20/unit	400
2	Refrigerators @ \$220/unit	440
10	Linear expansion apparatus @ \$150/unit	1,500
100	Metallic (heat) blocks @ \$4/unit	400
500	Prismatic blocks @ \$4/unit	2,000
20	Light defractors @ \$30/unit	600
100	Light reflectors @ \$4/unit	400
1	Ealing apparatus	1,200
1	Spectrometer (spectrophotometer)	2,500
1	X-ray tube	850
20	Lamp fixtures @ \$2/unit	40
2	Vacuum pumps @ \$300/unit	600
20	Vacuum tubes @ \$120/unit	2,400
20	Tuning forks @ \$2.50/unit	30
1	Musical scale	1,200
1	Radio loudspeaker apparatus	500
1	Force table	2,000
3	Barometers @ \$30/unit	90
1	Wheatstone bridge	300
	Electrical wires	10
20	Dynamos @ \$10/unit	200
20	Wet-cell batteries @ \$40/unit	800
20	Dry-cell batteries @ \$.10/unit	2
3	Oscilloscopes @\$1000/unit	3,000
20	Variable capacators @ \$5/unit	100
5	Transformers @ \$340/unit	1,700
20	Rheostats @ \$100/unit	2,000
20	Wiring boards @ \$10/unit	200
10	Synchro transmitters & receivers \$20/unit	200
5	Potentio meters @ \$25/unit	125
100	Galvanometers @ \$18/unit	1,800
100	Ammeters @ \$3/unit	300
100	Voltmeters @ \$3/unit	300
2	Electroscopes @ \$300/unit	600
		49,627

Physics Laboratory (Cont'd)

Equipment

Number	Item	Amount
3	Oersted apparatus @ \$500/unit	\$1,500
20	Permanent magnets @ \$6/unit	120
20	Magnetic pieces @ \$5/unit	100
1	Jar of iron filings	10
100	Compasses @ \$1/unit	100
	Plumbing & wiring (water, vacuum, gas, air)	500
1	Demonstration table	600
20	Experimental benches @ \$125/unit	2,500
25	Stools @ \$12/unit	300
1	Millikan apparatus	1,500
1	Inverse-square-law apparatus	400
1	Relativity apparatus	2,500
2	Turntable oscillator set @ 182.50	263
2	Laser kit @678	1,356
1	Hologram set	48
10	Range finder @ \$27.50	275
10	Refraction apparatus @ \$7.75	78
2	Photoelectric experimenter @ \$75	150
2	Millimeter cadet @ \$29.75	60
2	Electric counter @ \$ 9.50	19
2	Power supplies (5000 volt DC) @ \$75	150
2	Variable power supply, AC & DC @ \$162.50	325
5	Charge on capacitor apparatus @ \$18.25	91
10	Electrolysis apparatus @ \$6.75	68
5	Magnetic balance	49
2	Tangent galvanometer kit @ \$15.50	31
1	Shield and sample holder	35
1	Brownian motion cell kit	81
5	Electronic multimeter @ \$29.95	150
10	Thermometer @ \$14.95	150
1	Sine/square wave audio oscillator	95
4	Electrostatic generator, Van de Graaf type @\$29.50/unit	118
2	Electrostatics set low leakage @\$42.50/unit	85
2	Braun electroscope @ \$14/unit	28
	Plastic spheres	10
2	Linear air track with gliders @85/unit	170
2	Accelerometer @ \$10.75 unit	22
2	Blower @ \$34.95	70
2	Stop clock @ \$27.	54
2	Multiple connector @ \$4.50	9
		<u>14,170</u>

Physics Laboratory (Cont'd)

Equipment

Number	Item	Amount
2	Variable transformer, 0-135V	\$ 64
1	Track type inclined plane	55
1	Horizontal plane, three sections	36
1	Loop-the-loop	32
1	Microswitch-magnetic release set	27
10	Steel ball, one inch @ \$.70	7
10	Dynamics cars, 3 wheel @ \$20.50 set	205
10	Cars, without bumper @ \$9.80/unit	98
2	Accelerometer @ \$14.50	29
10	Collision apparatus @ \$7.30/unit	73
10	Accessory @ \$1.70	17
1	Electronic microtimer	350
1	Preset timer	43
1	Connector for timing	10
2	Extra lamp, with stand @ \$100/unit	200
20	Meter stick for photography @ \$3.75/unit	75
2	Polaroid cameras @ \$80/unit	160
100	Film pack @ \$5.70	570
10	Centripetal force apparatus, spring balance type @ \$13.75	138
10	Spring balance @ \$3.75	38
1	Ballistic pendulum apparatus @ \$97.50	98
2	Welch round ripple tank with wave generator and light source @ \$81.50	163
2	Tripod base \$6.50	13
2	Support rod, 13mm. x 100 cm. @ \$2.35	5
4	Swivel clamp and holder @ \$6.00	24
2	Light chopper @ \$15/unit	30
1	Microwave optics Ed-set, Mark 2	222
1	Transmitter, microwave	65
1	Receiver	65
1	Microwave optics Ed-set, Mark 3	165
1	Basic Michelson interferometer	45
2	Mercury light source @ \$12.00	24
2	Air pump @ \$18.75	38
1	Blackboard optics kit	145
2	Optical bench, with accessories @ \$42	84
1	Basic grating spectrometer	75
10	Spectra of the element apparatus @ \$4.75	48
2	Solid State induction coil @ \$ 12.86	26
2	Spectrum tube holder @ \$ 5.25	11
10	Spectrum tubes @ \$5.50	55
Total Equipment		3,628
Total		\$67,425

Physics Laboratory (Cont'd)

Furniture

Number	Item	Amount
1	Blackboard	\$ 75
20	Classroom chairs @ \$20	400
1	Table	300
1	Chair	<u>50</u>
	Total	\$825

## BUDGET BREAKDOWN

### Chemistry Laboratory

#### Equipment

Number	Item	Amount
	Plumbing and wiring	\$ 500
20	Experimental benches @ \$125	2,500
25	Stools @ \$12	300
	Glassware (beakers, graduated cylinders, flasks, distilling flasks, pipettes & burettes, extraction & separation flasks, fractionating apparatus)	2,500
20	Hot plates @ \$10	200
5	Analytical balances @ \$500	2,500
5	Blasting ovens @ \$60	300
10	Sinks @ \$35	350
1	Scintillation probe	225
1	Particle minigeneration complete kit	155
1	Uncalibrated radio-isotope sources kit	15
1	Whole set Pb, Cs, Ca	55
	Calibrated sources	
	Strontium 90	24
	Cobalt 60	24
	Polonium - 210	24
	Total Equipment	<u>\$9,672</u>

#### Furniture

1	Blackboard	\$ 75
20	Classroom chairs @ \$20	400
1	Table	300
1	Chair	50
	Total furniture	<u>\$ 825</u>

BUDGET BREAKDOWN  
BIOLOGY LABORATORY

Equipment

Number	Item	Amount
100	Magnifying glasses @ \$6/unit	\$ 600
10	High power microscopes @ \$600/unit	6,000
5000	Slides @ \$.04/unit	200
200	Storage lockers @ \$40/unit	8,000
5	Incubation chambers @ \$320	1,600
2	Sterilizers @ \$225	450
200	Culture plates @ \$.05	10
1	Metabolic chamber	450
20	Bunsen burners @ \$15	300
	Plumbing (gas supply, vacuum, air)	500
1	Demonstration table	600
20	Experimental benches \$ \$125	2,500
25	Stools @ \$12	300
1	Biology hood	<u>1,500</u>
	Total equipment	23,010

Furniture

1	Blackboard	\$ 75
20	Classroom chairs @20	400
1	Table	300
1	Chair	<u>50</u>
	Total furniture	825

## RESUME

## Association for Urban Technology

The Association for Urban Technology (AUT) is a non-profit organization chartered in the State of Oregon. The organization was founded July, 1969, by scientists and engineers holding professional positions in the Portland, Oregon area. This group grew out of the Portland section of the Society of Engineers and Scientists of America (SESA). SESA was founded in 1956 and is dedicated to fostering careers in science and engineering among youths. With the increasing complexities of urban problems, the group saw the need for a national organization dedicated to the advancement of science and technology relating to modern cities and committed to the provision of effective social engineering for urban systems. This group decided to form the Association for Urban Technology.

Thus AUT is interested in bringing about greater communication and interaction between professionals, of various disciplines, which normally are not consulted on urban problems. AUT serves to bring together, in one organization, scientists, sociologists, engineers, medical doctors, mathematicians, industrialists and others in the solution of urban problems.

The organization currently has members in California, New York and Oregon.

AUT has sponsored public meetings and discussions regarding the nature of urban problems. The ALBINA COMMUNITY SCIENCE CENTER, currently being proposed, is a project which will be directed toward significantly improving the incidence of youths of the Model Neighborhood in selecting college careers in science and engineering.

