



**SOROPTIMIST INTERNATIONAL  
OF THE AMERICAS  
SOUTH ATLANTIC REGION  
105TH CONFERENCE**

**TAKING IT ONE  
STEP AT A TIME FOR  
WOMEN AND GIRLS**

**MAY 2 – 4, 2014  
DOUBLETREE BY HILTON  
ANNAPOLIS, MD**

**See Old Friends &  
Make New Ones!**

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**Installation of  
Regional Officers**

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**Workshops on  
Personal Finance,  
Communications and  
Membership**

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**Region Awards  
Luncheon**

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**Friday Excursion to  
Historic Annapolis**



**SOROPTIMIST**  
**Best for Women**

## **CALL TO CONFERENCE**

The 2014 Spring Conference of the South Atlantic Region, Soroptimist International of the Americas, Inc. is hereby called to meet in Annapolis, MD, on May 2, May 3, and May 4, 2014 for the purpose of transacting such business as may be on the agenda and may properly come before the Conference.

### **TABLE OF CONTENTS**

Greetings from Governor Willie Mae McCracken  
Region Theme and Officers  
Preliminary Agenda  
Governors of the South Atlantic Region  
Official Visitor  
Workshop Speaker  
Keynote Speaker  
SAR Standing Procedures Revisions  
SAR 2014-2016 Proposed Budget  
Region Procedures and Standing Rules for Spring Conference  
Information for Delegates  
Spring Conference Registration Form  
Conference Menus  
Conference Hotel Information  
Governor's Trophy  
Celebration of Life Information  
Club Sales Table Information  
Silent Auction Information  
Excursion Information  
Shoe-roptimist Contest & Fundraiser  
SAR Board Position Applications  
Credentials Form

**At the end of this Call to Conference, Club Presidents will find a Credentials Form, which must be completed and brought to Conference. Completion and presentation of this form will allow appropriate club members to register as delegates.**



*Soroptimist International of the Americas  
South Atlantic Region  
[www.soroptimist-sar.org](http://www.soroptimist-sar.org)*



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Dear Soroptimists of the South Atlantic Region:

On behalf of the South Atlantic Region Board, I am pleased and excited to invite you to join us in beautiful Annapolis, MD for the 105<sup>th</sup> Spring Conference at the Double Tree by Hilton. Our theme for this biennium has been "Taking It One Step at a Time for Women and Girls." During the weekend we look forward to uniting with old friends, making new friends, and celebrating achievements of fellow Soroptimists, Sharing of new ideas to help us prepare for the future is always enlightening.

Our official visitor, RoseMary Reid, Federation Board Member, from SI-Petersborough, Ontario, Canada, will update us on new changes, challenges and technology from Soroptimist International of the Americas.

Please join us on Friday afternoon for a tour of beautiful and charming Annapolis while enjoying the friendship of fellow Soroptimists.

Friday evening begins with the Opening Ceremony as the Celebrating Success Awards are presented to recognize clubs who have made great achievements. Be prepared to enjoy the silent auction items and who knows what clubs created for the Shoe-Roptimist event. It is always fun and amazing.

Saturday morning is designated to taking care of the Region's business; this year will be an election of officers for the 2014-2016 biennium. There will also be innovative breakout sessions to help educate as well as develop/improve our personal lives.

At the Awards Luncheon on Saturday, we will hear from our winners who always share their stories, many of which are heart breaking yet, they have overcome and are looking forward to brighter futures. No one should miss this.

Saturday evening is our Installation Banquet when our 2014-2016 Board will be officially installed. In addition, there will be other awards such as the Bennie Mendelson Recruitment Bowl and the Governor's Trophy.

Sunday morning is devoted to honor in memorial those Soroptimists who are no longer with us, remembering their devotion and contributions to making better lives for women and girls. The morning speaker is one you will definitely want to hear.

I look forward to seeing each of you as my term of your Governor comes to an end.

I wish each club much success and growth as we continue to improve the lives of women and girls, locally and throughout the world.

*Governor, Willie Mae*



**Soroptimist International of the Americas  
South Atlantic Region**



**Region Theme:**

**“Taking It One Step At A Time For Women and Girls”**

**Soroptimist International of the Americas Officers**

<b>President</b>	<b>Cheri Flemming</b>
<b>President-Elect</b>	<b>Margaret Poco Davis</b>
<b>Secretary/Treasurer</b>	<b>Jacqueline A. Bond</b>

**South Atlantic Region Officers**

<b>Governor</b>	<b>Willie Mae McCracken</b>
<b>Governor-Elect</b>	<b>Robin Davis</b>
<b>Secretary</b>	<b>Deborah Mackes</b>
<b>Treasurer</b>	<b>Amy Harman</b>
<b>Board Member</b>	<b>Margaret Miles</b>
<b>Board Member</b>	<b>Pamela Sinclair</b>
<b>Immediate Past Governor</b>	<b>Christy Rumbaugh</b>
<b>Parliamentarian</b>	<b>LouAnne Hunnicutt</b>

# **PRELIMINARY AGENDA**

## **“Taking It One Step At A Time For Women and Girls”**

*105th South Atlantic Region Conference*

*Annapolis, MD*

*May 2 – 4, 2014*

*“Taking It One Step At A Time For Women and Girls”*

### **Friday, May 2nd**

- |                    |   |
|--------------------|---|
| 8:00 AM – 12:00 PM | South Atlantic Region Board Meeting   |
| 1:30 PM – 4:30 PM  | Optional Pre-Conference Excursion to Historic Annapolis<br>(Separate Registration)  |
| 3:00 PM - 5:30 PM  | Registration  |
| 6:00 PM - 7:00 PM  | Reception (no host bar)   |
| 7:00 PM – 10:00 PM | Opening Ceremony – Cinco de Mayo! <ul style="list-style-type: none"><li>• Celebrating Success Awards</li><li>• Silent Auction Opens</li><li>• Shoe-Optimist</li></ul> |

### **Saturday, May 3rd**

- |                    |   |
|--------------------|---|
| 7:00 AM - 8:30 AM  | Breakfast   |
| 8:30 AM - 10:30 AM | General Session and Elections <ul style="list-style-type: none"><li>• SAR Standing Rules and Procedures Revisions<br/><b>Gayle Griffith</b><br/>Laws &amp; Resolution Committee Chair, SI-Cumberland</li></ul>  |
| 9:30               | <ul style="list-style-type: none"><li>• 2014-2016 Board Election/Nominations<br/><b>Linda Waal</b><br/>SAR 2012-2014 Nominations Committee Chair, SI-Kent County</li><li>• Current Financial Report<br/><b>Amy Harman</b><br/>SAR Treasurer, SI-Hampton Roads</li><li>• SAR 2014-2016 Proposed Budget<br/><b>Amy Harman</b><br/>SAR Treasurer, SI-Hampton Roads</li></ul> |

10:30 AM - 10:45 AM

Mid Morning Break (**Election Polls Open**)

- Federation Report  
**RoseMary Reid**  
SIA Federation Director  
SI-Petersborough, Ontario, Canada

11:30 AM – 11:45 AM

Break (**Election Polls close at end of break**)

11:45 AM - 12:45 PM

Workshops

### **The New Face of Membership**

With exciting membership options already in place and additional ones being proposed for adoption at SIA Convention in July, 2014, we will take this opportunity to ask questions, dream dreams, and strategize about the potential "new face" of membership in our South Atlantic Region for the coming years. We will celebrate our current status and "face" of membership.

#### **Patricia Witt**

SAR Chair, Membership  
SI Raleigh, NC

### **What? What Did you Say? What did you hear? What did you mean?**

As simple as communication seems, much of what we try to communicate to others—and what others try to communicate to us—gets misunderstood. Communications affect virtually everything that happens in our personal and professional life.

Learn about the challenges and barriers to communications and how we can improve our skills to be a more effective communicator. Members will participate in group discussions and interactive exercises during this workshop.

#### **RoseMary Reid**

SIA Federation Director  
SI Petersborough, Ontario, Canada

### **Take a Retirement Test Drive**

One of the biggest concerns for people have is whether they will outlive their retirement savings. Join us as we discuss a straightforward evaluation of your retirement income picture in a quick and informative process. Social Security is not the guaranteed source of retirement income it once was, and retirees don't want to depend on public assistance or their children. You need to consider how much you've saved, how long your savings should last, and your spending habits. You'll be better off if you can maximize your retirement nest egg. With over 25 years of investment experience, Adrienne can help you determine how much money you'll need for retirement.

