

**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 volunteer 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 shall vote only if a tie vote needs to 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.

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. The Secretary shall send out notices and carries on such correspondence as does not properly belong to the other officers. The Secretary shall communicate meeting and special announcements from the President to the membership by an appropriate print or electronic format. The Secretary shall review and distribute messages from the club email account on a regular basis.

TREASURER - The Treasurer shall receive all funds of the club and deposit them in the financial institutions as authorized by the board; sign checks; make remittances as required by federation bylaws and standing bylaws; 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 *the State Sales Tax Form, 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; prepare operational and service budget template. The year following the term of office, the Treasurer will serve as an advisor to the new treasurer. Up to three elected members of board will be assigned as co-signers of account.

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 treasurer or secretary at a regularly scheduled club meeting.

REGION DELEGATE – The President appoints the Region Delegate who shall attend 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.

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.

Meetings:

ACTIVITY. The President, except in cases where this responsibility is delegated to the Board or a committee, shall determine the time, format (face-to-face, audio or video conferencing, or social media), or location of regular activity meetings. The club will decide on an annual basis the time, format, or location of the June meeting which shall be the installation of new officers.

BUSINESS. The President, except in cases where this responsibility is delegated to the Board or a committee, shall determine the time, format (face-to-face, audio or video conferencing, or social media), or location of regular business meetings. The club will have the option to cancel the June regular business meeting.

BOARD. The President, except in cases where this responsibility is delegated to the Board or a committee, shall determine the time, format (face-to-face, audio or video conferencing, or social media), or location of regular board meetings.

Club Finances:

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

1. The Treasurer prepares the draft budget worksheet for the operating budget at the end of March and for the service budget prior to the summer retreat.
2. The draft operating budget worksheet for the following year is reviewed by the Finance Committee prior to the April business meeting, to propose an operating budget. The proposed operating budget shall be presented at the April business meeting and voted on at the May business meeting.
3. The draft service budget shall be reviewed at the annual summer retreat with service funds allocated into specific categories. The service budget shall be presented at the first fall business meeting for club approval of the proposed 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 carryforward for the following year service budget.

BANK SIGNATURE CARDS. The outgoing Treasurer coordinates with incoming Treasurer to secure new bank signature cards.

ENDOWMENT FUND. A separate investment account shall be maintained for the Endowment Fund. Disbursements are requested electronically annually for the Live Your Dream Program, with the investment organization depositing the funds directly into the established bank account.

FINANCIAL REPORTS. Monthly financial reports shall be presented at each business meeting for operating, service, and restricted fund accounts.

FINANCIAL REVIEW. The club's financial records shall be reviewed 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.

FINANCIAL TRANSACTIONS. All non-budgeted financial transactions must be approved by the club. All financial accounts shall require two (2) club member signatures for disbursement of club funds. Signators will be the two of the following three officers: President, President-Elect, and Treasurer.

Annual Dues and Fees:

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

REGULAR MEMBER DUES AND FEES: 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 \$44.50 annually.

NEW MEMBER DUES AND 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 \$44.50 plus a one-time new member fee of \$30.

PRORATED NEW MEMBER DUES AND FEES (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 \$44.50 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.
- 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., 2022 will be .06 x 102 years = 6.12). Each member shall have the option of paying Founders' Pennies. Using money from the Service Fund, the club will submit funds to cover the cost of Founders' Pennies for those members who choose not to pay.

Conventions and Conferences:

ROCKY MOUNTAIN REGION CONFERENCE: 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.

SOROPTIMIST INTERNATIONAL OF THE AMERICAS CONVENTION: 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.

DELEGATE EXPENSES COVERED: 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.

Committees and Duties:

DREAM PROGRAMS – The following subcommittees comprise the Dream Programs Committee which supports the mission of Soroptimist International of Boise:

- **DREAM IT, BE IT** – The committee coordinates activities which support the SIA Dream IT! Be It! Program. This will include scheduling and coordinating events, media relations, preparing Celebrating Success Report, and related activities.
- **LIVE YOUR DREAM AWARD** - The committee coordinates activities which support the SIA Live Your Dream Program. This includes soliciting applications from local educational entities, managing the selection process, coordinating the annual LYD Banquet, media relations, preparing Celebrating Success Report, and related activities.

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 and may be delegated to the Treasurer at the Committee’s discretion:

- 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 – All active members in good standing are automatically a member of this committee, which is overseen by Treasurer. The Treasurer prepares a draft budget worksheet for the operating and service budgets.

- The Finance Committee allocates funds at a special meeting, which results in a proposed operating budget presented to club membership at the April business meeting and voted on at the May business meeting.
- The Finance Committee allocates funds for the draft service budget at the annual summer retreat, which is then presented at the first fall business meeting for club approval.

FUNDRAISING – The committee shall review and recommend fundraising projects for club approval at summer retreat to fund the next year service projects. The committee may form smaller sub-committees for each project.

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. The committee will follow-up on membership inquiries with emails, phone calls and meeting invitations. The chair shall perform induction of new members. Committee shall propose membership events as appropriate.

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.

- 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 region club emails, Federation President, SIA Headquarters email, SI Headquarters email, and the club friendship links (Bangalore, Bingley).
- 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 (electronically or print) to the members by the September Business meeting.

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/or 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 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://www.soroptimistboise.org/> For member login contact Webmaster.