AUT ORGANIZATIONAL CHART

BOARD-OF-DIRECTORS  
President-at-Large  
Vice-President-at-Large  
Secretary-at-Large  
Treasurer-at-Large  
Editor-in-Chief

EXECUTIVE COUNCIL  
President-at-Large  
Secretary-at-Large  
Treasurer-at-Large  
Editor-in-Chief  
Regional Representative  
Section Chairman  
Heads of all standing committees

Regional Representative

Regional Representative

Regional Representative

Sectional  
Chairman

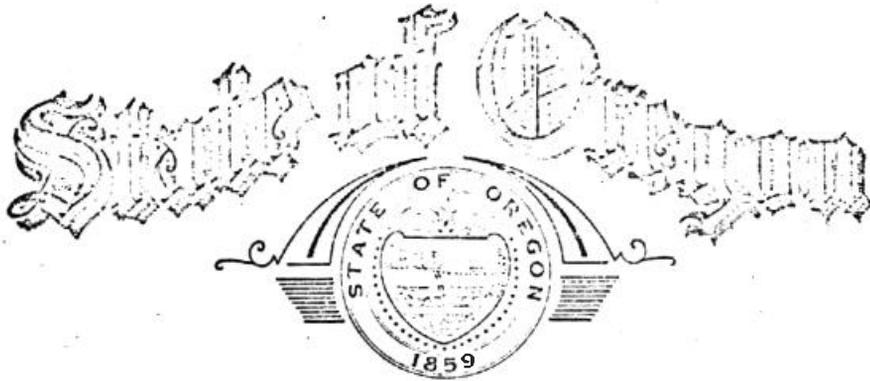
Sectional  
Chairman

Chapter  
President

Chapter  
President

Chapter  
President

Chapter  
President



Department of Commerce  
Corporation Division

Certificate of Incorporation

OF

ASSOCIATION FOR URBAN TECHNOLOGY

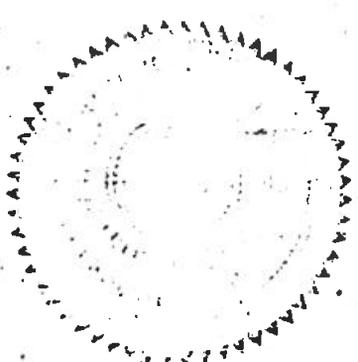
The undersigned, as Corporation Commissioner of the State of Oregon, hereby certifies that duplicate originals of Articles of Incorporation, duly signed and verified pursuant to the provisions of the Oregon Nonprofit Corporation Act, have been received in this office and are found to conform to law.

Accordingly, the undersigned, as such Corporation Commissioner, and by virtue of the authority vested in him by law, hereby issues this Certificate of Incorporation and attaches hereto a duplicate original of the Articles of Incorporation.

In Testimony Whereof, I have hereunto set my hand and affixed hereto the seal of the Corporation Division of the Department of Commerce of the State of Oregon this 15<sup>th</sup> day of October, 19 69.

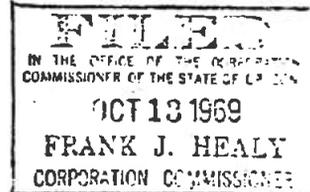
Frank F. Healy  
Corporation Commissioner

By Helene Morgan  
Chief Clerk



C-11-10/57/61  
11-68

ARTICLES OF INCORPORATION  
of  
ASSOCIATION FOR URBAN TECHNOLOGY



The undersigned, acting as incorporators under the Oregon Non-profit Corporation Act, adopt the following Articles of Incorporation:

ARTICLE I.

The name of this corporation is ASSOCIATION FOR URBAN TECHNOLOGY, and its duration shall be perpetual.

ARTICLE II.

This corporation is organized and shall be exclusively for charitable purposes and in furtherance thereof, and for no other purposes, shall: (A) Sponsor technical conferences on urban systems involving administrators, government, technologists, and academic faculties; also collaborate with other professional societies in areas of common interest, (B) Stimulate social consciousness in various professions by organizing lectureships, contests, local chapters in educational institutions, local chapters in urban communities, and by publication of newsletters and technical journals of research and development, (C) Initiate or encourage non-profit projects for the benefit of communities such as science centers, youth centers and also workshops for students of Urban Technology, (D) Maintain a resource library for Urban Technology, (E) Recognize and/or patronize special (professional) interest groups such as (1) System Standards - statutory and physical laws, code of ethics, structural codes, (2) System Components and Characteristics - people, land, materials, animals, ideas, forces, (3) System Science - politics, economics, law and criminology, psychology, health, sociology, anthropology, management, education, physics, linguistics, statistics and general mathematics, viability, stability, mobility, civilization and general welfare, systems models and analysis, (4) System Engineering - physical planning, computers and automation, education and control, administration, service delivery, safety, justice and law enforcement, communication. In carrying out the foregoing purposes, this corporation shall not engage, except to an insubstantial extent, in activities which in themselves are not in furtherance of the above purposes. No part of any net profit shall inure to the benefit

of any member or individual.

#### ARTICLE III.

Provisions for the distribution of assets on dissolution or final liquidation are: If this corporation is dissolved, all assets remaining after payment of corporate debts shall be distributed to a corporation organized under the Oregon Nonprofit Corporation Act, that is recognized as exempt from taxation under the laws of the State of Oregon and is an organization exempt from federal taxes under Section 501(a) as an organization described in Section 501 of the Internal Revenue Code of 1954, selected by the Board of Directors of this corporation at the time the Board resolves to dissolve this corporation.

#### ARTICLE IV.

The address of the initial registered office of the corporation is ~~P.O. Box 4234, Portland, Multnomah County, Oregon 97208~~  
Room 14, 1808 NE Weidler St, Portland, Oregon 97232  
and the name of its initial registered agent at such address is  
Dr. Erasmus C. Ogbuobiri

#### ARTICLE V.

The number of directors constituting the initial Board of Directors of the corporation is Five, and the names and the addresses of the persons who are to serve as directors until the first annual meeting or until their successors are elected and shall take office are:

<u>Name</u>	<u>Address</u>
Mr. Ben Berry	3040 N. E. 14th Avenue Portland, Oregon
Dr. William C. Davis	3330 N. E. 138th Pl. Portland, Oregon
Dr. E. C. Ogbuobiri	1808 N. E. Weidler St. Portland, Oregon 97232
Mr. George E. Bell	14535 N. E. Knott Ct. Portland, Oregon 97230
Mr. Ray Brewer	5100 N. Commercial Portland, Oregon

ARTICLE VI.

The name and address of each incorporator is:

Benny L. Berry	3040 N.E. 14th Avenue Portland, Oregon
Dr. William C. Davis	3330 N.E. 138th Pl. Portland, Oregon
Dr. E. C. Ogbuobiri	1808 N.E. Weidler St. Portland, Oregon 97232

ARTICLE VII.

Provisions for regulations of the internal affairs of the corporation are as follows: (A) The qualifications for membership, the classes of membership, and the voting rights of the classes of membership shall be as set forth in the By-Laws, (B) Members of the Board of Directors shall be elected as provided in the By-Laws.

Dated September 18, 1969.

Benny L. Berry  
William C. Davis  
E. C. Ogbuobiri

STATE OF OREGON )  
COUNTY OF Multnomah ) ss.

I, Marian L. Scott, a Notary Public for Oregon, hereby certify that on the 18th day of September, 1969, personally appeared before me Mr. Benny L. Berry, that on the 18th of September, 1969, personally appeared before me Dr. William C. Davis, and that on the 18th day of September, 1969, personally appeared before me Dr. E. C. Ogbuobiri, each severally being by me first duly sworn, declare that they are the persons who signed the foregoing document as incorporators and the statements contained therein are true.

Marian L. Scott  
Notary Public for Oregon.  
My Commission Expires: July 1, 1973

C O N S T I T U T I O N  
O F T H E  
A S S O C I A T I O N F O R U R B A N T E C H N O L O G Y

Adopted: August 15, 1969

All Rights Reserved

July, 1969

## ASSOCIATION CONSTITUTION

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## ASSOCIATION FOR URBAN TECHNOLOGY

"dedicated to the advancement of science and technology relating to modern cities and committed to the provision of effective social engineering for urban systems"

### PREAMBLE

WHEREAS urban problems have increased in complexity to such a magnitude that their solutions exceed the scope of disciplines traditionally dedicated to their remedies; WHEREAS many large problems that confront the urban society differ from those of the space technology in focussing on people rather than on machinery; WHEREAS the solution of urban problems, like space programs, call for management structures linking government, industry, and universities and involves planning, coordination, testing, and evaluation in a complex environment of multiple divisions and linkages of responsibility, conflicting ambitions or interests, economic imbalance and group strife, choice between old facilities and new ones, multiple channels of communication and authority, and priorities that shift with place and time; WHEREAS the experience required for effective solution of these problems resides in pooling many interdisciplinary resources, it is essential that an independent organization be established and dedicated to the specialized need of urban systems and technology and we, the members of the ASSOCIATION FOR URBAN TECHNOLOGY, do hereby pledge ourselves to be guided by the articles of this constitution as a vehicle for social progress.