#### **Adrienne Horen**

Vice President/Investments  
Janney Montgomery Scott LLC

1:00 PM – 2:30 PM	Federation Awards Luncheon
2:30 PM – 6:00 PM	Free Time – go explore Annapolis!
6:30 PM – 7:00 PM	General Reception (no host bar)
7:00 PM – 10:00 PM	Installation Banquet <ul style="list-style-type: none"> <li>• Bennie Mendelson Award</li> <li>• Recruitment Bowl</li> <li>• Governor’s Trophy</li> <li>• Installation of the 2014-2016 SAR Board</li> <li>• Silent Auction</li> </ul>

**Sunday, May 4th**

7:00 AM – 8:30 AM	Breakfast
8:00 AM – 9:00 AM	Celebration of Life Memorial Service
9:15 AM – 12:00 PM	General Session <p style="margin-left: 20px;">Keynote Speaker  <b>Sharon Love</b>  Co-Founder &amp; Trustee  One Love Foundation</p>
12:30 PM – 1:00 PM	South Atlantic Region Board Meeting

## GOVERNORS OF THE SOUTH ATLANTIC REGION

1927-28	Ruby Lee Minar	Washington, DC
1928-30	Ethel Knight Pollard	Washington, DC
1930-32	Mary Catherine Lewis	Washington, DC*
1930-32	Bernadine Schefneker	Detroit, MI*
1932-34*	Nell R. Hysong	Washington, DC
1934-36	Jean Bennett	Washington, DC
1936-38	Jean Bennett?	Washington, DC
1938-40	Edith Reinhardt	Baltimore, MD
1940-42	Viola K. Almony	Baltimore, MD
1942-44	Pearle Sharpe	Arlington, VA
1944-46	Mae C. Bowman	Alexandria, VA
1946-48	Anna P. Rose	Montgomery County, MD
1948-50	Ella C. Werner	Washington, DC
1950-52	Mary Bourke	Washington, DC
1952-54	Lula Feller	Baltimore, MD
1954-56	Margaret F. Schmidt	Williamsburg, VA
1956-58	A. Olivia Nicoll	Washington, DC
1958-60	Mildred Smart	Williamsburg, VA
1960-62	Elizabeth Moorefield	Asheville, NC
1962-64	Blanche T. Rogers	Baltimore, MD
1964-66	Katherine Stinson	Washington, DC
1966-68	Winifred G. Thompson	Washington, DC &
	Rebecca Tinker	Williamsburg, VA
1968-70	Beth Bryson	Baltimore, MD
1970-72	Lyda Gordon Shivers	Greensboro, NC
1972-74	Margaret Supplee	Prince Georges County, MD
1974-76	Flora Lee Muth	Washington, DC
1976-78	Betty Jean "BJ" Cook	Bel Air, MD
1978-80	Jean Deardorff	Westminster, MD
1980-82	Betty F. Mendelson	Alexandria, VA
1982-84	Alma L. Higginbotham	Fairmont, WV
1984-86	Betty C. Roberts	Asheville, NC
1986-88	Lucinda Manarin	Upper Montgomery Co., MD
1988-90	Karen Bautz	Laurel, MD
1990-92	Marie Y. Hughes	Virginia Peninsula, VA
1992-94	Betty Nester	Alexandria, VA
1994-96	R. Lynn Coleman	Jacksonville, NC
1996-98	Deborah O. McKinnon	Washington, DC
1998-2000	LouAnne Hunnicutt	Greenville, SC
2000-2002	Janice Artemel	Washington, DC
2002-2004	Sylvia Winterling	Alexandria, VA
2004-2006	Warie Brock	Montgomery County, MD
2006-2008	Gayle Griffith	Cumberland, MD
2008-2010	Louise Skinner	Kent County, MD
2010-2012	Christy Rumbaugh	Harve de Grace, MD
2012-2014	Willie Mae McCracken	Williamsburg, VA

\*In 1932, the South Atlantic Region split, with clubs in Detroit and Akron forming the Midwestern Region.



## **OFFICIAL SIA VISITOR – SAR 2014 SPRING CONFERENCE**



**RoseMary Reid**  
**SIA Federation Director**  
**SI Petersborough**  
**Ontario, Canada**

RoseMary Reid has been a member of SI/Petersborough, Ontario, since 1990. She has served in a variety of leadership positions including club president and Eastern Canada Region governor. She also served as a board member in 2005. RoseMary retired from her Municipal Manager position after 25 years with the City of Peterborough. Currently she is the executive assistant to the congregational leader at the Congregation of the Sisters of St. Joseph in Canada. In addition to her Soroptimist activities, RoseMary is a strong supporter of the YWCA and Cameron House.

## **WORKSHOP SPEAKER – SAR 2014 SPRING CONFERENCE**



**Adrienne Horen**  
**Vice President/Investments**  
**Janney Montgomery Scott LLC**  
**Philadelphia, PA**

Adrienne Horen is Vice President/Investments with Janney Montgomery Scott LLC. For over 25 years, Ms. Horen helps her clients develop investment portfolios with an emphasis on risk management and wealth preservation. She also has extensive experience in managing investment objectives of not-for profit organizations, trade and professional organizations, and qualified ERISA plan accounts. Ms Horen is the trusted investment advisor of Soroptimist International of the Americas and has managed their assets since 1988. She served as Charter President of SI Center City Philadelphia, and is currently an active member of the organization.

Ms. Horen has hosted a series of seminars on professional money management, 401(k) rollovers, and retirement planning. She also participates as a guest lecturer or keynote speaker for various civic and service organizations throughout the community including Soroptimist International of the Americas, Elsevier Women's Network, Drexel Women in Business and Marsh Women's Lunch Group.

Prior to joining Janney, Ms. Horen was employed as Vice President and Registered Investment Management Consultant with RBC Dain Rauscher. She is a graduate of Douglass College/Rutgers University and received her MBA from Temple University. She has received industry recognitions including SmartCEO 2012 and 2013 Five Star Wealth Manager.

Ms. Horen currently serves as a Hearing Board Examiner for the Enforcement Division of the New York Stock Exchange.

## KEYNOTE SPEAKER – SAR 2014 SPRING CONFERENCE



**Sharon Love  
Cofounder & Trustee  
One Love Foundation**

The One Love Foundation was established in 2010 by Sharon and Lexie Love, as well as additional family and friends to honor the memory of Yeardeley Reynolds Love, a University of Virginia co-ed who was murdered by her ex-boyfriend. The “One” represents the number Yeardeley wore on her jersey during her high school and college lacrosse career. The number has since been retired by the University of Virginia in her memory.

As cofounder of the One Love Foundation, Sharon and her daughter Lexie provide the guiding spirit and passion for the Foundation’s initiatives:

- Relationship Violence education and awareness
- Programs that develop in children and young adults four qualities that Yeardeley Love exemplified; service, kindness, humility and sportsmanship.

At Spring Conference 2014 delegates will be asked to vote on amendments to the current South Atlantic Region Standing Procedures. The amendments are presented in the following document in two ways: additions to current language are printed in red, and deletions are shown by strikethroughs.

Most amendments fall in the “housekeeping” mode, i.e. bringing language into compliance with existing SIA terminology or removing procedures which are out-of-date. Other amendments reorganize committees and programs to reflect the changing goals and objectives of South Atlantic Region and Soroptimist International of the Americas.

Please review the following pages, and bring with you to Spring Conference.

# **STANDING PROCEDURES**

## **SOUTH ATLANTIC REGION**

**SOROPTIMIST INTERNATIONAL  
OF THE AMERICAS, INC.**

**Amended April 2014**

## TABLE OF CONTENTS

R-1	NAME OF REGION	3
R-2	TERRITORIAL LIMITS	3
R-3	SOLICITATION OF FUNDS	3
R-4	REGION DUES AND FEES	3
R-5	OFFICERS AND BOARD MEMBERS	3
R-6	REGION BOARD	3
R-7	ELIGIBILITY FOR ELECTION	4
R-8	DUTIES OF REGION OFFICERS	4
R-9	BOARD MEETINGS	5
R-10	MAIL BALLOTS BY REGION BOARD	6
R-11	<del>SELECTION OF SIA ELECTORAL AREA NOMINATING COMMITTEE MEMBER</del> REGION REPRESENTATION ON SIA BOARD OF DIRECTORS	6
R-12	REGION CONFERENCE	6
R-13	REGION AWARDS	9
R-14	<del>TECHNICAL</del> STANDING COMMITTEES	9
R-15	PROGRAM COMMITTEES	13
R-16	REGION REPRESENTATIVE TO INTERNATIONAL BOARD	15
R-17	OFFICIAL VISITS	15
R-18	MERGING OF CLUBS	15
R-19	NEW CLUBS	15
R-20	PARLIAMENTARIAN	16
R-21	REGION LOGO	16
R-22	FALL MEETINGS	16
R-23	AUTHORIZED EXPENSES	16
R-24	AMENDMENT OF REGION PROCEDURES	18
R-25	RESOLUTIONS	18
R-26	AMENDMENT OF BYLAWS	18

R-1 NAME OF REGION

The name of this Region shall be the South Atlantic Region, Soroptimist International of the Americas, Inc.

