
Rocky Mountain Region Procedures

Amended by Board Action
April 26, 2018

Rocky Mountain Region Procedures

Soroptimist International of the Americas
Amended and Approved by the Region Board on April 26, 2018

The Rocky Mountain Region Procedures supplement the Rocky Mountain Region Bylaws and do not in any way preclude the Bylaws. These procedures provide information to assure that Rocky Mountain Region's responsibilities are documented and carried out.

I. FISCAL PROCEDURES

A. Budget and Financial Reports

1. In even-numbered years, the chair of the Finance Committee will prepare the region Budget in coordination with input from the Governor-elect and the Region Treasurer. The Region Board must review and approve the budget, including recommended changes, before the Finance Chair can present it at the Region Conference for information. The proposed budget must be sent out in the Call to Conference.
2. The budget will specify expected income and budgeted amounts for the region board, region committees, conference, district meetings, and other expenses. The restricted funds (identified as special purpose funds) must remain restricted, unless a vote to change is made by the Region Board or the conference body as required in the Bylaws.
3. A majority vote of the delegates may make budget adjustments at the Region Conference, if such adjustments are properly proposed by a voting delegate.
4. Any expenditure greater than the budget will be the responsibility of the person incurring the expense, unless approved in advance by special action of the Region Board or Conference Delegates.
5. The Region Treasurer will present a financial report at each Region Conference comparing the budgeted income and expense categories with the actual expenditures. The financial report will include the status of the Special Purpose Funds. In addition, a financial report will be presented semi-annually to the Region Board or whenever requested by a region Board member or the Governor.
6. The Region Treasurer will file an annual 990N with the Internal Revenue Service per Internal Revenue Service Guidelines.
7. Within 30 days after the close of each year the checking account will be adjusted to \$20,000.00 by off-set to or from the savings account as funds are available.
8. Biennium budget will be presented by financial chair or designee for vote by delegates at Region Conference.

B. Region Debit Card

It is preferred that expenditures are paid by check (which require two signatures), however given the size of our region and the physical distance in the region, the debit card can be used to facilitate business in a professional and timely manner. The Governor, Governor Elect and Region Treasurer are held fully accountable for their use of the debit card.

1. The debit card must be associated with the main Rocky Mountain region checking account, with the Governor, Governor-elect, and Region Treasurer as signers.
2. Debit cards will be provided to the Governor, Governor-elect, and Region Treasurer.
3. The debit card should be used in situations where a check is not allowed or not feasible, as follows:
 - a. To pay Region Board and official Federation and Region guest expenses such as lodging and meals for board meetings.
 - b. To pay online expenses within the approved budget.
 - c. To pay for travel and hotel costs for the Governor, Governor-elect or other region representatives to attend meetings, conferences, or conventions that their attendance is required and the cost is included in the approved budget or special purpose fund.
 - d. To pay any other expenses deemed reasonable and necessary.
4. Users of the debit card will send the itemized debit card receipts and submit to the Region Treasurer immediately to ensure the transaction is recorded. The debit card transactions will be entered into the Region accounting records upon completion of the transaction and receipts filed according to basic region procedures.
5. Receipts are required as support for all debit card expenditures. Any charges not accompanied by an itemized receipt will become the personal cost of that individual.
6. The Region Treasurer, Governor Elect and Governor will be in possession of the debit card PIN. Under no circumstances is anyone allowed to utilize the debit card to draw cash from the Region checking account. The debit card should be set up with the bank to disallow cash advances.
7. Supporting documentation for the audit of debit card transactions is an original receipt of the itemized charges.
8. Debit card transactions will be reviewed in the annual Financial Review.
9. At the end of each biennium, coinciding with the election of a new Governor, Governor Elect and Region Treasurer, new debit cards will be procured. The outgoing Region Treasurer will ensure the destruction of the old debit cards.
10. No personal expenses will be paid for with the region debit card. In the case of someone abusing the debit card, the card should be removed immediately.

C. Financial Review/Bonding/Insurance

1. A biennial financial report will be completed at the end of each biennium. This report will be prepared by the Outgoing Region Treasurer, and the report will be reviewed by the outgoing region Finance Committee or Soroptimist member from our region, who is a qualified professional accountant (Certified Public Accountant preferred) may volunteer to review the report within 60 days with the approval of the Governor.
2. The Governor, Governor-elect, Secretary, and the Region Treasurer will be bonded.
3. Rocky Mountain Region will maintain insurance policies covering professional liability by the Region Board.