CONSTITUTION  
OF THE  
ASSOCIATION FOR URBAN TECHNOLOGY

ARTICLE I

NAME

- 1.1 The name of this organization shall be "Association for Urban Technology."
- 1.2 The official abbreviation of the name shall be "AUT".

ARTICLE II

OBJECTIVES

- 2.1 To provide effective social engineering for urban systems through interdisciplinary approach.
- 2.2 To foster research and development efforts in the science and technology as related to modern cities.

ARTICLE III

FUNCTIONS

- 3.1 Sponsor technical conferences on urban systems involving administrators, government, technologists, and academic faculties; also collaborate with other professional societies in areas of common interest.
- 3.2 Stimulate social consciousness in various professions by organizing lectureships, contests, local chapters in educational institutions, local chapters in urban communities, and by publication of newsletters and technical journals of research and development.
- 3.3 Initiate or encourage non-profit projects for the benefit of communities such as science centers, youth centers and also workshops for students of Urban Technology.
- 3.4 Maintain a resource library for Urban Technology.
- 3.5 Recognize and/or patronize special (professional) interest groups such as:
  - 3.5.1 System Standards  
statutory and physical laws, code of ethics,  
structural codes.

- 3.5.2 System Components and Characteristics  
people, land, materials, animals, ideas, forces.
- 3.5.3 System Science  
Politics, Economics, Law and Criminology, Psychology, Health, Sociology, Anthropology, Management, Education  
Physics, Linguistics, Statistics and General Mathematics, Viability, Stability, Mobility, Civilization and General Welfare, Systems Models and Analysis.
- 3.5.4 System Engineering  
Physical Planning, Computers and Automation, Education and Control, Administration, Service Delivery, Safety, Justice and Law Enforcement, Communication.

#### ARTICLE IV

##### MEMBERSHIP

- 4.1 The following grades of membership shall be recognized:
  - 4.1.1 Fellow
  - 4.1.2 Member
  - 4.1.3 Associate Member
  - 4.1.4 Student Member (a. College, b. Secondary, c. Elementary)
  - 4.1.5 Institutional Designee
  - 4.1.6 Institutional Member
- 4.2 The membership grade conferred on an individual will be based on the individual's qualifications and the decision of the committee authorized to grant membership status in accordance with the provisions of the Constitution and Bylaws of the Association.
  - 4.2.1 The grade of Fellow shall be the highest grade within the membership; a member who has conferred honor to the Association by his outstanding contributions to modern society and to the principles and objectives of the Association shall be eligible for promotion to Fellow; an ad hoc committee appointed by the executive council shall be responsible for electing fellows from a slate of nominees; each nominee shall be sponsored by at least four persons in the "Member" grade; Fellowship shall be conferred in even years only.
  - 4.2.2 The Member grade shall be conferred on the applicant who shall at least have a Bachelor's Degree or its equivalent from an accredited school, college, or university in one of the various fields of physical, biological, and social sciences, engineering, and mathematics; in addition, recommendations by two members (in the Member grade) shall be required.
  - 4.2.3 Associate Member shall be any person who subscribes to the principles and objectives of the Association and who is not a student.

- 4.2.4 Student Members shall be full-time students in any educational institution of formal instruction; in addition, a certification by the institutional Designee shall be required; student members exist in one of three categories a, b, c.
  - 4.2.5 An Institutional Designee shall be an appointed representative to act on behalf of the Association; a designee must be a member other than Student and must be a full-time staff of the institution.
  - 4.2.6 An Institutional Member shall be any formal institution of learning, research, or development, corporations, or agencies with established interest in science and technology as related to modern cities.
- 4.3 Chapter status shall be granted to:
- 4.3.1 Student Members in an educational institution who subscribe to and are bound by the Constitution and Bylaws of the Association and whose number is not below the figure set forth in the Bylaws.
  - 4.3.2 Non-Student groups who subscribe to and are bound by the Constitution and Bylaws of the Association and whose number is not below the figure set forth in the Bylaws.
- 4.4 Section status shall be granted to:
- 4.4.1 All Chapters within a State boundary in the country of the United States of America.
  - 4.4.2 All chapters (or a subset thereof) within the boundaries of any country outside of the United States of America.
- 4.5 Region status shall be granted to an association of Sections approved by the Executive Council.
- 4.6 No charter shall be granted to a chapter, section, or region until a copy of this constitution shall have been filed at the headquarters of the Association for Urban Technology, bearing a certificate of adoption.

## ARTICLE V

### OFFICERS

- 5.1 The Board of Directors shall comprise:
- 5.1.1 President-at-Large
  - 5.1.2 Vice President-at-Large
  - 5.1.3 Secretary-at-Large
  - 5.1.4 Treasurer-at-Large
  - 5.1.5 Editor-in-Chief

5.2 The Executive Council shall comprise:

- 5.2.1 President-at-Large
- 5.2.2 Vice President-at-Large
- 5.2.3 Secretary-at-Large
- 5.2.4 Treasurer-at-Large
- 5.2.5 Editor-in-Chief
- 5.2.6 Regional Representatives
- 5.2.7 Section Chairmen
- 5.2.8 Heads of all Standing Committees

5.3 The officers of each Region shall be the following:

- 5.3.1 Regional Representative

5.4 The officers of each Section shall be the following:

- 5.4.1 Section Chairman

5.5 The officers of each chapter shall be the following:

- 5.5.1 President
- 5.5.2 Vice President
- 5.5.3 Recording Secretary
- 5.5.4 Corresponding Secretary
- 5.5.5 Treasurer

5.6 Duties of Officers:

- 5.6.1 The affairs of the association shall be managed by the board of Directors.
- 5.6.2 The President-at-Large shall be the official spokesman of the organization; shall call all business meetings of the Executive Council; shall preside at all business meetings of the Executive Council; shall have the power to appoint the heads of all committees (standing or special); shall be responsible for executing the policies of the organization.
- 5.6.3 The Vice-President-at-Large shall, in the absence of the President, assume the duties of the President; shall have public information responsibility for the organization; shall be ex-officio member of all committees; shall be the chairman of the fellowship selection committee.
- 5.6.4 The Secretary-at-Large shall be responsible for recording and maintaining the minutes of all business meetings of the Executive Council; shall maintain all records, documents, and membership roster for the organization; shall notify the Executive Council regarding all meetings; shall maintain communication with all members of the organization.
- 5.6.5 The Treasurer-at-Large shall be responsible for receiving and disbursing funds; shall maintain adequate and accurate

records of all financial transactions; shall present written financial reports periodically as called for by the action of the Executive Council or the President-at-Large.

- 5.6.6 The Editor-in-Chief shall be responsible for providing the formats and maintaining high standards of quality for all the publications of the organization.
- 5.6.7 The Regional Representative shall coordinate the formation of new sections and coordinate activities of the sections and chapters in the region; shall maintain a roster of the active members in the region; shall act as host and chairman for joint sectional meetings.
- 5.6.8 The Section Chairman shall coordinate the formation of new chapters and coordinate the activities of the chapters comprising the section; shall maintain a roster of the membership of the chapter in the section; shall be chairman and host for joint chapter meetings.
- 5.6.9 The Chapter President shall be responsible to the Executive Council as the official head of the chapter and shall have such other powers and are additionally provided by the chapter constitution and bylaws of the chapter subject to approval by the Executive Council.
- 5.6.10 The Chapter Vice-President shall in the absence of the President assume his powers and shall have such other powers and duties as are additionally provided by the constitution and bylaws of the chapter subject to approval by the Executive Council.
- 5.6.11 The Chapter Recording Secretary shall be responsible for maintaining chapter records and for such other duties as are required by the chapter constitution and bylaws subject to approval by the Executive Council.
- 5.6.12 The Chapter Corresponding Secretary shall be responsible for maintaining all communications on behalf of the chapter and shall have such other duties as are required by the chapter constitution and bylaws subject to approval by the Executive Council.
- 5.5.13 The Chapter Treasurer shall be responsible to the Executive Council for all financial transactions carried at the local level on behalf of the Association, and shall have such other duties as are required by the chapter constitution and bylaws subject to approval by the Executive Council.