R-2 TERRITORIAL LIMITS

The territorial limits of this Region shall include the District of Columbia, Maryland, North Carolina, South Carolina, Virginia and West Virginia.

R-3 SOLICITATION OF FUNDS

Funds shall not be solicited by this Region from members or clubs, except when action authorizing such solicitation has been specifically approved by the ~~REGION~~ Region Conference after notice to the clubs through the Call to Conference, or, if the ~~REGION~~ Region Conference will not be held within three (3) months, by the Region Board either by a two-thirds (2/3) vote at a meeting or a three fourths (3/4) vote by mail ballot.

R-4 REGION DUES AND FEES

The dues of this Region shall be \$25.00 for each member of a club (to include all types of members). Such dues shall be paid to the Treasurer no later than July 1 each year. Clubs having not paid their ~~REGION~~ Region dues by September 1 shall be assessed an additional charge of 10%. There shall be a Mandatory Conference Fee of \$50.00 per club.

R-5 OFFICERS AND BOARD MEMBERS

- A. The officers of this Region shall be a Governor, Governor-Elect, Secretary, Treasurer, and two (2) Board Members.
- B. The officers of this Region shall constitute the ~~REGION~~ Region Board.
- C. The officers and board members shall take office on July 1st following their election and shall hold office for two years or until their successors take office, and shall not be eligible for more than two consecutive terms in the same office.
- D. In case of vacancy in the office of Governor, the Governor-Elect shall become Governor. Other vacancies in office shall be filled by the Region Conference. If, however, a Region Conference shall not be held within 60 days after the vacancy occurs, it shall be filled by the Region Board. During the period of an unfilled vacancy in any Region office, the Governor shall make provisions for carrying on the necessary business of the Region.
- E. In case of the temporary inability of the Governor to serve, the duties of the Governor shall be assumed temporarily by the Governor-Elect.

R-6 REGION BOARD

- A. The Region Board shall:
  - (1) have control and authority over the affairs of the Region except that of modifying any action taken by the Region Conference or the Federation;
  - (2) have responsibility for the implementation of International and Federation programs within its territorial limits;
  - (3) have responsibility to perform such other duties as prescribed by Federation Bylaw, Federation Procedures, Region Procedures, or Region Conference action.

- B. A majority of the board shall constitute a quorum.
- C. The Board may vote by mail when deemed necessary to accomplish the business required.
- D. The Region shall pay the following expenses of the Region Board members attending a conference or board meeting:
  - (1) transportation and expenses *en route* to and from the conference or board meeting;
  - (2) daily expenses during the conference or board meeting in such amounts as determined by the Region Board.

#### R-7 ELIGIBILITY FOR ELECTION

- A. Only ~~an employed~~ a regular member in good standing may be elected to or retain any office in the Region.
- B. To be eligible for the office of Governor, the member shall have served on the Region Board within six years prior to the term for which being nominated and shall have served as club president. Only if no candidate meeting the eligibility requirements will accept nomination may another member be selected as a nominee for the office of Governor.
- C. A member who has served more than half a term in any office shall be deemed to have served a term.

#### R-8 DUTIES OF REGION OFFICERS

- A. ~~In addition to those duties described in Federation Procedures, H., the~~ The Governor shall:
  - (1) preside at all conferences and all meetings of the Board;
  - (2) supervise the work and activities of the region;
  - (3) appoint all committees unless otherwise provided;
  - (4) ~~send~~ distribute a copy of all mailings to club presidents, to Region coordinators, and to the two immediate past governors;
  - ~~(5) send December holiday cards to all Region Governors, Federation Officers and International Officers, at the expense of the Region; (Cards to the clubs may be sent at the Governor's discretion and expense.)~~
  - ~~(6)~~ (5) perform such other duties as pertain to the office.
  - ~~(7)~~ (6) ensure that the Treasurer's records for the biennium have been audited within 6 months of the end of the biennium. Along with standard procedures related to such an audit, the auditor shall verify that proper authorization procedures have been followed for expenditures of the Region, including verification of the following things:
    - (a) A proper bill or statement exists to support each expenditure.
    - (b) Proper approvals have been obtained for all expenditures

over the budgeted amount.

In addition, the financial statement shall be prepared in a format which compares actual expenditures for the biennium with budgeted expenditures.

B. The Governor-Elect shall:

- (1) have such duties and powers as arise from membership on the Region Board or as assigned by the Governor, Region Board, or Region Conference;
- (2) assume, temporarily, the duties of the Governor should the Governor be temporarily unable to serve;
- (3) become Governor in case of a vacancy in that office.

C. The Secretary shall:

- (1) keep a record of the proceedings of the Region and the Region Board;
- (2) give notices of meetings;
- (3) be custodian of the records;
- (4) report to the Headquarters Office within forty-five (45) days after Conference all proposed amendments to the ~~SI Constitution~~, Articles of Incorporation of the Federation, Bylaws of the Federation, and all resolutions proposing action on social or program issues at the Federation level receiving approval of the Conference with financial impact statements for each;
- (5) be authorized to sign checks on the bank account;
- (6) send to the two immediate past governors copies of all Board minutes, Calls to Conference; Conference minutes, and other pertinent documents;
- (7) perform such other duties as pertain to the office.

D. The Treasurer shall:

- (1) Establish a checking account to handle the day to day expenditures of the region. This account shall hold a balance which does not exceed the total anticipated expenditures of the region for the next 6 month period. Any additional funds shall be invested in savings instruments in FDIC or FSLIC insured institutions. The number of savings instruments, and the term and rate of the instruments shall be approved prior to investment of the funds by an investment committee consisting of no less than the Treasurer, the Finance Committee Coordinator, and the Governor. The Treasurer shall obtain written approval from each member of the investment committee prior to investing funds in any instrument that is not immediately available.
- (2) pay authorized bills;
- (3) prepare such financial reports as may be required;
- (4) serve as an ex-officio member of the Finance Committee;

- (5) disburse expense reimbursements authorized by these Procedures as approved by the Governor;
- (6) send a notice of dues to all clubs prior to May 31 of each year;
- (7) bill all clubs for Mandatory Conference Fee prior to December 1 of each year;
- (8) send notices as outlined in the Bennie G. Mendelson Conference Attendance Award;
- (9) send a Conference statement and a final report of the biennium to the Region Board;
- (10) perform such other duties as pertain to the office.

E. The two (2) Board Members shall have such duties and powers as arise from membership on the Board or as assigned by the Governor, Region Board, or Region Conference.

#### R-9 BOARD MEETINGS

Meetings of the Board shall be held:

- A. immediately before and after the Conference in the city where the Conference is held;
- B. at such times during the Conference as the Governor or the Board deem necessary to complete business and to consider any questions or recommendations referred to it by the Conference;
- C. as a majority of the board consider necessary and possible within the budget, provided at least fifteen (15) days notice is given.

#### R-10 MAIL BALLOTS BY REGION BOARD

The Region Board may vote by mail when deemed necessary to accomplish the business required.

- A. The subject matter of the mail ballot may be initiated by any member of the Region Board, by Region committees, by a club of the Region, or by the Federation President.
- B. The ballots, prepared and mailed by the Secretary upon request of the Governor, shall contain background information concerning the subject matter with the question clearly stated.
- C. If the action proposed requires the use of Region funds, the ballot shall state from which account it should be drawn.
- D. Response to any mail ballot shall be postmarked no later than ten (10) days from the date the ballot was sent to the recipient. Such response shall be made to the Secretary.
- E. The Secretary shall report the results promptly to the Governor, with a written report to the board members on the result of the vote within fifteen (15) days.
- F. All mail ballots shall be ratified at the next meeting of the region board.