D. Region Dues and Fees

1. All region fees and dues are paid to the Region Treasurer. The Region Treasurer will send a statement for dues and fees to each club by May 15th of each year. Region dues and fees are to be paid prior to July 1st. Any financial obligation not paid within 30 days shall be considered delinquent. All dues, except those of reinstated or new members, postmarked after August 1, must include a \$50.00 late fee. The Region Treasurer will send the Governor a report of all delinquent financial obligations.
2. The dues for the fiscal year are due on July 1st. When new members join a club during the year, (July 1st thru December 31, will be \$28.00. January 1 to June 30, dues will be \$14.00) dues are paid to the region at date of joining.
3. The Annual Club Region fees for the fiscal year are due on July 1st. The Leadership Development fee, Conference fee, and District meeting fee are paid regardless of member attendance.

E. Soroptimist International of the Americas (SIA) Federation Dues, Fees, and Convention Registration

1. SIA Federation dues are due by July 1st each year and are paid by clubs directly to the (SIA) Federation headquarters' office.
2. An insurance fee is assessed each member by SIA covering liability for club activities, meetings, conferences, etc.
3. Founders Pennies are paid directly to SIA for each member, based on \$0.06 per year of existence of Soroptimist International. This voluntary donation is listed on the Federation dues invoice. However, Founders Pennies can be paid at any time during the club year.
4. Each club is required to pay a mandatory Federation Convention Registration Fee for one delegate or alternate. This must be paid even if no Club Delegate

attends the Federation Convention. Federation Conventions are held biennially in even numbered years.

F. Soroptimist International (SI) Dues and Contributions

1. Soroptimist International dues are billed on the annual SIA Federation dues invoice and must be paid to SIA with the SIA annual dues for each club member as of July.
2. Each year December 10th is designated as Soroptimist International President's Appeal Day. An urgent service project is selected annually for the use of these funds. Clubs are encouraged to set aside funds or have a special project to obtain contributions to support the Soroptimist International President's December 10th Appeal. These contributions are sent to SIA which in turn are forwarded to Soroptimist International.

G. Region Expenses

1. Region Board and Committee Expenses
 - a. The chair of each Region Committee will approve and submit committee expenses according to the budget
 - b. Expenses other than those included in the approved budget must be approved by the Governor and/or the Region Board prior to reimbursement.
 - c. Rocky Mountain Region will cover reasonable and necessary expenses, not covered by SIA, for the Governor and Governor-elect to attend the SIA Governor's Roundtable, subject to budget limitations.
 - d. Allowed expenses of Region Board members for Board meetings (one interim Board meeting in the first year of the biennium, one Board meeting prior to the first district meeting, and one Board meeting prior to Region Conference each year) will be charged to appropriate budget accounts. Allowed expenses include:
 - 1) Travel to Region Board meetings as budget permits. Board members are urged to limit travel costs by driving together when possible. Actual gasoline expenses (and plane fares only when approved in advance by the Governor) can be reimbursed.
 - 2) Food allowance up to \$40 per day as budget permits. Allowance does not include alcoholic beverages.
 - 3) Shared rooms of Board Members.
 - e. Rooms will be reserved and cost will be paid by the Region Treasurer. Board members who find it necessary to request a private room will be responsible for the entire cost of the additional room.
 - f. Rocky Mountain Region will reimburse expenses for an official visit by a Region Board member to clubs in the Region during each biennium as the budget allows. Hosting clubs are encouraged to provide lodging, if possible,

for visiting Board members. Reimbursed expenses can normally include actual gasoline expenses and modest food and lodging expenses.

- g. Rocky Mountain Region will reimburse each Region Board member for the expenses incurred during the term of office for supplies, and miscellaneous costs as necessary for the function of the office, according to the biennium budget. Expenses exceeding budgeted amounts will be the responsibility of the Board member unless approved in advance by special action of the region Board or Conference Delegates.
 - h. Expenses are to be submitted on the 'RMR Expense Reimbursement Statement' or the 'In-kind Contribution Form' to the Region Treasurer within 15 days of after the event (and are non-reimbursable after 30 days). All submissions should be accompanied by original documentation and receipts.
2. District Meetings
 - a. The Region Treasurer will complete and send in registration forms and fees for the Region Board when there is a Board Meeting prior to or in conjunction with a District Meeting.
 - b. The Region will pay Region Board members expenses (refer to section G.1.d. for limits):
 - 1) For District Meeting when a Board meeting is scheduled and will include registration, room, meals, and travel.
 - 2) For District meeting when a Board meeting is not scheduled:
 - a) Approved expenses will be paid for the Governor, Governor-elect, Region Treasurer, and the District Directors whose districts are attending the meeting.
 - b) Board members' expenses will be reimbursed when asked to present workshops or approved by the region Governor as budget allows.
3. Region Conferences
 - a. Region will pay the following expenses associated with Region Conference for Region Board members (including the Parliamentarian): registration fee, room cost, travel, and meals. (refer to section G.1.d. for limits)
 - b. Conference suites offered as gratuities by the conference facility will be assigned to the Region Board for use as Board meeting rooms and/or lodging.
 - c. The Region treasurer will prepare and send in registration forms for all members of the Region Board and the Parliamentarian, along with the registration fee.
 - d. When an official visitor attends Region Conference, or a special guest attends at the invitation of the Region Board, the Region shall pay reasonable expenses during the pre-conference board meeting, conference, and post-conference board meeting. These expenses shall include accommodations, meals, and all conference fees.
 - e. The Region shall pay the cost of the lunch or dinner for the Live Your Dream Award winners and one guest each attending the awards meal at conference. Funds will be taken from the appropriate budget account. Expenses for any awardees' additional guests or family members, transportation expenses, or