## ARTICLE VI

### STANDING COMMITTEES

## ARTICLE VI

### STANDING COMMITTEES

#### 6.1 The Standing Committees shall be:

- 6.1.1 System Standards
- 6.1.2 System Components
- 6.1.3 System Science
- 6.1.4 System Engineering
- 6.1.5 Technical Paper Review
- 6.1.6 Program
- 6.1.7 Membership
- 6.1.8 Publications
- 6.1.9 Education
- 6.1.10 Resource
- 6.1.11 Awards

#### 6.2 The primary duties of the committees shall be as follows:

- 6.2.1 The System Standards Committee shall be responsible for promoting the development of a common terminology relating to urban technology; shall develop criteria for evaluating the parameters involved in the specification of urban systems.
- 6.2.2 The System Components Committee shall be responsible for the definition of the components comprising various urban systems and for the development of models for these components.
- 6.2.3 The Systems Science Committee shall be responsible for promoting interaction between the members of the sciences involved in the study of urban systems.
- 6.2.4 The System Engineering Committee shall be responsible for promoting the advancement of the state of the art of urban technology.
- 6.2.5 The Technical Paper Review Committee shall be responsible for conducting a review and determining the final disposition of all technical papers submitted for publication in the Association's journals; shall screen all papers submitted for presentation in technical conferences; shall determine the format for papers submitted to the Association.
- 6.2.6 The Program Committee shall be responsible for formulating, publishing, and promulgating the programs for the organization; shall coordinate with individual regions, sections, and chapters regarding program activities.
- 6.2.7 The Membership Committee shall be responsible for distributing membership application forms and screening application forms and screening applicants for the various grades of membership.

- 6.2.8 The Publications Committee shall be responsible for all publication activities of the organization.
- 6.2.9 The Education Committee shall be responsible for promoting the establishment of identifiable courses of formal instruction.
- 6.2.10 The Resource Committee shall be responsible for the development of data bank of resources comprising: a library of documents, statistical data, and directory of available consultants.
- 6.2.11 The Awards Committee shall be responsible for selecting candidates for those categories of awards as may be set in the bylaws, with the exception of candidates for fellowship; shall be responsible for administering the awards.

ASSOCIATION FOR URBAN TECHNOLOGY

By-Laws

SECTION I

MEETINGS

1.1 Types of Meetings shall be:

- (a) Regular Business Meetings
- (b) Committee Meetings
- (c) Technical Program Session

1.2 Frequency and place of meetings shall be as follows:

- (a) The Board of Directors shall meet at least twice a year at the place and time designated by the Board.
- (b) Regular Business meetings shall be held at least once a year; the specific times and place shall rest with the Executive Council.
- (c) Committee meetings shall be held at the discretion of the Committee chairman or at the direction of the Executive Council.
- (d) Technical Program Services shall be determined by the program committee, subject to approval by the Executive Council.
- (e) Meetings conducted at the chapter level are entirely at the discretion of the chapter.

1.3 Notices for meetings shall be handled as follows:

- (a) Announcement of Technical Program Meetings shall be sent to each member in time to permit adequate preparation.
- (b) Notices for local business meetings shall be sent out so that members can receive the notices at least 10 days prior to the meetings; emergency meetings may have shorter notices.
- (c) Notices for Executive Council Meetings shall not be given less than 30 days prior to the time of the meeting.

1.4 A quorum required for transaction of business shall be a minimum of 20% of total voting membership; at the meetings of the Board of Directors 4/5 of members shall form a quorum.

1.5 A policy change shall require a majority vote of 2/3 of members present and voting; in case of a deadlock, the presiding officer shall have a casting vote.

- 1.6 Robert's Rules of Order (Revised) shall be the authority of conduct of meetings; areas outside of the jurisdiction of Robert's Rules of Order (Revised) shall substitute the accepted authority on parliamentary procedure for "Robert's Rules of Order (Revised)".

## SECTION II

### ELECTIONS

- 2.1 The elective offices shall be:

- 2.1.1 President-at-Large
- 2.1.2 Vice President-at-Large
- 2.1.3 Secretary-at-Large
- 2.1.4 Treasurer-at-Large
- 2.1.5 Editor-in-Chief
- 2.1.6 Chapter President
- 2.1.7 Chapter Vice-President
- 2.1.8 Chapter Secretaries
- 2.1.9 Chapter Treasurer
- 2.1.10 Section Chairman
- 2.1.11 Regional Representative

- 2.2 Eligibility

- 2.2.1 To be eligible for election a member must be in good standing; offices comprising the Executive Council shall require that a candidate be in Member grade and addition shall be consistently in good standing for at least two years immediately preceding his candidacy. Only members in the Member grade and for good standing shall be eligible to vote for officers comprising the Executive Council.

- 2.3 Method of Election

- 2.3.1 Election shall be by letter ballot every odd year; voting shall be secret. Election shall be by simple majority.
- 2.3.2 A nominating committee constituted under the provisions of these bylaws shall create a slate of nominees and be responsible for mailing it to all eligible voters not later than January 15 of the election year; at least one candidate shall be named for each elective office; each nominated candidate shall have agreed to serve if elected; provisions shall be made also for write-in candidates; ballots must be returned to the nominating committee post-marked not later than March 15 of the election year.

- 2.4 Installation of officers

The method of installation of officers shall be at the discretion of the Executive Council; when available, a fellow shall participate in the installation of officers in the Executive Council.

## 2.5 Terms of Office

The term of office starts July 1 of each year; no member shall hold office in the Executive Council for more than two consecutive terms; a term of office shall be two years; election of officers shall be held annually with the election of the President-at-Large and Treasurer-at-Large staggered with the election of the Vice-President at-Large, the Secretary-at-Large, and the Editor-in-Chief.

## SECTION III

### DUES AND CONTRIBUTIONS

#### 3.1 Dues

Regular annual dues shall be as follows:

Institutional Member: One Hundred (100) dollars per annum  
Members: Thirty (30) dollars per annum  
Associate Members: Twenty (20) dollars per annum  
Student Members - Class A: Five (5) dollars  
                          Class B: Two (2) dollars  
                          Class C: One (1) dollar

3.1.1 The fiscal year shall run from January through December 31; dues shall not be pro-rated; dues shall be payable to the Treasurer-at-Large; where a chapter exists, the chapter Treasurer can collect and transmit dues in bulk to the Treasurer-at-Large.

#### 3.2 Contributions

Contributions shall be accepted by the Association provided that such a contribution carries no obligations that do not serve to promote the ideals of this constitution; the Executive Council shall have the power to accept contributions.

## SECTION IV

### DISPENSING OF THE FUNDS

- 4.1 Each chapter receive financial assistance from the Association after submitting a budget for their local operations.
- 4.2 Funds shall be allocated for the operations of the Association; the annual budget shall be presented to the Executive Council not later than January 10.
- 4.3 The books of the Treasurer shall be audited at least once a year.

- 4.4 The Treasurer-at-Large shall be bonded; all checks drawn shall be signed by both the President and the Treasurer; all payments shall be by Association checks.

## SECTION V

### SPECIAL COMMITTEES

Special committees shall be appointed by the President with the approval of the Executive Council to perform specific tasks. These committees shall be dissolved upon completion of their assigned duties.

- 5.1 The Nominating Committee shall nominate candidates for the elective offices. No incumbent elective officer shall be a member of a nominating committee.
- 5.2 Fellowship Award Committee shall be responsible for selection of candidates for fellowship awards.

## SECTION VI

### MEMBERSHIP PRIVILEGES

- 6.1 Membership Identification: Each member of the Association shall on payment of his annual dues receive within two weeks a validated membership identification bearing membership number, grade, and year.
- 6.2 Reinstatement: Member privileges shall be suspended for failure to follow the guidelines of the Association; payment of dues automatically reinstates member provided he has not been inactive for more than two years consecutively and provided that he is not subject to any disciplinary actions as determined by the Membership Committee.
- 6.3 Publications: Members in the grades of Member and Fellow shall receive all major publications of the Association free; all other members shall receive major publications at a nominal rate of charge.
- 6.4 Exhibitions: Institutional Members shall have the privilege of displaying their new line of products or information relevant to urban technology by acquiring space in the association journals at a nominal fee to be determined by the Publication Committee, and by displaying equipment at conventions sponsored by the association at the nominal fee to be determined by the Program Committee, the said privileges being subject to availability of space.

## SECTION VII

### POLICY

## SECTION VII

### POLICY

This Constitution and Bylaws shall be binding on all members of this Association as interpreted by the Executive Council of the Association; each chapter and each member of the Executive Council shall receive and maintain a copy of the constitution and bylaws of the Association.

## SECTION VIII

### OFFICES

- 8.1 The principal office (headquarters) of the association shall be located in Portland, Multnomah County, Oregon, U.S.A., or in such other place as the Board of Directors shall designate.
- 8.2 The registered office of the association, required by the Oregon Non-profit Corporation Act, shall be maintained in Portland, Multnomah County, Oregon, U.S.A.

## SECTION IX

### EMBLEM AND SEAL

The Board of Directors shall provide a corporate seal which shall be circular in form and shall have inscribed thereon the name of the association, the words "non-profit corporation", the state and year of incorporation, and the words "corporate seal"; the Board of Directors shall provide an emblem to identify the association.

## SECTION X

### CHARTER

A charter shall be granted by the Executive Council to parties who subscribe to this constitution and bylaws and whose number is to be a minimum of seven; the word "subscribe" shall mean a letter of request accompanied by a signed copy of the Constitution and Bylaws.

