

**Soroptimist International of Boise  
Peaks to Plains Region, District 1  
Club Procedures**

**Name of Club:**

*Soroptimist International of Boise, Peaks to Plains 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/Board:**

**BOARD** – Ensure that a bond for the board has been purchased annually through SIA’s Risk Insurance management program. This bond protects the assets of the board and is shared with all U.S. clubs in SIA that have purchased the Directors & Officers bond through SIA. In addition, all passwords to any club accounts are for sites that include personal information (including email, subscriptions, rosters, websites, financial institutions, etc. that the club has account logins for, need to be changed when the officers (President, Secretary, Treasurer) who have access to these logins change.

**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 with a copy of the club roster and copies of appropriate 200 / 5010 / 5008 forms dues to the region treasurer; 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 Treasure will report to the Board after year-end financials July 1st regarding a recommendation to move funds to the endowment fund. This will be an annual review. 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. Check with bank at the beginning of each club year to review fixed rate CDs and determine if account types need to change (i.e., type of money market account or to purchase CDs.

**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 board will have the option to cancel regular business meetings as needed.

**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 club 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, as determined by the members at the retreat. The service budget as approved by members at the club retreat shall be presented at the first fall business meeting.
  - 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 carry-forward for the following year service budget.

BANK SIGNATURE CARDS. The outgoing Treasurer coordinates with incoming Treasurer to transfer bank account signature authorization. At the May Business meeting, a motion shall be made identifying those individuals being removed from and those individuals being added to both accounts – Community Checking and Business Indexed Money Market at First Interstate Bank, plus the name of the treasurer as designated signator for the Debit Card. Subsequent passage of motion shall be noted in minutes. The treasurer contacts the bank representative to set appointment for new signators to meet and sign paperwork for transfer of signature authorization. [NOTE: For years when there is a new treasurer, the former treasurer needs to initiate the process.] A copy of the meeting minutes reflecting the change must be presented to bank officer. New signators will complete an application form provided by the bank. Ideally, this process will be completed by the end of July.

ENDOWMENT FUND. A separate investment account shall be maintained for the Endowment Fund. Disbursements are requested electronically annually for the Dream Programs, 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 Peaks to Plains Region by July 1.

REGULAR MEMBER DUES AND FEES: Regular member dues shall be paid to SIA and PTP in accordance with their annual billings, including club liability insurance paid to SIA. In addition to these amounts, SI Boise club dues shall be \$55.00 annually.

NEW MEMBER DUES AND FEES (July 1 – Dec 30): New member dues shall be paid to SIA and PTP 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 \$55.00 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 PTP in accordance with their prorated billings, including club liability insurance and new member fees paid to SIA. SI Boise club dues of \$55.00 prorated to \$27.50 (amount transferred from Dues Assistance as long as there are remaining funds in that account) and waive the one-time new member fee of \$30; if there are no remaining funds in the Dues Assistance account or in Miscellaneous operating account, the prorated clubs dues and the one-time new member fee of \$30 will be waived.

ANNUAL LIFE MEMBER DUES: Life member dues shall be paid to SIA and PTP in accordance with their annual billings, including club liability insurance paid to SIA. There shall be no SI Boise club dues for life members.

DUES ASSISTANCE: Members, experiencing financial hardship, may apply for Dues Assistance to cover the cost of dues for SI Boise. Sometimes members experience financial hardship due to loss of income, extreme medical expenses, or other emergencies. The goal is to enable a struggling member to retain their membership while overcoming a challenge. Dues Assistance will not cover SIA federation or region dues and fees, SI per capita payment or general liability per capita insurance fee, the total of which the member will still be responsible for submitting to the Treasurer by June 15 of the current club year. The individual must be a current member. This option is not open to new members joining the club. The SI Boise Dues Assistance fund is limited, so applications will be processed on a first-come, first-served basis by an approved amount determined by the board. If the request is not funded, the member is responsible to pay the relevant dues and fees in order to renew their Soroptimist membership and remain an active member. Funding for Dues Assistance comes from the generosity of the membership, it is not budgeted from the general fund. This account will be inactivated once the funds are disbursed after which future dues assistance requests will be funded from Miscellaneous Donations as determined by the board upon receipt of a dues assistance request.

