

**Soroptimist International of Boise  
Rocky Mountain Region, District 1  
Club Procedures**

**Name of Club:**

Soroptimist International of Boise, Rocky Mountain Region, District 1.

**Mission Statement:**

Soroptimist International of Boise is a service organization dedicated to enhancing the status of women and girls locally, nationally and internationally.

**Duties of Club Officers:**

PRESIDENT – The President, as chief officer, shall direct the conduct of the business of the club; preside at meetings of the club and of the board; appoint committee chairs; and be an ex- officio member of all committees except the nominating committee. The President may co-sign checks for club disbursements. The President shall vote only if a tie vote needs be resolved.

PRESIDENT-ELECT – The President-elect shall have such duties and powers as arise from membership on the board of directors or as assigned by the president or the board. The President-elect shall oversee the activities of the Fundraising and Program Committees, and appointing sub-committee chairs. The President-elect may co-sign checks for club disbursements.

RECORDING SECRETARY – The Secretary shall keep the minutes of the meetings of the club and of the board; be custodian of the permanent records of the club; and submit to the club the minutes of the club business meetings and the recommendations of the board.

TREASURER – The Treasurer shall receive all funds of the club and deposit them in the financial institutions as authorized by the board; sign all checks; make remittances as required by federation bylaws and standing bylaws; collect payments from club members for meals at Business, Program, and Special Meetings; send notices of financial obligations to club members, including club dues, and collect said funds; prepare and file any tax reports / forms required by national, state, or local tax authorities such as *Form 990 Annual IRS Return* and *Form 1099 Statement of Miscellaneous Income*; report membership changes to SIA headquarters as required; pay authorized bills; provide monthly financial reports to the members, serve as an ex-officio member of the finance committee. The year following the term of office, the Treasurer will serve as an advisor to the new treasurer.

CORRESPONDING SECRETARY – The Corresponding Secretary shall send out notices and carries on such correspondence as does not properly belong to the other officers. The Corresponding Secretary shall communicate meeting and special announcements from the President to the membership by an appropriate print or electronic format. The Corresponding Secretary shall call in the meal reservations and give the President and Treasurer a list of the attendees for each meeting. The Corresponding Secretary shall oversee the activities of the Public Awareness Committee, appointing subcommittee chairs (see duties of Club Committees).

DIRECTOR – The Director shall serve on the Board and act as liaison to club members. The Director may be asked to serve in the absence of recording secretary or treasurer at a regularly scheduled club meeting.

REGION DELEGATE – The President appoints the Region Delegate who shall attend district meetings and region conferences, report on the proceedings, and vote as directed by the club. If the appointed Region Delegate is unable to attend, an alternate Delegate shall be chosen from the members attending. It is recommended that the Region Delegate be a member of 10 years or less.

PARLIAMENTARIAN – The President appoints the Parliamentarian. The Parliamentarian, when requested, advises the president on parliamentary law. The Parliamentarian does not express an opinion unless asked to do so by the presiding officer. The Parliamentarian gives an opinion but the presiding officer makes the ruling. A Soroptimist, serving as Parliamentarian at a club meeting, may vote as a member.

### **Club Meetings:**

Regular Program Meetings. A slate of program topics and/or dates will be identified by the board in a timely manner. The President, except in cases where this responsibility is delegated to the Board or a committee, shall determine the time and location of regular program meetings. The club will decide on an annual basis the time and location of the June program meeting which shall be the installation of new officers.

Regular Business Meetings. The third Thursday shall be the business meeting, except when such date conflicts with other events and during regularly scheduled vacation periods (July) of the club. The President, except in cases where this responsibility is delegated to the Board or a committee, shall determine the time and location of regular business meetings. The club will have the option to cancel the June regular business meeting.

### **Club Finances:**

BUDGET. Operational and Service budgets shall be prepared as follows for each club year.