## SECTION XI

### AMENDMENTS

These bylaws may be amended by two-thirds of the sections comprising the total membership.

AUT FINANCIAL CONTROL SYSTEM

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## FINANCIAL CONTROL SYSTEM

### 1.0 Financial Security

- 1.1 The treasurer-at-large must be bonded as required by the bylaws.
- 1.2 All checks drawn must be signed by the President and the Treasurer.
- 1.3 All association's monies with the exception of petty cash must be deposited with a commercial bank chosen by the Board of Directors.

### 2.0 Records

- 2.1 General Ledger of journal entry of all financial transactions.
  - 2.1.1 Each page of ledger must show year of transaction and the page number.
  - 2.1.2 Each page should have columns for the following entries.
    - (a) Date
    - (b) Transaction Number (TN)
    - (c) Description of Transaction
    - (d) Income
    - (e) Serial number of receipt issued
    - (f) Expenditure
    - (g) Serial number of check drawn
    - (h) Account Payable
    - (i) Account Receivable
  - 2.1.3 Description of transaction should identify the party to whom payment is made, or the party from whom income is received, and the subject of payment of receipt.
- 2.2 Book of Invoices containing 8½ x 11" mounting of invoices for easy inspection and access in binders.
- 2.3 Book of Receipts issued containing 8½ x 11" mounting of carbon copies of issued receipts which must be serially numbered.
- 2.4 Book of Disbursements containing 8½ x 11" mounting of bank statements and all checks drawn (which must also be serially numbered) and a record of bank service charges.
- 2.5 Book of financial reports and statements including bank statements.
- 2.6 The Treasurer-at-large maintains all financial records. A copy of accepted financial reports from the treasury will be filed with the secretary-at-large.

### 3.0 Income Receiving

For the purposes of financial control, income will be defined to include membership dues received, contributions, and refunds.

- 3.1 The Treasurer-at-large must issue a receipt for all monies received and a carbon copy of the receipt must be posted as required in section 2.0 issued receipts must be serially of consecutively numbered.
- 3.2 Receipts issued for all dues and contributions received by mail must be must be transmitted to the payer through the secretary-at-large.

- 3.3 Receipts issued for all dues and contributions received in person by the treasurer should be given directly to the payor by the treasurer-at-large.
- 3.4 The receipt issued by the treasurer must indicate (a) the name the payee, (b) date of receipt, (c) purpose of payment (d) name of the organization, and (e) the signature and title of the treasurer.

#### 4.0 Authorization for Expenditure

Expenditure of funds must be authorized by at least one of the following:

- 4.1 Decision of the Executive Council
- 4.2 Approved Budget
- 4.3 Minutes of Business Meetings
- 4.4 Decision of the Board of Directors

#### 5.0 Budgeting

- 5.1 The Executive Council has the responsibility for the preparation of the budget which is subject to approval by the Board of Directors.
- 5.2 Budget should be prepared annually.
- 5.3 Budget should be prepared and justified for each key activity to be undertaken in a functional area, and then summarized by categories such as personnel, space, equipment, travel, meetings, etc.

#### 6.0 Requisitioning

- 6.1 Purchase requisitions must be made only on authorized expenditures.
- 6.2 Purchase requisitions must be approved by the President-at-large who approves requisition by advising the Treasurer-at-large to encumber funds to the amount of the requisition. Encumbrment is effective when posted as accounts payable. President's approval is also indicated by his signature on drawn bank checks.
- 6.3 Expenditures from petty cash must be approved by the keeper of petty cash or the President-at-large.

#### 7.0 Purchasing

- 7.1 Services and goods whose purchase requisition has been approved may be purchased by any person authorized by the President-at-large.
- 7.2 Price of purchased goods or services must not exceed the requisitioned amount.
- 7.3 The person undertaking the purchase of goods and services must certify that the purchased items conform to acceptable specification or condition.

#### 8.0 Billing and Payment

- 8.1 All members of the association will be billed once a year during the month of October for membership renewal dues.
- 8.2 All checks to the association should be made payable to "Association for Urban Technology Inc.", or to "AUT Inc."
- 8.3 All reimbursements must be made against surrendered original receipts and all payments must be made against original invoices or bills.

- 8.4 Bills received by the association must indicate the services delivered, the date of delivery, the cost to the association, and the company or agent rendering service; No payment can be made for bills lacking in any of these pieces of information.
- 8.5 The association must pay its bills within two weeks of receipt of invoice for all received goods or services; This requirement may be waived by specific contacts or agreement.

## 9.0 Petty Cash

- 9.1 The level of petty cash together with the accumulated amount of receipts on petty cash must be \$25.00 at any time.
- 9.2 Each single payment from petty cash must be accompanied by a receipt which must not exceed \$5.00.
- 9.3 Claims on petty cash must be accompanied by original receipts or an original signed statement by the claimer.
- 9.4 Replenishment of Petty Cash can be made at any time at the request of the keeper of petty cash and/or following an audit of petty cash by the President-at-large and the Treasurer-at-large; Petty cash is replenished by a check drawn to the amount covering the actual receipts produced by the keeper of petty cash and made payable to the banker serving the association; The Phrase "Petty Cash" must be written on the face of the check which must be signed in accordance with the provisions of the by-Laws.
- 9.5 The keeper of Petty Cash prepares a bill covering the drawdown on petty cash; This bill is signed by the President-at-large and the Treasurer-at-large after the petty cash audit and retained by the Treasurer-at-large in support of the drawn bank check.
- 9.6 If following an audit of petty cash, it is determined by the auditors that an expense is inellegible petty cash expense, The keeper of petty cash must restore an amount of cash to cover the inellegible expense.
- 9.7 The keeper of petty cash shall be the Secretary-at-large.

## 10.0 Reporting

- 10.1 The Treasurer-at-large will give a formal report on the financial condition at the request of the Executive Council or the Board of Directors. This request is made by a provision on the agenda. The President-at-large may from-time-to-time request informal statements of financial condition at business meetings. End-of-year formal reports must be audited and the auditor's report must be presented immediately following the Treasurer's report.
- 10.2 Receipt of Membership dues must be reported to the Secretary-at-large for issuance of membership cards; all contributions must be reported to the Executive Council.
- 10.3 Treasurer's report should itemize costs incurred against budget, income by categories, expenditure by categories, balance sheet, resolution with bank statement, total of checks, total or receipts total of invoices, accounts payable, accounts receivable; the status of petty cash should be reported as accounts receivable and payable.

11.0 Auditing of Books

- 11.1 The books of the Treasurer must be audited in accordance with the provision of the constitution and bylaws of the association.
- 11.2 The Board of Directors or any member of the Executive Council may request to review the treasurer's books and records at any time.

CPA LETTER  
(TO come)

**A**ssociation for  
**U**rban  
**T**echnology, Inc.

P. O. BOX 4231 • PORTLAND, OREGON • PHONE (503) 227-2800

September 3, 1970

W. C. Davis, Ph.D. ----- Treasurer.

PERSONAL FINANCIAL STATEMENT

Cash	\$ 5,000.00	
Stocks and Bonds	30,500.00	
Real Estate	48,000.00	
Land	12,000.00	
Property	25,000.00	
		<u>\$120,500.00</u>
	<u>Liabilities</u>	=
Accounts Payable	\$21,500.00	
Mortgages Payable	19,000.00	
		<u>\$40,500.00</u>
Net Worth		\$80,000.00



*"dedicated to the advancement of science and technology relating to modern cities and committed to the provision of effective social engineering for urban systems"*

September 14, 1970

Mr. Ben L. Berry  
Association for Urban Technology  
P. O. Box 4472  
Portland, Oregon

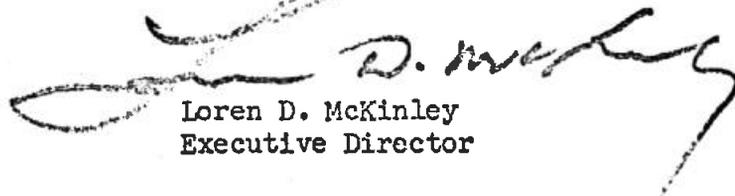
Dear Mr. Berry:

I very much enjoyed visiting with you on August 5th concerning the proposed Albina Science Center.

OMSI has for some time been interested in such a project for the Albina area. We would be honored to have a position on your board of trustees. We also will be glad to participate in your programs and will give what assistance we can in loaned exhibits, personnel exchanges and other areas of cooperation.

I shall look forward to further contact with the Association for Urban Technology and its enthusiastic Mr. Berry!