R-11 ~~SELECTION OF ELECTORAL AREA NOMINATING COMMITTEE MEMBER~~  
**REGION REPRESENTATION ON SIA BOARD OF DIRECTORS**

- A. ~~On or before November 1 of the first year of the biennium, the Governor shall appoint the member of the Electoral Area Nominating Committee to serve for that biennium. South Atlantic Region belongs to Electoral Area 12 and shall elect one board member to the SIA Board of Directors on a rotational schedule, as described in the SIA Bylaws.~~
- B. ~~In the event that the member is unable to participate, the Region Board shall appoint an alternate.~~

R-12 REGION CONFERENCE

- A. ~~The Region shall hold one conference annually in the spring. Said Conference shall be financially self-supporting; funded by the Mandatory Conference Fee; individual member registration fees, and meal fees. Only shortfalls resulting from a reduction to the budgeted attendance shall be funded by the Region. Shortfalls shall only be funded if the Hostess club provides the Region Treasurer with a full accounting of the actual revenue and expenses of the Conference, and only if expenditures for expenses of the Conference are within approved budget guidelines. The Region shall hold a Region hosted Conference annually in the spring; a Conference Committee Coordinator shall be appointed by the Region Board; and a Conference Planning Guide be followed for direction. The Conference Planning Guide shall be reviewed and approved by the Region Board at the beginning of each biennium.~~
- B. ~~The hostess club shall provide the Region Board with a proposed Conference budget prior to October 15 of the year of the Conference. This budget shall include anticipated revenue and expense items for the Conference, including the anticipated number of conference attendees. It shall also be a breakeven budget. The Hostess club should neither make money on the conference nor lose money. The Region Board shall approve this budget by November 15 of the year of the Conference. Within 60 days of the close of Conference the Hostess club shall give a final accounting summary to the Region Treasurer. The Conference shall be financially self-supporting and shall be funded by the Mandatory Conference Fee, individual member registration fees and meal fees. The Region Board shall be provided a proposed Conference budget by October 15<sup>th</sup>. This budget shall include anticipated revenue and expense items, as well as anticipated number of conference attendees. It should be a breakeven budget. The Region Board shall approve this budget by November 15. Within 60 days of the close of Conference the Conference Coordinator shall provide a final budget summary to the Region Treasurer.~~
- C. The location in which each conference will be held shall be selected by the Region Board and approved by the Conference body two years prior to that conference.
- D. ~~Clubs desiring to host a conference shall send a written invitation to the Secretary prior to the first board meeting of any year.~~
- E. D. The voting members of the Conference shall be the members of the Region Board and the accredited delegates of each club in good standing.
- F. E. A club shall be deemed in good standing if all requirements of the Federation Bylaws and Procedures as well as all rules and procedures established by the Region Conference and Region Board have been met at the time its delegates register.

G. F. Delegates

- (1) The delegates of each club shall be the President and two (2) employed members in good standing.
- (2) A delegate may represent only the club in which the delegate's membership is held.

H. G. Quorum

Delegates representing a majority of the clubs in the Region shall constitute a quorum of the Conference.

I. H. Call to Conference

- (1) The Call to Conference shall include:
  - (a) a tentative agenda;
  - (b) all proposed amendments and resolutions;
  - (c) list of candidates for election, together with their qualifications;
  - (d) such additional Region and/or Federation information as may be deemed necessary.
- (2) In the second year of the biennium, the Call to Conference shall also include the proposed budget.
- (3) The Call to Conference shall be ~~mailed by first class mail~~ emailed to all club presidents, Region coordinators, the Parliamentarian, and the two immediate past Governors at least forty-five (45) days before the Conference.

J. I. Registration shall be held Friday afternoon and evening and Saturday morning.

~~K. J.~~ The agenda will provide for opening ceremonies on Friday evening, morning and afternoon sessions on Saturday, and a morning session on Sunday ~~with the final session to include devotions and a memorial service.~~ , which shall include a non-denominational "Celebration of Life" memorial service.

~~L. K.~~ The Saturday luncheon shall be known as the Federation Awards' Luncheon at which time ~~VR and WOA awards will be presented.~~ Women's Opportunity Awards and other Federation Awards are presented.

~~M. L.~~ The tentative and final agendas shall indicate the day and hour for the Nominating Committee report, for nominations from the floor, for introduction of candidates, and for opening of the polls.

M. Prior to the beginning of the annual Spring Conference, the Governor and Regional Board shall appoint 5 members from those in attendance to serve as the election committee. They shall:

- (1) conduct all elections;
- (2) verify voting results.

The coordinator shall:

- (1) present the Committee's signed report to the Conference;
- (2) ask authority from the Conference to clear the machines or destroy the ballots at the conclusion of the election

N. N. There shall be a formal installation of officers at the banquet during the last conference of the biennium.

Ø. O. Fees

- (1) Registration fees shall be determined by the ~~Board~~ **Conference Committee, approved by the Region Board** and shall be mandatory for all conference attendees.
- (2) Additional conference expenses as determined by the Conference Committee shall be approved by the Board.
- (3) ~~The club serving as host~~ **The Conference Committee** shall be provided a sum of money to defray expenses incurred prior to conference. This sum shall not exceed the total mandatory conference fees collected. This amount shall be offset against any conference profit.
- (4) There shall be no additional amounts added to the hotel's cost of conference meals.
- (5) A policy for refunds of fees and/or meal packages ~~will not be made unless applied for within fifteen (15) days after conference and will be made only after audit.~~ **shall be determined by the Conference Committee, approved by the Region Board and printed on all registration forms.**

P. P. ~~Clubs will be furnished with credentials cards printed on colored stock for the use of accredited voting delegates. These cards are to be signed by the President and Secretary of the club represented and presented at the conference registration desk.~~ **A Credential Card shall be included in the emailed Call to Conference. This card identifies accredited voting delegates for each club. This card is to be signed by the President and Secretary of the club and presented at the Conference Registration Desk.**

Q. **As part of the registration process, credentials shall be verified and reported in the following format:**

CLUBS IN REGION _____			
CLUBS WITH REGISTERED DELEGATES _____			
Region Officers _____	Federation Officers _____		
Board Members _____	Parliamentarian _____		
Club Presidents _____	Non-voting Members _____		
Club Delegates _____	Registered Guests _____		
	Executive Director _____		
	SIA Hdq Staff _____		
TOTAL VOTING _____	GRAND TOTAL _____		

Q. .R. Bulletin boards shall be provided for ~~individual club news and for the Nominating Committee's use.~~

R. S. An interpreter for the hearing impaired shall be provided and paid for by the

Region, if requested.

~~(see also Technical Committees, e.g. Credentials, Nominating, and Election, R-44)~~

## R-13 REGION AWARDS

### A. The Bennie G. Mendelson Conference Attendance Award

- (1) This award shall be a traveling award presented to the club having the greatest percentage of Region dues-paying members in attendance at Region conference, excluding the host club.
- (2) "In attendance" shall be defined as those members who have registered at conference as of the first Credentials report on Saturday.
- (3) Region dues-paying members shall be those regular members, retired/unemployed members, life members or embarking members for whom dues have been received by the Region Treasurer.
- (4) By March 1 of each year, the Region Treasurer shall notify each club treasurer in writing what the February 15 records indicate as to numbers of each type of member;
- (5) If club treasurers find discrepancies, they must contact the Region Treasurer. Unless a discrepancy is reported, the Region records as of February 15 shall be considered the official membership of the clubs.
- (6) From the report of the Credentials Committee, the Region Treasurer shall compute the percentages based on her records as determined above. The figures of the Region Treasurer shall be considered final.

### B. Betty Jean (BJ) Cook Club Achievement Award Governor's Trophy

- (1) This award shall be a traveling award presented to the club having accomplished the highest total score on the Governor's Club Award Form.
- (2) This award shall be presented annually at Spring Conference.
- (3) The Governor's Club Award form shall be available for club use on the South Atlantic Region website by October 1<sup>st</sup> of each club year.
- (4) The due date for this award shall be four weeks prior to Spring Conference. Completed forms shall be returned to the Governor for judging.

### C. Region Recruitment Award

- (1) This award shall be a traveling award presented to the club having the largest net increased in members from April 1<sup>st</sup> to March 31<sup>st</sup> of the current club year.
- (2) Decisions shall be based upon the figures as reported by SIA headquarters.
- (3) Region dues-paying members shall be those regular members, retired/unemployed members or embarking members for whom dues have been received by the Region Treasurer.

~~(see also Awards Committee, R-14; Technical Committees, R-15)~~

R-14 TECHNICAL **STANDING** COMMITTEES

The Region shall have a committee of at least three (3) members, with a Chairperson appointed by the Governor, ~~except where indicated otherwise,~~ for the following technical functions:

A. ~~Credentials Committee~~ **MOVE THIS COMMITTEE TO THE CONFERENCE SECTION**

~~The Credentials Committee shall be composed of at least five (5) members appointed by the Governor prior to each conference and shall:~~

- ~~(1) verify the credentials of the voting members of the Conference;~~
- ~~(2) report as indicated in the agenda and on request of the Governor, the number of voting members and others registered in the following format:~~

CLUBS IN REGION _____	
_____	
<del>CLUBS WITH REGISTERED DELEGATES _____</del>	
<del>Region Officers _____</del>	<del>Federation Officers _____</del>
<del>Board Members _____</del>	<del>Parliamentarian _____</del>
<del>Club Presidents _____</del>	<del>Non-voting Members _____</del>
<del>Club Delegates _____</del>	<del>Registered Guests _____</del>
	<del>Executive Director _____</del>
	<del>SIA Hdq Staff _____</del>
<del>TOTAL VOTING _____</del>	<del>GRAND TOTAL _____</del>