**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 for SIA and a \$10.00 reinstatement fee for the region.
- Founders Pennies are six cents per year of Soroptimist International existence (e.g., 2022 will be  $.06 \times 102 \text{ years} = 6.12$ ). 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:***

**PEAKS TO PLAINS REGION CONFERENCE:** The club shall send three delegates to the Peaks To Plains 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. 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.

***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 required program reports, 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.

- Funding will be allocated at a business meeting, resulting in a proposed operating budget presented to club membership at the April business meeting and voted on at the May business meeting.
- The members in attendance at the annual club retreat allocate the service funds raised the previous club year for the service budget, which is then presented at the first fall business meeting.

FUNDRAISING – The committee shall review and recommend fundraising projects for club approval at summer retreat to fund the next year’s 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 propose any suggested revisions from members for the bylaws revisions 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 Peaks to Plains Region board members, all region club emails, SIA Federation President, SIA Headquarters email, SI Headquarters email, and the club friendship links (Bangalore, Bingley). Copies may be sent to other interested parties also as determined by the newsletter editors; this list should be reviewed periodically for any changes.

- 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, Threeds, X (formerly Twitter), Instagram. etc.
- 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 and/or print) to the members by the September Business meeting, plus posted to the club website's Members Only page.

**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 and banking records used for tax purposes only shall be kept for a period of 7 years, after which all documents, except for official tax returns and financial statements/general ledger records, 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. The minutes should also be sent to the archives (see bullet below).
- All records needing to be permanently kept and any other club materials (i.e., scrapbooks, awards, memorabilia, financials, etc.) will be sent to the Boise State University's Special Collections and Archives in the Albertsons Library. At the end of each club year, the appropriate records, should be sent/taken over to the Special Collections and Archives department. Contact is Cheryl Oestreicher, Head, Special Collections and Archives/Professor at Albertsons Library Boise State University.

**Leadership Development:**

One of the benefits of being a member of Soroptimist International is the opportunity to develop 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 district meetings, region conferences, federation and international conventions (either in-person or virtually), plus take federation virtual training seminars as available.

**Amendments & Changes to Club Procedures:**

The Board is authorized to change these procedures with a two-thirds vote of the members present and voting. These Procedures may be amended without notice by the Board. Any change in procedures that affects the club bylaws or operation shall specifically set forth the effective date. Any member may propose a change to these Procedures.

**Supplemental Documents:**

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



## Soroptimist International of Boise Dues Assistance Request

### Member Information

Name \_\_\_\_\_

Member ID \_\_\_\_\_

In submitting this form to my club treasurer, I am requesting relief from SI Boise dues and Founder's Pennies for the coming club year.

I understand that I am still responsible for SIA federation dues, SI per capita payment, Peaks to Plains Region dues, and club general liability per capita insurance fee, the total of which will be paid by me to the club treasurer by June 15 prior to the start of the new club year.

I attest that I am a current, active (defined as paid for the **current** club year) member.

Additionally, I meet at least one of the following eligibility requirements to receive SI Boise Dues Assistance funding as previously defined:

- ✓ Lost employment and/or experienced a loss in wages.
- ✓ Business owner whose business income has significantly decreased or was forced to close.
- ✓ Is providing financial support for their significant other or dependents who experienced a loss in wages.
- ✓ Incurred extreme health care expenses.

I understand that SI Boise Dues Assistance funding available from SI Boise does not cover region, federation or SI dues and fees.

I understand SI Boise Dues Assistance funding is limited and will be processed on a first-come, first-served basis. If my request is not funded, I will be responsible to pay the relevant dues and fees in order to renew my Soroptimist membership and remain an active member.

Signature \_\_\_\_\_

Date \_\_\_\_\_

If you have questions or concerns about this form or the available SI Boise Dues Assistance funding, please contact [siboise@soroptimist.net](mailto:siboise@soroptimist.net).