Sincerely,



Loren D. McKinley  
Executive Director

LDM:cer

PORTLAND PUBLIC SCHOOLS

631 Northeast Clatsamas Street / Portland, Oregon 97208  
Phone (503) 234-3332

OFFICE OF THE SUPERINTENDENT

Harold A. Elmer  
Deputy Superintendent of Schools

August 27, 1970

Mr. Ben Berry  
President  
Association for Urban Technology  
P. O. Box 4472  
Portland, Oregon 97208

Dear Mr. Berry:

After a careful review of your draft of the Albina Community Science Center by members of the school district's staff, we encourage its development. Members of the Board of Education also have had an opportunity to review the draft as presented and concur in our endorsement that this program should be a motivating force for students in the area. The schools will find the Community Science Center a resource that can help children and will have an impact on their success and attitude in school.

The School District will be eager to cooperate with you in achieving this program. If we can be of assistance, please let us know.

Sincerely yours,



Robert W. Blanchard  
Superintendent

RWB:md

5.2 The Executive Council shall comprise:

- 5.2.1 President-at-Large
- 5.2.2 Vice President-at-Large
- 5.2.3 Secretary-at-Large
- 5.2.4 Treasurer-at-Large
- 5.2.5 Editor-in-Chief
- 5.2.6 Regional Representatives
- 5.2.7 Section Chairmen
- 5.2.8 Heads of all Standing Committees

5.3 The officers of each Region shall be the following:

- 5.3.1 Regional Representative

5.4 The officers of each Section shall be the following:

- 5.4.1 Section Chairman

5.5 The officers of each chapter shall be the following:

- 5.5.1 President
- 5.5.2 Vice President
- 5.5.3 Recording Secretary
- 5.5.4 Corresponding Secretary
- 5.5.5 Treasurer

5.6 Duties of Officers:

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- 5.6.2 The President-at-Large shall be the official spokesman of the organization; shall call all business meetings of the Executive Council; shall preside at all business meetings of the Executive Council; shall have the power to appoint the heads of all committees (standing or special); shall be responsible for executing the policies of the organization.
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- 5.6.4 The Secretary-at-Large shall be responsible for recording and maintaining the minutes of all business meetings of the Executive Council; shall maintain all records, documents, and membership roster for the organization; shall notify the Executive Council regarding all meetings; shall maintain communication with all members of the organization.
- 5.6.5 The Treasurer-at-Large shall be responsible for receiving and disbursing funds; shall maintain adequate and accurate

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- 5.6.6 The Editor-in-Chief shall be responsible for providing the formats and maintaining high standards of quality for all the publications of the organization.
- 5.6.7 The Regional Representative shall coordinate the formation of new sections and coordinate activities of the sections and chapters in the region; shall maintain a roster of the active members in the region; shall act as host and chairman for joint sectional meetings.
- 5.6.8 The Section Chairman shall coordinate the formation of new chapters and coordinate the activities of the chapters comprising the section; shall maintain a roster of the membership of the chapter in the section; shall be chairman and host for joint chapter meetings.
- 5.6.9 The Chapter President shall be responsible of the Executive Council as the official head of the chapter and shall have such other powers and are additionally provided by the chapter constitution and bylaws of the chapter subject to approval by the Executive Council.
- 5.6.10 The Chapter Vice-President shall in the absence of the President assume his powers and shall have such other powers and duties as are additionally provided by the constitution and bylaws of the chapter subject to approval by the Executive Council.
- 5.6.11 The Chapter Recording Secretary shall be responsible for maintaining chapter records and for such other duties as are required by the chapter constitution and bylaws subject to approval by the Executive Council.
- 5.6.12 The Chapter Corresponding Secretary shall be responsible for maintaining all communications on behalf of the chapter and shall have such other duties as are required by the chapter constitution and bylaws subject to approval by the Executive Council.
- 5.5.13 The Chapter Treasurer shall be responsible to the Executive Council for all financial transactions carried at the local level on behalf of the Association, and shall have such other duties as are required by the chapter constitution and bylaws subject to approval by the Executive Council.

## ARTICLE VI

### STANDING COMMITTEES

## ARTICLE VI

### STANDING COMMITTEES

6.1 The Standing Committees shall be:

- 6.1.1 System Standards
- 6.1.2 System Components
- 6.1.3 System Science
- 6.1.4 System Engineering
- 6.1.5 Technical Paper Review
- 6.1.6 Program
- 6.1.7 Membership
- 6.1.8 Publications
- 6.1.9 Education
- 6.1.10 Resource
- 6.1.11 Awards

6.2 The primary duties of the committees shall be as follows:

- 6.2.1 The System Standards Committee shall be responsible for promoting the development of a common terminology relating to urban technology; shall develop criteria for evaluating the parameters involved in the specification of urban systems.
- 6.2.2 The System Components Committee shall be responsible for the definition of the components comprising various urban systems and for the development of models for these components.
- 6.2.3 The Systems Science Committee shall be responsible for promoting interaction between the members of the sciences involved in the study of urban systems.
- 6.2.4 The System Engineering Committee shall be responsible for promoting the advancement of the state of the art of urban technology.
- 6.2.5 The Technical Paper Review Committee shall be responsible for conducting a review and determining the final disposition of all technical papers submitted for publication in the Association's journals; shall screen all papers submitted for presentation in technical conferences; shall determine the format for papers submitted to the Association.
- 6.2.6 The Program Committee shall be responsible for formulating, publishing, and promulgating the programs for the organization; shall coordinate with individual regions, sections, and chapters regarding program activities.
- 6.2.7 The Membership Committee shall be responsible for distributing membership application forms and screening application forms and screening applicants for the various grades of membership.

- 6.2.8 The Publications Committee shall be responsible for all publication activities of the organization.
- 6.2.9 The Education Committee shall be responsible for promoting the establishment of identifiable courses of formal instruction.
- 6.2.10 The Resource Committee shall be responsible for the development of data bank of resources comprising: a library of documents, statistical data, and directory of available consultants.
- 6.2.11 The Awards Committee shall be responsible for selecting candidates for those categories of awards as may be set in the bylaws, with the exception of candidates for fellowship; shall be responsible for administering the awards.

ASSOCIATION FOR URBAN TECHNOLOGY

By-Laws

SECTION I

MEETINGS

1.1 Types of Meetings shall be:

- (a) Regular Business Meetings
- (b) Committee Meetings
- (c) Technical Program Session

1.2 Frequency and place of meetings shall be as follows:

- (a) The Board of Directors shall meet at least twice a year at the place and time designated by the Board.
- (b) Regular Business meetings shall be held at least once a year; the specific times and place shall rest with the Executive Council.
- (c) Committee meetings shall be held at the discretion of the Committee chairman or at the direction of the Executive Council.
- (d) Technical Program Services shall be determined by the program committee, subject to approval by the Executive Council.
- (e) Meetings conducted at the chapter level are entirely at the discretion of the chapter.

1.3 Notices for meetings shall be handled as follows:

- (a) Announcement of Technical Program Meetings shall be sent to each member in time to permit adequate preparation.
- (b) Notices for local business meetings shall be sent out so that members can receive the notices at least 10 days prior to the meetings; emergency meetings may have shorter notices.
- (c) Notices for Executive Council Meetings shall not be given less than 30 days prior to the time of the meeting.

1.4 A quorum required for transaction of business shall be a minimum of 20% of total voting membership; at the meetings of the Board of Directors 4/5 of members shall form a quorum.

1.5 A policy change shall require a majority vote of 2/3 of members present and voting; in case of a deadlock, the presiding officer shall have a casting vote.

- 1.6 Robert's Rules of Order (Revised) shall be the authority of conduct of meetings; areas outside of the jurisdiction of Robert's Rules of Order (Revised) shall substitute the accepted authority on parliamentary procedure for "Robert's Rules of Order (Revised)".

## SECTION II

### ELECTIONS

- 2.1 The elective offices shall be:

- 2.1.1 President-at-Large
- 2.1.2 Vice President-at-Large
- 2.1.3 Secretary-at-Large
- 2.1.4 Treasurer-at-Large
- 2.1.5 Editor-in-Chief
- 2.1.6 Chapter President
- 2.1.7 Chapter Vice-President
- 2.1.8 Chapter Secretaries
- 2.1.9 Chapter Treasurer
- 2.1.10 Section Chairman
- 2.1.11 Regional Representative

- 2.2 Eligibility

- 2.2.1 To be eligible for election a member must be in good standing; offices comprising the Executive Council shall require that a candidate be in Member grade and addition shall be consistently in good standing for at least two years immediately preceding his candidacy. Only members in the Member grade and for good standing shall be eligible to vote for officers comprising the Executive Council.

- 2.3 Method of Election

- 2.3.1 Election shall be by letter ballot every odd year; voting shall be secret. Election shall be by simple majority.
- 2.3.2 A nominating committee constituted under the provisions of these bylaws shall create a slate of nominees and be responsible for mailing it to all eligible voters not later than January 15 of the election year; at least one candidate shall be named for each elective office; each nominated candidate shall have agreed to serve if elected; provisions shall be made also for write-in candidates; ballots must be returned to the nominating committee post-marked not later than March 15 of the election year.

- 2.4 Installation of officers

The method of installation of officers shall be at the discretion of the Executive Council; when available, a fellow shall participate in the installation of officers in the Executive Council.