B. ~~Election Committee~~ **MOVE THIS COMMITTEE TO THE CONFERENCE SECTION**

~~The Election Committee shall:~~

- ~~(1) conduct all elections;~~
- ~~(2) verify voting results.~~

~~The coordinator shall:~~

- ~~(1) present the Committee's signed report to the Conference;~~
- ~~(2) ask authority from the Conference to clear the machines or destroy the ballots at the conclusion of the election.~~

**D.A.** Membership Committee

The Membership Committee shall:

- (1) assist existing clubs with increasing their membership;
- (2) be responsible for recommending the formation of new clubs and working with clubs interested in chartering new clubs.
- (3) educating as to the heritage, purpose, objects, policies and programs of the organization;

- (4) preparing Soroptimists for leadership within the organization and in their own communities;
- (5) working closely with the Governor and Region Board in the planning of all Region-sponsored workshops and meetings;
- (6) working closely with SOLT coordinators of clubs and providing them with ideas for programs at the club level.
- (7) **The committee chair shall work closely with federation headquarters to maximize opportunities for growth.**

~~(see also New Clubs, R-19 and Authorized Expenses, R-26).~~

#### **B. Fundraising Committee**

- (1) **The Fundraising Committee shall promote fundraising activities in the region;**
- (2) **The committee chair shall work closely with federation headquarters to support the fundraising programs of the federation in the region.**

#### **G. C. ~~Public Relations~~ Awareness Committee**

The ~~Public Relations~~ **Awareness** Committee shall:

- (1) ~~promote favorable public relations within the region, promoting and enhancing the public image of Soroptimist;~~ **assist clubs with increasing the visibility of the organization locally;**
- (2) ~~work with appropriate Federation personnel in this activity;~~ **promote awareness of Soroptimist in the region as a volunteer organization whose mission is to improve the lives of women and girls through programs leading to social and economic empowerments.**
- (3) ~~educate clubs about public relations and encourage their promotion of good public relations.~~ **The committee chair shall work closely with federation headquarters to develop and implement the necessary resources and strategies to meet public awareness goals.**

#### **F. D. Nominating Committee**

The Nominating Committee shall be comprised of three (3) **employed regular** members in good standing. The coordinator shall be appointed by the Governor and one member shall be appointed by the Region Board. A third member shall be elected by the Region Conference.

- (1) On or before November 1 of the first year of the biennium, the Region Nominating Committee shall request, from the clubs, suggestions for the third member of the Committee. Clubs shall respond by December 15. (Remainder of procedure is identical to #4 - #13 below.)
- (2) On or before November 1 of the year preceding the convention, the coordinator of the Nominating Committee shall invite clubs of the Region to suggest members for consideration as officers of the Region. Clubs shall reply by December 15.
- (3) The coordinator shall contact all members whose names are submitted to determine their willingness to serve if nominated and elected.

- (4) All members replying in the affirmative shall submit a resume on a form supplied by the Committee.
- (5) The Committee may contact other Soroptimists as to their willingness to serve, and obtain resumes from them.
- (6) From all resumes the Committee shall determine eligibility and select a slate.
- (7) No name shall appear on the slate of nominees for more than one office.
- (8) At least sixty (60) days prior to each conference, the coordinator shall ~~mail~~ email all nominee data to the Secretary for inclusion in the Call to Conference.
- (9) The Committee shall provide pictures of candidates along with their qualifications to be posted on a bulletin board at Conference.
- (10) The coordinator shall make the report to the conference at least two (2) hours before the opening of the polls.
- (11) Nominations may be made from the floor not later than one hour before the time set for opening the polls, provided the consent of the nominee has been obtained. If information on the nominee was not included in the Call, a printed resume must be distributed to the delegates before polling begins.
- (12) The election for all positions for which there is more than one candidate shall be by voting machine or printed ballot prepared by the Nominating Committee. **Ballots shall be made available to the Spring Conference Election Coordinator prior to election.**

E. Laws and Resolutions Committee

The Laws and Resolutions Committee shall:

- (1) receive and edit amendments to the SI Constitution, Articles of Incorporation of the Federation, Bylaws of the Federation, Region Procedures, and resolutions proposing action of social or program issues;
- (2) prepare substitutes for items in (1);
- (3) formulate and propose amendments and resolutions;
- (4) present such amendments and resolutions for Conference action;
- (5) interpret the laws and procedures upon request;
- (6) receive copies of each club's procedures and review them for completeness and/or conflict with higher law.

**G. F.** Finance Committee

The Finance Committee, one of whom shall be the Treasurer ex-officio, shall:

- (1) periodically review the financial affairs of the Region;
- (2) make reports and recommendations to the Board at the Winter and Pre-Conference meetings and to the Conference;

- (3) prepare and present the proposed budget for the next biennium;
- (4) perform such other duties as may be required by the Governor, Region Board, or Conference.

H. G. Region Project Committee

The Region Project Committee shall:

- (1) report at each conference on the status of the current project;
- (2) originate new project ideas for consideration;
- (3) investigate and report on new project ideas submitted to them by the Board or by a club;
- (4) prepare resolutions for project ideas submitted to them by the Board or clubs for presentation at the last conference in a biennium at which time the voting members of the Conference shall choose the Region Project for the next biennium by majority vote.
- (5) request budget requirements to be submitted by the originator(s) of the proposed project.

~~I. For those committees which have various technical aspects, separate or sub-committees may be established. When such are established, specific duties shall be described in writing with a copy provided for the committee coordinator and made a part of these procedures.~~

J. H. The Governor and members of the Region Board shall receive copies of all **emails or** mailings by Region coordinators.

## R-15 PROGRAM COMMITTEES

There shall be a ~~committee of at least three members~~ **chairperson** appointed by the Governor ~~for each of the following program areas:~~ **to promote and administer Soroptimist programs in concert with the federation. The region member of the SIA Program Council shall serve as a resource for each of the following program committees.**

A. SAR Celebrating Success

The SAR Celebrating Success **is a best practices program that recognizes successful club projects.** The Committee shall:

- (1) provide for a copy of the awards' criteria to be ~~mailed~~ **distributed** to all club presidents in the fall;
- (2) ~~use the club annual report forms as the primary source of the information from which the Committee shall determine a club to receive each of these awards each year;~~ **SIA Celebrating Success Application Form as the Region Application Form;**
- (3) provide for the judging of the applications received from the club level by non-Soroptimist judges;
- (4) provide for the awards, which shall be in a form determined by the Governor;



(5) be responsible for the preparation and the distribution of the Presidents' Reports booklet to club presidents, committee coordinators, and the SAR Board at the annual Conference.

(6) Region Celebrating Success Awards may be given in the following categories: ~~Program including Global Community, Human Rights of Women and Girls, Status of Women and Girls, Working Women; Membership including membership enhancement/retention and Member Recruiting, New Club Building; Public Awareness including website and Fundraising.~~ **Program, Membership, Fundraising and Public Relations.**

B. Women's Opportunity Awards

The Women's Opportunity Award **is Soroptimist's major project which provides women with cash grants to improve their economic status by attaining higher education and/or skills training.** The Committee shall:

- (1) assist and encourage clubs on implementing the programs;
- (2) receive the applications of the winners from the club level;
- (3) provide for the judging of the applications received from the club level by non-Soroptimist judges;
- (4) forward the Region's winning application(s) to SIA Headquarters office by the set deadline;
- (5) present the award(s) and certificates provided by Federation to the winners at the Federation Awards' Luncheon;
- (6) present certificates to the clubs for participation in programs(s).

C. Violet Richardson Awards

The Violet Richardson Award Committee shall:

- (1) Assist and encourage clubs on implementing the programs;
- (2) receive the applications of the winners from the club level;
- (3) provide for judging of the applications received from the club level by non-Soroptimist judges;
- (4) forward the Region's winning application(s) to SIA Headquarters office by the set deadline;
- (5) present the award(s) and certificates provided by Federation to the winners at the Federation Awards' Luncheon;
- (6) present certificates to the clubs for participation in programs(s).

D. ~~Making a Difference for Women~~ **The Ruby Award**

~~The Making a Difference for Women~~ **Ruby Award acknowledges women who work to improve the lives of women and girls.** The Committee shall:

- (1) assist and encourage clubs on program implementation;
- (2) receive the applications of the winners from the club level;

- (3) provide for judging of the applications received from the club level by non-Soroptimist judges;
- ~~(4) forward the Region's winning application(s) to SIA Headquarters office by the set deadline;~~
- ~~(5)~~ (4) provide for awards, which shall be in a form determined by the Governor.

~~E. Global Community~~

~~F. The SAR Program Council representative to SIA shall oversee the following programs of service:  
Human Rights of Women and Girls, Status of Women and Girls, and Working Women.~~

- ~~G.~~ E All Committees shall provide information, direction, and guidance to the clubs in their appropriate area.
- ~~H.~~ F All Committees shall work to promote within the region the activities, programs and projects adopted at the International, Federation and Region levels.
- ~~I.~~ G All Committees shall provide the Governor and Region Board with copies of all **emails and** mailings.