lodging will be the responsibility of the winner, guest, or the club submitting the winning application will be coordinated by Region Treasurer and Awards Chair.

4. Conference Scholarships
 - a. Conference Scholarships have been developed to achieve greater attendance at Region Conference and are awarded at the discretion of the Region Board.
 - b. Unrestricted funds will be used to pay registration fees, including meals. Lodging and transportation will be the responsibility of the member/club.
 - c. At the direction of the Governor-elect the process will be determined and approved by the Board.
5. Conference Procedures

Rocky Mountain Region Conferences are held annually and are rotated from District to District. The location for conference is selected by the Region Board. Conferences are planned by the Region Board under the direction of the Region Governor. Specific duties and responsibilities are delineated in the region's Conference Procedures Manual.

 - a. Only exception will be for facilities contracts for District meetings and Region Conference.
 - b. Send contracts over \$10,000.00 to SIA.
6. SIA Conventions

Any reasonable and necessary expenses, not paid by the Federation, for the Region Governor and Region Governor-elect to attend the SIA Federation Convention will be paid by Rocky Mountain Region, within budget limitations.

 - c.
 - d.

H. Awards/Gifts/Gratuities

1. The Region Live Your Dream Award/Awards will be paid by the Region's Live Your Dream Award Fund.
2. The Region Conference Delegates, the Governor, and/or the Region Board may determine other awards, if funds are budgeted.
3. Gifts for speakers or presenters at Region Conference will come from the region Conference budget within reason.
4. A certificate will be presented at Region Conference and District meetings to the hotel or conference center where the meetings are held. These will be prepared by the Region Secretary and signed by the Governor and Secretary.
5. Gifts other than those included in the budget are the personal responsibility of Board members or hosting Clubs.

I. Special Purpose Funds

1. Contingency Fund
 - a. All excess revenue from Region Conference and/or District Meetings will be placed in the Region's Contingency Fund. Unused net income is added to, and losses are deducted from, this account.
 - b. The Contingency Fund will maintain a balance of at least one year's Region operating budget. Funds in excess of that amount may be transferred to the General Fund or other Special Purpose Funds, as needed, at the discretion of the Region Board of Directors.
2. Region Soroptimist International Convention Fund
 - a. The International Convention Fund will be used exclusively to reimburse a portion of the Governor's (or alternate delegate's) travel expenses to the Soroptimist International Convention every four years.
 - b. This fund accumulates from a portion of each member's dues. (refer to Bylaws Article XI, Section 11.05(a)(4) for amounts)
3. Region Membership Fund
 - a. Funds in the Membership Fund are used to reimburse the Membership Chair for expenses to travel to clubs in the region to promote membership, and to assist in chartering new clubs. Funds are also used to partially reimburse clubs for new club chartering.
 - b. This fund accumulates from a portion of each member's dues. (refer to Bylaws Article XI, Section 11.05(a)(3) for amounts)
4. Region Live Your Dream Award Fund
 - a. This fund is used to fund a Region Live Your Dream Award or Awards as determined by the Region.
 - b. This fund accumulates from a portion of each member's dues, and Spring Conference 'Market Place' proceeds. (refer to Bylaws Article XI, Section 11.05(a)(2) for amounts)
5. Governor's Region Project Fund
 - a. This fund is used exclusively for the Region Governor's Project, as determined by the current serving Governor.
 - b. This fund accumulates from a fee assessed each club each year of the biennium for this specific purpose. (refer to Bylaws Article XI, Section 11.06(a)(1) for amounts)
6. Leadership Development Fund
 - a. This fund is used exclusively for Leadership Development training for the region.
 - b. This fund accumulates from a fee assessed each club each year of the biennium for this specific purpose. (refer to Bylaws Article XI, Section 11.06(a)(2) for amounts)

7. Region Fundraiser Fund
 - a. This fund is used exclusively for supplementing the cost of attendance at Soroptimist International (SI) and SIA Federation meetings for the Governor and Governor-elect.
 - b. This fund accumulates from funds raised through a Governor-elect selected fundraiser each biennium.