## 2.5 Terms of Office

The term of office starts July 1 of each year; no member shall hold office in the Executive Council for more than two consecutive terms; a term of office shall be two years; election of officers shall be held annually with the election of the President-at-Large and Treasurer-at-Large staggered with the election of the Vice-President at-Large, the Secretary-at-Large, and the Editor-in-Chief.

## SECTION III

### DUES AND CONTRIBUTIONS

#### 3.1 Dues

Regular annual dues shall be as follows:

Institutional Member: One Hundred (100) dollars per annum  
Members: Thirty (30) dollars per annum  
Associate Members: Twenty (20) dollars per annum  
Student Members - Class A: Five (5) dollars  
                          Class B: Two (2) dollars  
                          Class C: One (1) dollar

3.1.1 The fiscal year shall run from January through December 31; dues shall not be pro-rated; dues shall be payable to the Treasurer-at-Large; where a chapter exists, the chapter Treasurer can collect and transmit dues in bulk to the Treasurer-at-Large.

#### 3.2 Contributions

Contributions shall be accepted by the Association provided that such a contribution carries no obligations that do not serve to promote the ideals of this constitution; the Executive Council shall have the power to accept contributions.

## SECTION IV

### DISPENSING OF THE FUNDS

- 4.1 Each chapter receive financial assistance from the Association after submitting a budget for their local operations.
- 4.2 Funds shall be allocated for the operations of the Association; the annual budget shall be presented to the Executive Council not later than January 10.
- 4.3 The books of the Treasurer shall be audited at least once a year.

- 4.4 The Treasurer-at-Large shall be bonded; all checks drawn shall be signed by both the President and the Treasurer; all payments shall be by Association checks.

## SECTION V

### SPECIAL COMMITTEES

Special committees shall be appointed by the President with the approval of the Executive Council to perform specific tasks. These committees shall be dissolved upon completion of their assigned duties.

- 5.1 The Nominating Committee shall nominate candidates for the elective offices. No incumbent elective officer shall be a member of a nominating committee.
- 5.2 Fellowship Award Committee shall be responsible for selection of candidates for fellowship awards.

## SECTION VI

### MEMBERSHIP PRIVILEGES

- 6.1 Membership Identification: Each member of the Association shall on payment of his annual dues receive within two weeks a validated membership identification bearing membership number, grade, and year.
- 6.2 Reinstatement: Member privileges shall be suspended for failure to follow the guidelines of the Association; payment of dues automatically reinstates member provided he has not been inactive for more than two years consecutively and provided that he is not subject to any disciplinary actions as determined by the Membership Committee.
- 6.3 Publications: Members in the grades of Member and Fellow shall receive all major publications of the Association free; all other members shall receive major publications at a nominal rate of charge.
- 6.4 Exhibitions: Institutional Members shall have the privilege of displaying their new line of products or information relevant to urban technology by acquiring space in the association journals at a nominal fee to be determined by the Publication Committee, and by displaying equipment at conventions sponsored by the association at the nominal fee to be determined by the Program Committee, the said privileges being subject to availability of space.

## SECTION VII

### POLICY

## SECTION VII

### POLICY

This Constitution and Bylaws shall be binding on all members of this Association as interpreted by the Executive Council of the Association; each chapter and each member of the Executive Council shall receive and maintain a copy of the constitution and bylaws of the Association.

## SECTION VIII

### OFFICES

- 8.1 The principal office (headquarters) of the association shall be located in Portland, Multnomah County, Oregon, U.S.A., or in such other place as the Board of Directors shall designate.
- 8.2 The registered office of the association, required by the Oregon Non-profit Corporation Act, shall be maintained in Portland, Multnomah County, Oregon, U.S.A.

## SECTION IX

### EMBLEM AND SEAL

The Board of Directors shall provide a corporate seal which shall be circular in form and shall have inscribed thereon the name of the association, the words "non-profit corporation", the state and year of incorporation, and the words "corporate seal"; the Board of Directors shall provide an emblem to identify the association.

## SECTION X

### CHARTER

A charter shall be granted by the Executive Council to parties who subscribe to this constitution and bylaws and whose number is to be a minimum of seven; the word "subscribe" shall mean a letter of request accompanied by a signed copy of the Constitution and Bylaws.

## SECTION XI

### AMENDMENTS

These bylaws may be amended by two-thirds of the sections comprising the total membership.

AUT FINANCIAL CONTROL SYSTEM

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## FINANCIAL CONTROL SYSTEM

### 1.0 Financial Security

- 1.1 The treasurer-at-large must be bonded as required by the bylaws.
- 1.2 All checks drawn must be signed by the President and the Treasurer.
- 1.3 All association's monies with the exception of petty cash must be deposited with a commercial bank chosen by the Board of Directors.

### 2.0 Records

- 2.1 General Ledger of journal entry of all financial transactions.
  - 2.1.1 Each page of ledger must show year of transaction and the page number.
  - 2.1.2 Each page should have columns for the following entries.
    - (a) Date
    - (b) Transaction Number (TN)
    - (c) Description of Transaction
    - (d) Income
    - (e) Serial number of receipt issued
    - (f) Expenditure
    - (g) Serial number of check drawn
    - (h) Account Payable
    - (i) Account Receivable
  - 2.1.3 Description of transaction should identify the party to whom payment is made, or the party from whom income is received, and the subject of payment of receipt.
- 2.2 Book of Invoices containing 8½ x 11" mounting of invoices for easy inspection and access in binders.
- 2.3 Book of Receipts issued containing 8½ x 11" mounting of carbon copies of issued receipts which must be serially numbered.
- 2.4 Book of Disbursements containing 8½ x 11" mounting of bank statements and all checks drawn (which must also be serially numbered) and a record of bank service charges.
- 2.5 Book of financial reports and statements including bank statements.
- 2.6 The Treasurer-at-large maintains all financial records. A copy of accepted financial reports from the treasury will be filed with the secretary-at-large.

### 3.0 Income Receiving

For the purposes of financial control, income will be defined to include membership dues received, contributions, and refunds.

- 3.1 The Treasurer-at-large must issue a receipt for all monies received and a carbon copy of the receipt must be posted as required in section 2.0 issued receipts must be serially of consecutively numbered.
- 3.2 Receipts issued for all dues and contributions received by mail must be must be transmitted to the payer through the secretary-at-large.

- 3.3 Receipts issued for all dues and contributions received in person by the treasurer should be given directly to the payee by the treasurer-at-large.
- 3.4 The receipt issued by the treasurer must indicate (a) the name of the payee, (b) date of receipt, (c) purpose of payment (d) name of the organization, and (e) the signature and title of the treasurer.

#### 4.0 Authorization for Expenditure

Expenditure of funds must be authorized by at least one of the following:

- 4.1 Decision of the Executive Council
- 4.2 Approved Budget
- 4.3 Minutes of Business Meetings
- 4.4 Decision of the Board of Directors

#### 5.0 Budgeting

- 5.1 The Executive Council has the responsibility for the preparation of the budget which is subject to approval by the Board of Directors.
- 5.2 Budget should be prepared annually.
- 5.3 Budget should be prepared and justified for each key activity to be undertaken in a functional area, and then summarized by categories such as personnel, space, equipment, travel, meetings, etc.

#### 6.0 Requisitioning

- 6.1 Purchase requisitions must be made only on authorized expenditures.
- 6.2 Purchase requisitions must be approved by the President-at-large who approves requisition by advising the Treasurer-at-large to encumber funds to the amount of the requisition. Encumberment is effective when posted as accounts payable: President's approval is also indicated by his signature on drawn bank checks.
- 6.3 Expenditures from petty cash must be approved by the keeper of petty cash or the President-at-large.

#### 7.0 Purchasing

- 7.1 Services and goods whose purchase requisition has been approved may be purchased by any person authorized by the President-at-large.
- 7.2 Price of purchased goods or services must not exceed the requisitioned amount.
- 7.3 The person undertaking the purchase of goods and services must certify that the purchased items conform to acceptable specification or condition.

#### 8.0 Billing and Payment

- 8.1 All members of the association will be billed once a year during the month of October for membership renewal dues.
- 8.2 All checks to the association should be made payable to "Association for Urban Technology Inc.", or to "AUT Inc."
- 8.3 All reimbursements must be made against surrendered original receipts and all payments must be made against original invoices or bills.

- 8.4 Bills received by the association must indicate the services delivered, the date of delivery, the cost to the association, and the company or agent rendering service; No payment can be made for bills lacking in any of these pieces of information.
- 8.5 The association must pay its bills within two weeks of receipt of invoice for all received goods or services; This requirement may be waived by specific contacts or agreement.