1. The Finance Committee shall prepare the proposed operating budget for the next year to be presented at the April business meeting and voted on at the May business meeting.
2. The service budget will be prepared at the annual summer retreat for the current year with service funds allocated into specific categories. The service budget shall be presented at the first fall business meeting for club approval of the allocations.
  - Disbursement of approved allocations in the service budget does not require a club vote.
  - Any requested amount taken from the miscellaneous/reserved categories or changes to the approved allocations shall require a club vote for the amount before it can be disbursed.
  - Any remaining funds at the end of each year in the service budget shall become carryover for the following year's service budget.
  - A separate account requiring the signatures of the President and the Treasurer shall be maintained for the Endowment Fund.

FINANCIAL REPORTS. Monthly financial reports shall be presented at each business meeting for operating, conference & convention, service, and investment accounts.

FINANCIAL REVIEW. An annual financial review shall be conducted for all accounts within 45 days of the club year closure of June 30<sup>th</sup>.

CLUB DUES shall be collected from the membership by June 15 of each year for submission to Soroptimist International of the Americas by July 1.

## **Annual Dues and Fees**

**Regular Member Dues:** Regular member dues shall be paid to SIA and RMR in accordance with their annual billings, including club liability insurance paid to SIA. In addition to these amounts, SI Boise club dues shall be \$55 annually. (Approved April 18, 2019)

**New Member Fees (July 1 – Dec 30):** New member dues shall be paid to SIA and RMR in accordance with their annual billings, including club liability insurance and new member fees paid to SIA. In addition to these amounts, SI Boise club dues shall be \$55 (Approved April 18, 2019) plus a one-time new member fee of \$30.

**Prorated SIA New Member Dues for the Club Year (Jan 1 – June 7):** New member dues from Jan 1 through June 7 shall be paid to SIA and RMR in accordance with their prorated billings, including club liability insurance and new member fees paid to SIA. In addition to these amounts, SI Boise club dues shall be \$27.50 (Approved April 18, 2019) plus a one-time new member fee of \$30.

**Annual Life Member Dues:** Life member dues shall be paid to SIA and RMR in accordance with their annual billings, including club liability insurance paid to SIA. There shall be no SI Boise club dues for life members.

### **Additional Information on Dues and Fees:**

Members not paying annual dues by the June 15 deadline or renewing membership after an extended absence shall be charged a \$10.00 reinstatement fee. Dues do not include any meals of the members at any club meeting.

Members transferring to SI of Boise from another club will be charged \$10 for a club roster.

Founders' Pennies are six cents per year of Soroptimist International existence (e.g., 2016 will be  $.06 \times 95 \text{ years} = 5.76$ ). Each member shall have the option of paying Founders' Pennies. Using money from the Operating Fund, the club will submit funds to cover the cost of Founders' Pennies for those members who choose not to pay.

## **Conventions and Conferences:**

1. The club shall send three delegates to the Rocky Mountain Region Conference each spring. This shall include the President, President-elect, and Delegate. If any designated Delegate is unable to attend, an alternate Delegate shall be chosen from the members attending.
2. The club shall send the incoming President as a delegate to the Soroptimist International of the Americas Convention in a convention year. If the incoming President is unable to attend the outgoing President shall attend as delegate, or a delegate shall be chosen from the members attending.
3. The club shall defray the expenses of a delegate to the federation convention and of delegates to region conferences in amounts to be suggested by the board or the finance committee and approved by the club. The club normally pays the delegate(s) expenses for registration, meals, and hotel costs (up to half the cost of the room charge) when funds permit. In addition, the club may choose to allocate an amount to defray expenses of other members attending federation conventions, region conferences or district meetings as funds permit.

## **Duties of Committees:**

**ENDOWMENT FUND** – The 3-member committee manages the special investment fund, which is

separate from the club funds. The members of this committee shall include the current club President, Immediate Past President, and a Past President, or if not available, a member appointed by the President. Each year the most senior member shall rotate off the committee. The chair shall be the senior member of the committee. This committee shall meet at least twice a year or as needed. Specific duties shall include

- Quarterly monitoring of the investment account, meeting with the financial broker.
- Monthly reporting at the club business meeting of the fund status.
- Deposit funds received for investment account.
- Make recommendations to the club for funds dispersal.
- Transfer funds to Service Account as approved by the club.
- Provide annual financial records to Review Committee.