~~J. Sponsored Organizations:~~

~~(1) Venture~~

~~a. The Venture Advisor shall be appointed by the Governor.~~

~~b. The Venture Advisor shall:~~

- ~~(1) act as a liaison between the Venture Clubs and the Soroptimist Clubs of the region;~~
- ~~(2) serve on the Venture Region Board of Directors and act as their advisor;~~
- ~~(3) attend the Venture Fall Meetings and Region Conferences;~~
- ~~(4) encourage the development of new Venture Clubs;~~
- ~~(5) assist Soroptimist Clubs in the establishment of new Venture Clubs.~~

~~(2) Sigma Society and "S" Clubs~~

~~The Youth Committee shall:~~

- ~~a. encourage the development of Sigma Societies and "S" Clubs;~~
- ~~b. assist Soroptimist Clubs in the establishment of Sigma Societies and "S" Clubs.~~

R-16 REGION REPRESENTATIVE TO INTERNATIONAL BOARD

- A. The Governor shall be the delegate to the International Convention. The Board shall select the alternate delegate.

- B. The region shall reimburse the delegate to the International Convention for the most economical transportation costs and per diem.

#### R-17 OFFICIAL VISITS

- A. Each member of the Region Board shall act as a liaison to a number of clubs as assigned by the Governor, to serve as a consultant on laws and procedures and as a source of general information.
- B. Upon request of the club, the liaison shall be available to serve as a speaker and installing officer.
- C. A liaison shall maintain close continuous contact with her assigned clubs.
- D. The expense of one official visit per year to each club may be made at the expense of the Region. ~~in accordance with R-25.~~
- E. An official visit is defined as a visit by a member of the Region Board for the purpose of:
  - (1) Soroptimist education;
  - (2) Special occasion recognition, e.g. anniversary, Founders Day, award ceremony;
  - (3) Installations of officers; (However, serving as Installing Officer is not the sole responsibility of members of the Region Board. It is suggested that these be "family affairs" with past presidents of the club, past presidents of nearby clubs, or past Region officers officiating as speaker and/or Installing Officer.)
  - (4) Emergencies.

#### R-18 MERGING OF CLUBS

Two or more existing clubs may merge with the approval of the Region Board. Prior to requesting the approval of the Board, the merging clubs shall agree on ~~the territorial limits and~~ the name of the merged club. The merging clubs shall have the option of requesting a new charter for the merged clubs or of retaining one or all of the original charters.

#### R-19 NEW CLUBS

- A. Organization of a new club must be approved by the Region Board and ~~Recruitment and Retention Committee.~~ **the Membership Committee.**
- B. The name of the most important city (cities) or town(s) within the territorial limits shall be included in the name of the new club.
- C. Expenses incurred by a club for the development of a new club may be reimbursed upon submission to the Region Board.
- D. The Region shall allow \$100.00 to new clubs with the understanding that this money shall be earmarked to apply to the expense of sending delegates to the first Region conference after chartering.
- E. The following gifts shall be presented to each new club by the Region: ~~President's book, Secretary's book, Treasurer's Book, Gavel, President's pin, scrapbook,~~ small American flag with standard, **and Roberts Rules of Order, Newly Revised Edition.**

- F. When a charter dinner is held, the only guests for whom the new club must assume financial responsibility are the Governor and the speaker.
- G. The sponsoring club is responsible for the orientation of the new club for at least one year. A representative of the sponsoring club shall attend all meetings and functions of the new club during this time.
- H. Clubs in the Region shall contribute ~~\$5.00~~ \$20.00 minimum to the service fund of each new club chartered, to be sent to the President or Treasurer of the new club as soon as possible after notification of charter date.

~~(See also Authorized Expenses, R-26)~~

#### R-20 PARLIAMENTARIAN

- A. The Parliamentarian need not be a member of Soroptimist International of the Americas, Inc. but should be a Registered Parliamentarian if not a member of SIA.
- B. The Parliamentarian may be appointed for one conference or for the biennium.
- C. The Parliamentarian shall be paid a fee for professional services.
- D. It is not mandatory for the Parliamentarian to attend interim board meetings.

~~(See also Conference, R-12 and Authorized Expenses, R-26)~~

#### ~~R-21 REGION BULLETIN Deleted April 2003~~

#### R-22 21 REGION LOGO

The logo, as selected by the Ad Hoc Region Logo Committee (1985), shall be for Region and club use at their discretion.

#### R-23 FALL MEETINGS

22

- A. In addition to the Conference, a minimum of three, in a year in which the Board conducts an officer's training seminar, and a maximum of five meetings will be held in the fall of each year.
- B. These shall be scheduled by the Governor in diverse geographical locations, on invitations from clubs if possible.
- C. Each club is expected to attend a Fall Meeting twice in each biennium.
- D. Fund raising activities at Fall Meetings shall be limited to host club(s) unless prior approval is granted by the Region Board.
- E. All Fall Meetings are to be attended by entire Region Board with expenses to be paid by Region.
- F. An interpreter for the hearing impaired shall be provided and paid for by the Region, if requested.

#### ~~R-24 REGION IDENTIFYING PROJECT: Deleted April 2006~~

#### R-25 AUTHORIZED EXPENSES

23

- A. A budget shall be prepared and approved by the Conference body prior to the biennium. This budget shall provide guidance for Region

expenditures during the biennium. The Governor is authorized to approve payment for all expenses which are included in the budget. When an expenditure is not included in the budget, or exceeds the budget by more than 10 percent, the Governor must obtain approval of the expenditure from a majority vote of the Region Board. Such budget overruns shall be reported to the members at the next Region Conference.

- B. The Region shall defray all expenses of Board members including transportation, rooms and meals. In lieu of other transportation forms, a mileage allowance equal to the Federal Government Reimbursement rate plus ferry or toll charges will be made to board members using their own vehicles for transportation, regardless of number of passengers carried.
- C. Expenses of the Parliamentarian shall be paid by Region funds.
- D. Expenses incurred by the Recruitment and Retention Committee in the development of new clubs shall be reimbursed as follows:
  - (1) coach or bus fare, or automobile usage at the Federal Government Reimbursement Rate;
  - (2) ferry and toll charges per itemized receipt;
  - (3) hotel charges requested from and approved by Region Board;
  - (4) postage and telephone costs;
  - (5) reception for prospective members not to exceed \$2.50 per person
- E. The Region shall provide \$100.00 to new clubs with the understanding that this money shall be earmarked to apply to the expense of sending delegates to the first Region Conference after chartering.
- F. Expenses incurred by a club for development of a new club MAY be reimbursed upon submission to the Region Board.
- G. The following gifts shall be presented to each new club by the Region: ~~President's book, Secretary's book, Treasurer's Book,~~ Gavel, President's pin, ~~scrapbook,~~ small American flag with standard, and Roberts Rules of Order, Newly Revised Edition.
- H. All Fall Meetings are to be attended by entire Region Board with expenses to be paid by Region.
- I. VR and WOA Expenses:
  - (1) The Region pays:
    - a. one night's lodging at conference for the first place VR winners and one of each of their parents;
    - b. travel expenses to conference for VR winners not to exceed \$100.00 each;
    - c. a Region award for one WOA runner up;
    - d. one night's lodging at conference for all WOA winners including runner-up;
    - e. travel expenses to conference for WOA winners not to exceed

\$100.00 each;

- J. The Region will contribute \$200.00 to the Federation at the conclusion of each biennium, the contribution to be known as the Governor's Gift.
- K. The Region will pay for official visits to clubs. ~~per R-17.~~
- ~~L. The Governor shall send December holiday cards to all Region Governors, Federation Officers and International Officers, at the expense of the Region.~~
- ~~M. Venture Advisor~~
  - ~~(1) The Venture Advisor shall submit expenses for Venture Board meetings, for the Venture Fall Meeting, and for extension purposes to the Region, within the limitations of the line item in the budget for Venture.~~
  - ~~(2) Reimbursement for transportation to and lodging at Conference shall be paid by the Region.~~
- ~~N. Making a Difference for Women plaques shall be a Region expense.~~
- ~~Q.~~ L. The Region shall pay for the Governor's expenses to attend the Governor's Round Table.
- ~~P.~~ M. The Region shall pay for the Governor's transportation, lodging, registration and meals incidental to Federation Convention.
- ~~Q.~~ N. The Region shall pay for the engraving of the winning club's name on the traveling **Bennie G. Mendelson Conference Attendance Award, the Betty Jean (BJ) Cook Club Achievement Award Governor's Trophy and the Region Recruitment Award.**
- ~~R.~~ O. The Region shall provide for the production of a compilation of the Presidents' Reports for distribution.