## 9.0 Petty Cash

- 9.1 The level of petty cash together with the accumulated amount of receipts on petty cash must be \$25.00 at any time.
- 9.2 Each single payment from petty cash must be accompanied by a receipt which must not exceed \$5.00.
- 9.3 Claims on petty cash must be accompanied by original receipts or an original signed statement by the claimer.
- 9.4 Replenishment of Petty Cash can be made at any time at the request of the keeper of petty cash and/or following an audit of petty cash by the President-at-large and the Treasurer-at-large; Petty cash is replenished by a check drawn to the amount covering the actual receipts produced by the keeper of petty cash and made payable to the banker serving the association; The Phrase "Petty Cash" must be written on the face of the check which must be signed in accordance with the provisions of the by-Laws.
- 9.5 The keeper of Petty Cash prepares a bill covering the drawdown on petty cash; This bill is signed by the President-at-large and the Treasurer-at-large after the petty cash audit and retained by the Treasurer-at-large in support of the drawn bank check.
- 9.6 If following an audit of petty cash, it is determined by the auditors that an expense is inelligible petty cash expense, The keeper of petty cash must restore an amount of cash to cover the inelligible expense.
- 9.7 The keeper of petty cash shall be the Secretary-at-large.

## 10.0 Reporting

- 10.1 The Treasurer-at-large will give a formal report on the financial condition at the request of the Executive Council or the Board of Directors. This request is made by a provision on the agenda. The President-at-large may from-time-to-time request informal statements of financial condition at business meetings. End-of-year formal reports must be audited and the auditor's report must be presented immediately following the Treasurer's report.
- 10.2 Receipt of Membership dues must be reported to the Secretary-at-large for issuance of membership cards; all contributions must be reported to the Executive Council.
- 10.3 Treasurer's report should itemize costs incurred against budget, income by categories, expenditure by categories, balance sheet, resolution with bank statement, total of checks, total or receipts total of invoices, accounts payable, accounts receivable; the status of petty cash should be reported as accounts receivable and payable.

11.0 Auditing of Books

- 11.1 The books of the Treasurer must be audited in accordance with the provision of the constitution and bylaws of the association.
- 11.2 The Board of Directors or any member of the Executive Council may request to review the treasurer's books and records at any time.

C P D LETTER  
(TO COME

**A**ssociation for  
**U**rban  
**T**echnology, Inc.

P. O. BOX 4231 • PORTLAND, OREGON • PHONE (503) 227-2800

September 3, 1970

W. C. Davis, Ph.D. ---- Treasurer.

PERSONAL FINANCIAL STATEMENT

Cash	\$ 5,000.00	
Stocks and Bonds	30,500.00	
Real Estate	48,000.00	
Land	12,000.00	
Property	25,000.00	
		<u>\$120,500.00</u>
	<u>Liabilities</u>	=
Accounts Payable	\$21,500.00	
Mortgages Payable	19,000.00	
		<u>\$40,500.00</u>
Net Worth		\$80,000.00



*"dedicated to the advancement of science and technology relating to modern cities and committed to the provision of effective social engineering for urban systems"*

September 14, 1970

Mr. Ben L. Berry  
Association for Urban Technology  
P. O. Box 4472  
Portland, Oregon

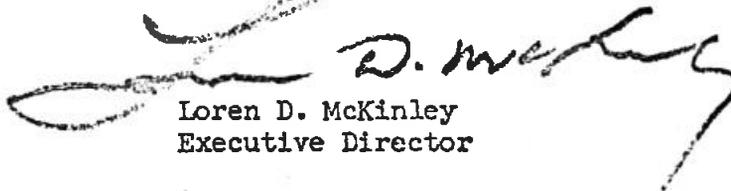
Dear Mr. Berry:

I very much enjoyed visiting with you on August 5th concerning the proposed Albina Science Center.

OMSI has for some time been interested in such a project for the Albina area. We would be honored to have a position on your board of trustees. We also will be glad to participate in your programs and will give what assistance we can in loaned exhibits, personnel exchanges and other areas of cooperation.

I shall look forward to further contact with the Association for Urban Technology and its enthusiastic Mr. Berry!

Sincerely,



Loren D. McKinley  
Executive Director

LDM:cer

# PORTLAND PUBLIC SCHOOLS

631 Northeast Clackamas Street / Portland, Oregon 97208  
Phone (503) 234-3392

OFFICE OF THE SUPERINTENDENT

Harold A. Weiner  
Deputy Superintendent of Schools

August 27, 1970

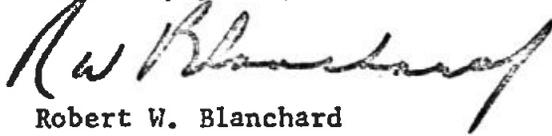
Mr. Ben Berry  
President  
Association for Urban Technology  
P. O. Box 4472  
Portland, Oregon 97208

Dear Mr. Berry:

After a careful review of your draft of the Albina Community Science Center by members of the school district's staff, we encourage its development. Members of the Board of Education also have had an opportunity to review the draft as presented and concur in our endorsement that this program should be a motivating force for students in the area. The schools will find the Community Science Center a resource that can help children and will have an impact on their success and attitude in school.

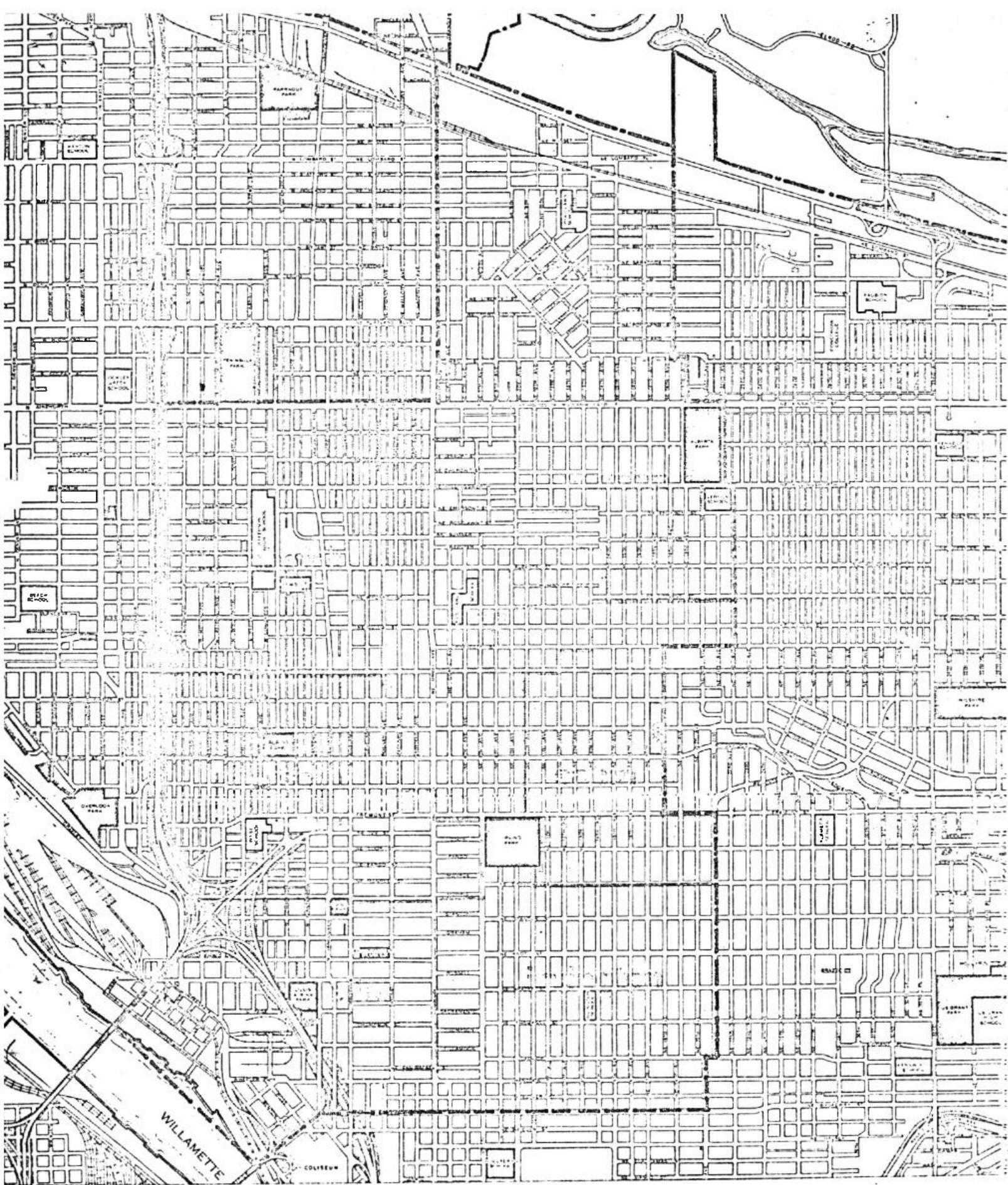
The School District will be eager to cooperate with you in achieving this program. If we can be of assistance, please let us know.

Sincerely yours,



Robert W. Blanchard  
Superintendent

RWB:md



portland model cities