FINANCE – The Finance Committee shall meet to monitor the club’s financial health. The committee shall prepare the proposed budget for the next year to be presented at the April business meeting and voted on at the May business meeting. The committee shall identify an amount for the Program Committee to allocate for the various service projects (see Program Committee). The committee shall perform such other duties as required by the board. The Treasurer shall be an ex-officio member. The committee shall recommend to the Board investment activities for all monies beyond the Endowment Fund. The Finance Committee shall ensure that a financial review of the **club’s financial records** is conducted within forty-five (45) days of the close of each club year and at such other times as the board of directors of the club may authorize. The review may be made by a committee of club members appointed by the president or by a certified public accountant or chartered public accountant.

FUNDRAISING – The committee, which is overseen by the President-elect, shall review and recommend fundraising projects for club approval to fund next year’s service projects. The committee may form smaller sub-committees for each project. The committee shall provide a final project report as each project is completed.

LAWS & RESOLUTIONS – The committee shall interpret the laws upon the request of the board or any of its members. The committee shall revise club procedures and bylaws as necessary.

MEMBERSHIP – The committee shall have general charge of the growth of the club by encouraging members to invite new members. The chair shall also perform induction of new members.

NOMINATING – As designated in the bylaws, a committee shall be formed to nominate a slate of officers for the coming year. See bylaws for committee selection process and timelines for submission of nominees to the club.

PUBLIC AWARENESS – The committee shall promote and enhance the public image of Soroptimist. The Corresponding Secretary will serve as Chair and oversee the following activities:

- One person on the committee shall be responsible for media relations.
- One person on the committee shall be responsible for preparing a newsletter (It’s News To Me) to be published regularly. The newsletter will be distributed by email and posted on the club website. The newsletter should be sent to all Rocky Mountain Region board members, all club Presidents (using SIA Club email address), Federation President, SIA Executive Director, SIA Headquarters, and the club friendship links (Bingley, Lund, and Bangalore).
- One person on the committee shall be responsible for the website, updating the content as needed throughout the year.
- One person on the committee shall be responsible for maintaining the social media tools,

such as Facebook and Twitter.

- One person on the committee shall be responsible for gathering current and new member information and publishing the annual club roster. The roster shall be distributed to the members by the September Business meeting.
- One person on the committee secures speakers and/or activities for the monthly program meetings.

**PROGRAM** – All club members are automatically a member of this committee. The President-elect is the chair of the committee. The committee may form smaller sub-committees for each program. The committee shall provide a final report as each program is completed.

- An all club meeting is held in late summer to review and recommend projects and service fund spending for club approval.
- The preparation of the service budget for the current year is done during the summer to allocate the service funds into specific categories
- Present the service budget at the first fall business meeting for final club approval of the allocations.

Approved allocations in the service budget do not require club vote before disbursement. Any requested amount taken from the miscellaneous/reserved categories or changes to the approved allocations shall require a club vote for the amount before it can be disbursed. Any remaining funds at the end of each year in the service budget shall become a carryover for the following year's service budget.

#### **Records Management:**

Club records shall be maintained as follows:

- Financial Records: Tax Returns and electronic general ledger records shall be kept permanently. Annual financial records including monthly financial statements and banking records shall be kept for a period of 7 years, after which all documents except for official tax return shall be shredded and destroyed.
- Minutes: At the end of each year minutes for all board and business meetings shall be stored electronically to become part of both the Recording Secretary and President resources.

#### **Leadership Development:**

One of the benefits of being a member of Soroptimist International is the opportunity to development of leadership skills. All club members are encouraged to take advantage of this benefit by actively participating on committees, since this is the training ground for developing leadership abilities. All club members, in particular officers and committee chairs, are encouraged to attend all district meetings, region conferences, and federation and international conventions.

#### **Amendments & Changes to Club Procedures:**

The club procedures may be amended by a simple majority of the active members present at a regular business meeting.

#### **Supplemental Documents:**

Supplemental documents may be found at Soroptimist International of Boise website: <https://soroptimistboise.org>. For member login contact Webmaster.