8. Past Governor's Fund
 - a. This fund is used exclusively for Region Past Governor led projects.
 - b. This fund accumulates from money raised by the Region past Governor's group.

J. Chartering New Clubs

1. The Region will reimburse approved expenses of the chartering club, not to exceed \$500, for each Club chartered. Sponsoring clubs are encouraged to contribute as needed.
2. All the expenditures require receipts when applying for funds. Applications for an advance may be made to cover up-front chartering expenses, if a budget is submitted with the application and approved by the Region Governor.
3. Upon completion of the club chartering, a financial report and receipts must be submitted to the Governor to relieve the Club of this obligation.
4. Funds will come from the region Membership Club Chartering Fund.
5. Reimbursement of expenses may include gasoline, meeting room rental, chartering materials and other reasonable costs as approved by the Region Membership Chair and Region Governor.
6. The Region Board will waive all or a portion of the fees for the first conference and/or district meeting of a newly chartered club at which it is entitled to representation after its charter.
7. Any new club chartered in 4th quarter, to align with SIA procedures, will pay ¼ of region dues for clubs chartering between April and June and will pay the next year's dues.

K. Items for Sale

1. Region Sales
 - a. Region supplies are offered at the Region Conference and District Meetings in a suitable area.
 - b. The Region Sales are managed and accounted for by the Region Treasurer or her designee.

2. Federation Sales

- a. The Region will obtain SIA supplies and offer them for sale at Region Conference and District Meetings, as a courtesy and convenience to members. The sale price will be the same as is offered from SIA.
 - b. The Region Treasurer will order these supplies in advance with input from the Governor-elect. These SIA supplies are sent to the Region on consignment. Items not sold may be returned to Federation with postage paid by the Region.
 - c. The Region Treasurer will handle funds from the sale of these items and will then send the payment to SIA.
3. Vendor Sales – Conference marketplace
- a. Arrangements may be made by the Conference Chair(s) of the Region Conference to provide an appropriate area for Vendor Sales. The arrangements for the Vendor Sales will be approved by the Governor.
 - b. A vendor table fee or a percentage of sales will be established with all proceeds going to benefit Live Your Dream of Soroptimist International Rocky Mountain Region.
 - c. Clubs wishing to sell at meetings are encouraged to participate in vendor sales by registering as vendors and following vendor procedures. Clubs wanting to be vendors have the same obligations as all other vendors. All proceeds need to be designated for a specific Club project and advertised.

II. GENERAL PROCEDURES

A. Federation Electoral Area

SIA Bylaws stipulate that Rocky Mountain Region is in Electoral Area 13. The Region rotates selection of a member to the SIA Board of Directors with Northwestern Region on a weighted basis with Northwestern Region selecting the board member for two terms and Rocky Mountain Region for one term.

B. Nominations and Election of Electoral Area Board Member

The Federation will solicit candidates and issue ballots for federation elections as required by Federation Bylaws, maintaining the rotation basis selected by the regions comprising Electoral area 13. (SIA Bylaw Section 8.05)

C. Awards and Recognition

All awards, except those paid for by SIA or voted upon by the Club Delegates at region Conference, will be at the discretion of the Governor to emphasize certain programs. They will not exceed budgeted allowances and will have Board approval. These will be defined at Board meetings and when possible will be planned at the beginning of the biennium.

1. Travel Award Recognition
The Region will make suitable recognition to the Club with the greatest number of members in attendance times miles traveled one way to region Conference.
2. First Timer and Members of Longer Standing Recognition
 - a. The Region will appropriately recognize first time attendees to region Conference and District Meetings. At the Governor's option, this may be in the form of a small gift or token.
 - b. Members of longer standing will also be recognized at Region Conference and District Meetings.
3. Region Live Your Dream Award
 - a. The exact amount of the Region Live Your Dream Award is determined by the Region Board prior to region Conference.
 - b. The Region award and certificate is prepared by the Region Chair who will present the award at Region Conference.
 - c. The Region receives awards and certificates from SIA for three winners in the Live Your Dream Award Program. These awards are also presented at Region Conference by the Region Chair.
 - d. Clubs participating in the Live Your Dream Award program will be appropriately recognized at conference.