#### R-26 AMENDMENT OF REGION PROCEDURES

24

The Procedures may be amended at any Region Conference by a two-thirds (2/3) vote of the delegates present and voting, provided they have been submitted as follows:

- A. Such amendments shall be sent by mail at least ninety (90) days before the Conference.
- B. Three copies shall be mailed to the coordinator of the Laws and Resolutions Committee.
- C. One copy shall be mailed to the Governor.
- D. One copy shall be mailed to the Secretary.
- E. All proposed amendments properly filed, together with the report of the Laws and Resolutions Committee shall be included with the Call to Conference.

#### R-27 RESOLUTIONS

25

Resolutions within the framework of Soroptimist Objects and Purposes may be submitted for conference action by a club, a Region committee, the Region Board or any of its

members as follows:

- A. Such resolutions shall be sent by mail at least ninety (90) days before the Conference.
- B. Three copies shall be mailed to the coordinator of the Laws and Resolutions Committee.
- C. One copy shall be mailed to the Governor.
- D. One copy shall be mailed to the Secretary.
- E. All proposed resolutions properly filed, together with the report of the Laws and Resolutions Committee, shall be included with the Call to Conference.

R-28 AMENDMENT OF BYLAWS

26

Proposed amendments to Federation Bylaw which are to be considered at the Conference may be submitted by a club, Region committee, the Region Board or any of its members as follows:

- A. Such amendments shall be sent by mail at least ninety (90) days before the Conference.
- B. Three copies shall be mailed to the chairman of the Laws and Resolutions Committee.
- C. One copy shall be mailed to the Governor.
- D. One copy shall be mailed to the Secretary.
- E. All proposed amendments properly filed, together with the report of the Laws and Resolutions Committee, shall be included with the Call to Conference.
- F. Those proposed amendments receiving conference approval by a two-thirds vote shall be forwarded to Federation Headquarters. (see Duties of Secretary, R-8).

## MEMORANDUM

To: Clubs and Delegates to the South Atlantic Region's Spring Conference

From: Amy L. Harman, South Atlantic Region Treasurer

Date: March 6, 2014

Re: Proposed Budget for 2014-2016

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Please find attached the proposed 2014-2016 biennium budget for the South Atlantic Region of Soroptimist International of the Americas. This proposed budget will be reviewed, discussed and voted on during the South Atlantic Region's business meeting held on the morning of Saturday, May 3, 2014. For your ease in reviewing the proposed budget against the current budget, the 2012-2014 budget is also shown.

During your review, you will see "budget cuts", items added, and items removed. As we have experienced a decrease in the number of clubs and members, the expected income has been lowered for the new biennium (it is always better to expect less and receive more than to plan for more and deal with less), and there are additional expenses incorporated (e.g., mandatory insurance), which in turn means other budgeted expenses have also been lowered as "there is only so much money available". You will also notice that some line items that have not been applicable for several years have been removed as a "clean up" measure, some lines items moved or consolidated, and the inclusion of line items for Spring Conference in its entirety (in recent years, Spring Conference income and expenses were shown on the budget and financial reports separately maintained by the Spring Conference Committee). In regards to the "budget cuts", most of them involve expenses that modern technology (and our goal of decreasing paper output) allows us to easily reduce, in other instances we, as a Region, are going to have to further increase our commitment to being frugal in regards to non-service, non-mission expenses.



## PROPOSED BUDGET FOR 2014-2016

	2012-2014	2014-2016
<b>INCOME</b>	<b>BUDGET</b>	<b>BUDGET</b>
REGION DUES-FIRST YEAR	16,250.00	<b>15,000.00</b>
REGION DUES-SECOND YEAR	16,250.00	<b>15,000.00</b>
SPRING CONFERENCE FEE-FIRST YEAR	1,400.00	<b>1,300.00</b>
SPRING CONFERENCE FEE-SECOND YEAR	1,400.00	<b>1,300.00</b>
SPRING CONFERENCE INCOME-FIRST YEAR	0.00	<b>18,650.00</b>
SPRING CONFERENCE -SECOND YEAR	0.00	<b>18,650.00</b>
INTEREST-SAVINGS AND CD	1,000.00	<b>500.00</b>
SALES, DIRECTORY, ETC.	2,000.00	<b>2,000.00</b>
TRAINING WORKSHOP FEES	600.00	<b>800.00</b>
REGION RAFFLE	1,000.00	<b>1,000.00</b>
SILENT AUCTION	2,000.00	<b>2,000.00</b>
MISC INCOME	1,150.00	<b>0.00</b>
<b>TOTAL INCOME</b>	<b>43,050.00</b>	<b>76,200.00</b>
<b>EXPENSES</b>		
<b>GOVERNOR'S EXPENSES</b>		
FEDERATION GOVERNORS ROUNDTABLE FEE	2,000.00	<b>2,000.00</b>
FEDERATION CONVENTION INCOMING GOV.	1,500.00	<b>3,000.00</b>
INTERNATIONAL CONVENTION		<b>2,000.00</b>
GIFT TO FEDERATION	200.00	<b>200.00</b>
TOTAL GOVERNOR'S EXPENSES	6,700.00	<b>7,200.00</b>
<b>REGION BOARD EXPENSES</b>		
TRAVEL, LODGING & MEALS	11,000.00	<b>10,000.00</b>
FALL AREA MEETING REGISTRATION	1,550.00	<b>1,440.00</b>
<del>OFFICERS' WORKSHOP</del>	<del>800.00</del>	<del>0.00</del>
SPRING CONFERENCE REGISTRATION/MEALS	2,250.00	<b>2,250.00</b>
PHONE, OFFICE, ETC.	500.00	<b>100.00</b>
LIABILITY INSURANCE		<b>900.00</b>
TOTAL REGION BOARD EXPENSES	16,100.00	<b>14,690.00</b>
<b>ADMINISTRATIVE EXPENSES</b>		
CALL TO CONFERENCE	200.00	<b>0.00</b>
CONFERENCE PARLIAMENTARIAN	300.00	<b>0.00</b>
CONFERENCE INTERPRETERS	0.00	<b>0.00</b>
<del>CONFERENCE SPEAKERS-CONFERENCE/WORKSHOP SPEAKERS</del>	<del>0.00</del>	<b>1,000.00</b>
AWARDS/ENGRAVING	100.00	<b>100.00</b>
REGION NEWSLETTER	550.00	<b>0.00</b>
AUDIT	0.00	<b>0.00</b>
<del>TREASURER'S BOND</del>	<del>0.00</del>	<del>0.00</del>
<del>CONFERENCE-FIRST YEAR</del>	<del>1,400.00</del>	<del>0.00</del>
<del>CONFERENCE-SECOND YEAR</del>	<del>1,400.00</del>	<del>0.00</del>
STATIONERY/PRINTING/PRINTING-OFFICE SUPPLIES	400.00	<b>400.00</b>
WEBSITE	2,500.00	<b>1,000.00</b>
PRESIDENT'S REPORT (CELEBRATING SUCCESS)	700.00	<b>100.00</b>

	2012-2014	2014-2016
	BUDGET	BUDGET
REGION RAFFLE	<del>1,000.00</del>	<del>0.00</del>
SILENT AUCTION BENEFICIARY	2,000.00	2,000.00
DIRECTORY/SALES ITEMS	1,500.00	1,500.00
TOTAL ADMINISTRATIVE EXPENSES	12,050.00	6,100.00
<u>FALL MEETING EXPENSES</u>		
<del>SPEAKER FEES, TRAVEL &amp; LODGING</del>	0	0
<del>INTERPRETERS FEES</del>	0	0
<del>REGION-HOSTED FALL MEETING</del>	0	0
BROCHURE PRINTING & MAILING	500.00	200.00
<del>CLUB SPONSORED MEETING</del>	0.00	0.00
EQUIPMENT RENTAL	0.00	100.00
TOTAL FALL MEETING EXPENSES	500.00	300.00
<u>SPRING CONFERENCE EXPENSES</u>		
SPEAKER FEES, TRAVEL & LODGING	0	2,100.00
PRINTING & MAILING/ADMINISTRATIVE	0.00	4,200.00
ENTERTAINMENT	0.00	3,500.00
MISCELLANEOUS		1,000.00
PRE-CONFERENCE EXCURSION	0.00	4,000.00
MEALS	0.00	22,800.00
EQUIPMENT RENTAL	0.00	2,300.00
TOTAL SPRING MEETING EXPENSES	0.00	39,900.00
<u>TRAINING WORKSHOP</u>		
SPEAKER FEES, TRAVEL & LODGING	0	0
PRINTING & MAILING	200.00	100.00
MEALS	200.00	400.00
EQUIPMENT RENTAL/MISC.	200.00	300.00
TOTAL TRAINING WORKSHOP	600.00	800.00
<u>REGION COMMITTEE EXPENSES</u>		
VIOLET RICHARDSON TRAVEL & LODGING	500.00	500.00
VIOLET RICHARDSON REGION AWARD		1,000.00
WOMEN'S OPPORTUNITY TRAVEL & LODGING	500.00	1,000.00
WOMEN'S OPPORTUNITY REGION AWARD	2,000.00	2,000.00
<del>RUBY AWARD TRAVEL &amp; LODGING</del>	200.00	0.00
<del>RUBY AWARD</del>	4,000.00	0.00
"NEW GIRL AWARD" TRAVEL & LODGING		500.00
"NEW GIRL AWARD"		0.00
MEMBERSHIP		
<del>GEOGRAPHIC MEETINGS</del>	500.00	0.00
EXTENSION--INCREASE MEMBERSHIP	1,000.00	1,000.00
EXTENSION--NEW CLUB DEVELOPMENT	1,000.00	1,000.00
COMMITTEE OPERATING EXPENSES	400.00	210.00
TOTAL REGION COMMITTEE EXPENSES	7,100.00	7,210.00
<b>TOTAL EXPENSES</b>	43,050.00	76,200.00
<b>NET INCOME OVER EXPENSES</b>		0.00