D. Chartering New Clubs

1. When a new club is chartered in the Region the sponsoring club will send an invitation to attend the chartering event to the Region Board members and the other clubs in the Region.
2. It is customary that each club send a letter of congratulations to the newly chartered Club.
3. Individual clubs are encouraged to send a welcoming gift to the newly chartered club.

E. District Meeting

1. District meetings will be held each year as determined by the Region Board.
2. Location of the meeting will be rotated annually from District to District.
3. The same general agenda will be used for all District Meetings each year.
4. The Region Board will plan the District Meeting agenda. District Directors, where the meetings are held, will share the responsibilities in conducting these meetings.

5. The District Meeting Procedures guide covers additional details and responsibilities.

F. Governor's Pin and Gift

1. Governor's Pin

Rocky Mountain Region has purchased a 'permanent' Governor's pin to be passed on from Governor to Governor at the beginning of each biennium. This pin is presented at the conclusion of the installation of officers.

2. Outgoing Governor's Gift

It has been the custom of the Region Board members to contribute toward a gift for the outgoing Governor. The Governor-elect will choose the gift and handle fund collection or may assign the responsibility to another Region Board member. The gift is presented the night of the installation of officers by the incoming Governor.

G. Region Board Meetings

1. An interim Board Meeting will be held during the summer of the first year of the biennium. This meeting will be to set Board goals, review Board Members' responsibilities and duties, and plan the biennium.
2. A Board Meeting will be held annually prior to the first District Meeting.
3. A Board Meeting will be held annually prior to Region Conference.
4. In an election year incoming officers will meet immediately following Region Conference to schedule the interim board meeting.
5. Conference calls and email correspondence may be used to conduct any formal business requiring action prior to the next scheduled board meeting. All board decisions by conference call or email will be ratified at the next official board meeting. In addition, the minutes of all conference calls will be approved and submitted for the records of an official board meeting.

H. Region Committees

1. Region committee chairs are selected by the incoming Governor at least three months prior to taking office. Each is to serve a two-year term.
2. Region committees are normally made up of one member from each of the Region's Districts.

3. The Governor and/or Board member assigned as the committee liaison will assure that the Region Chairs understand the duties of the committee and may use the previous biennium's report as a guide, and incorporate any new duties and ideas as determined by the Board.
4. At the end of the biennium, each Region chair will prepare a written report to the Board. At the discretion of the Region Board this report may be given to the next biennium's Committee Chair along with all relevant materials to ensure continuity for the Region.
5. If a Region Chair resigns during the term of service, the Region Governor will appoint a replacement.

I. Region Roster

1. At the beginning of each year a mini-roster will be compiled listing Soroptimist Region Board members, Presidents and Treasurers by Club, past Governors, and all Region Committee members.
2. These are to be posted on the Region website and will be sent by email to all Club President's, Past Governor's, the Region Board, and Committee Chairs.
3. It is the responsibility of all members and clubs to keep their contact information up-to-date on the SIA website, as the Region uses SIA's database.

J. Soroptiblast (region Email)

1. The Region email blast will be sent to all members in the Region.
2. It will be sent out monthly and will be the responsibility of the Public Awareness Chair and Liaison.
3. The Governor will be the Executive Editor.
4. The Chair will be the Editor and responsible for the compilation and email distribution of such under the direction of the Governor.
5. The Region Soroptiblast may contain Club highlights, information from Region committees, upcoming activities for the Region, special events in clubs, activity deadline dates, and any general news Clubs wish to send to the Editor.
6. Soroptiblast is being used as a means to efficiently and effectively communicate with members in the Region.

K. Region Friendship Grant

1. In the second year of the biennium, the Region may offer a friendship grant for Spring Conference attendance.

2. Clubs hosting recipients of the grant will alternate between District I & II, and District III & IV.
3. International Chair will do the planning in the second year of the biennium. It is important that the Friendship Grant participants be available to attend Region Conference in the second year of the biennium.

L. Amendments

1. The Rocky Mountain Region Procedures may be amended or changed by a two-thirds (2/3) vote of the members of the Region Board of Directors.
2. The subject matter of the amendment or change may be initiated by any member of the Board or a club and shall include a financial impact statement which will also indicate from which account funds are to be taken.
3. The Board may vote by mail, email, or fax ballot except when a Board meeting will be held within 15 days.
4. The Region Board may make editorial changes in these procedures, to keep consistent with Federation Bylaws and procedures, and update as necessary indicating Board action. Procedures should be reviewed in their entirety at least once a biennium, by the Region Board.