# REGION PROCEDURES

## R-12

- D. The voting members of Conference shall be the members of the Region Board and the accredited delegates of each club in good standing.
- E. A club shall be deemed in good standing if all requirements of the Federation Bylaws and Procedures as well as all procedures established by the Region Conference and Region Board have been met at the time its delegates register.
- F. Delegates:
  - (1) The delegates of each club shall be the President and two (2) active members.
  - (2) A delegate may represent only the club in which the delegate's membership is held.

### STANDING RULES FOR REGION CONFERENCE

- 1. All voting delegates shall be seated together in front seats promptly at the beginning of each session.
- 2. The Agenda, as adopted, shall be the order of the day.
- 3. Changes in the Agenda may be made only by majority vote of the Conference.
- 4. After addressing the Chair and being recognized each delegate shall clearly state her name and name of her club.
- 5. A voting member may speak twice upon a subject and only for two minutes. Other members may speak once upon a subject for two minutes only.
- 6. Both delegates and non-voting members shall be allowed the privilege of the floor but precedence shall be accorded delegates.
- 7. No conference discussion may be released for publicity unless first approved by the Public Relations Committee.
- 8. All motions of any length must be submitted in writing to the Secretary at the time they are made. Forms are available.
- 9. All reports shall be in writing and a copy handed to the Region Secretary at the time the report is given to the Conference.

*Governor*

*Willie Mae McCracken*

# INFORMATION FOR DELEGATES

*South Atlantic Region Spring Conference  
May 2 – May 4, 2014  
Annapolis, MD*

The elected delegates should have a working knowledge of Soroptimist Laws, Region Procedures, the objectives and ideals of the organization, and experience as a member of club committees or of the board. Understanding parliamentary procedure, ability to work with others, and a spirit of good will and understanding will help the delegate, the club, and the Conference Body.

## **The Club President, who is a delegate and who serves as the leader of the clubs delegations, should:**

- ✓ Allocate time at a business meeting to discuss topics in the agenda, so that a majority opinion expressed by the club will serve as a guide to delegates.
- ✓ Arrange with other delegates for dividing topics of the report on Conference to be given to the club.
- ✓ Schedule time at a post-Conference club meeting, as soon as possible after Conference, for delegates to present their reports.

## **Responsibilities of Club Delegates**

### **Before Conference, each delegate should:**

- Study the Call
- Be sure all reservations are sent in promptly
- Clarify financial responsibilities, according to club procedures
- Collect materials, etc. to take to Conference, including Soroptimist pin

### **During Conference, each delegate should:**

- Register promptly
- Be on time to all sessions
- Attend all sessions
- Be prepared to write down important business proceedings and background information to report to the club
- Be familiar with and observe the Conference Standing Rules
- Participate in discussion and debate
- Vote with the club viewpoint in mind. If instructed by the club to vote a certain way, vote that way. If not instructed, use your best judgment, considering the best interests of your club and of the all clubs in the Region.
- Be willing to accept an assignment from the Governor if asked.

### **After Conference, each delegate should:**

Prepare a report as instructed by the Club President. The following outline might be helpful:

- A. Action by Conference approving proposed changes in laws, the budget, or other matters presented to the voting body, and the reason for each action.
- B. Ideas for increasing club interest and support in attaining Soroptimist Goals.
- C. Summary of the workshops and committee presentations.
- D. The gist of speeches.
- E. A summary of proposals not approved by the Conference, and the reason for disapproval.
- F. Awards: who won them and why, hints for helping your club win next year.
- G. Your personal evaluation of the Conference.

# CONFERENCE REGISTRATION and MEAL RESERVATION FORM

## 2014 SOUTH ATLANTIC REGION SPRING CONFERENCE

*(Use one form per registrant; duplicate form as necessary)*

**Registration Deadline:** To guarantee availability of meals, your registration form must be received by **April 20, 2014.**

**Early Registration Deadline:** To obtain the 'early registration' discount, your registration form must be postmarked by **April 5, 2014.**

**Soroptimist International of:** \_\_\_\_\_

**Name of registrant:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Phone** \_\_\_\_\_ **(Day)** \_\_\_\_\_ **(Evening)** \_\_\_\_\_ **(Cell)** \_\_\_\_\_

**Fax:** \_\_\_\_\_ **E-mail address:** \_\_\_\_\_

Type of Registration (check one):

- President  
 President Alternate  
 Delegate  
 Club Member  
 Registered Guest (receives conference materials/attends workshops – must pay registration fee below)  
 Guest (attending meals only – registration fee not required)

Have you been a member 30 years or more?  Yes  No Member less than 1 year  Yes  No

Is this your first SAR spring conference?  Yes  No

Do you have special dietary needs?  Yes  No

If yes, please describe: \_\_\_\_\_

Registration fee (check one):

- Early registration fee (\$60)  
 Registration Fee (\$75) – **postmarked after April 5, 2014**

Meal reservations (check all that apply – if total meal package is chosen, do not check individual meals):

Total meal package (\$152.00)  Meal package w/o breakfast (\$112.00)

Friday banquet (\$32)  Saturday lunch (\$30)  Sunday breakfast \$20

Saturday breakfast (\$20)  Saturday banquet (\$50)

Chicken  Beef  Veggies

Grand Total enclosed: \$ \_\_\_\_\_ (make check payable to: SAR)

**Registration and Refund Policy:** SAR members attending any Spring Conference function must pay Conference Registration. Refunds on conference registration will be honored due to emergency situations. Requests for registration fee refunds must be received in writing by the Registration Committee no later than April 20, 2014. Requests for refunds on meals must be received by the Registration Committee no later than April 20, 2014. Monetary refunds will be provided by the Conference Treasurer upon approval by the SAR Governor.

**Mail form and check(s) to:**

Mary Minor  
SAR Spring Conference Registrar  
8314 Barons Court  
Williamsburg, VA 23188  
mpmwilliamsburg@cox.net

# CONFERENCE MENUS

## **FRIDAY EVENING DINNER**

Southwestern Dip with Tortilla Chips

Build Your Own Taco and Fajita Bar

Chicken Strips and Seasoned Beef | Bermuda Onions, Shredded Lettuce, Black Olives, Roma Tomatoes and Bell Peppers | Salsa and Sour Cream| Black Beans | Mexican Rice

Anniversary Celebration Cake

## **SATURDAY BREAKFAST BUFFET**

Assorted Juices, Milk, Tea & Coffee

Scrambled Eggs | Toasted Granola with Dried Fruits Assorted Yogurts | Sliced Fruit | Breakfast Bakeries

Breakfast Meats| Butter & Preserves

## **SATURDAY AWARDS LUNCHEON**

Garden Salad

Grilled Chicken Breast with Honey Barbeque

Sauce and Pineapple Salsa

Double Layer Chocolate Cake

Iced Tea, Coffee, Decaf and Hot Tea

## **SATURDAY DINNER**

Baby Greens with Mandarin Oranges and Walnuts

CHOOSE ONE ENTRÉE

Chicken Chesapeake OR

Filet Mignon with Béarnaise Sauce OR

Marinated Grilled Vegetable Platter

Apple Caramel Pie

All Entrees Served with Chef's Choice of Accompaniments

Rolls and Butter

Coffee | Tea | Decaf Coffee | Iced Tea

## **SUNDAY BREAKFAST BUFFET**

Assorted Juices, Milk, Tea & Coffee

Scrambled Eggs | Toasted Granola with Dried Fruits Assorted Yogurts | Sliced Fruit | Breakfast Bakeries

Breakfast Meats| Butter & Preserves

## CONFERENCE HOTEL INFORMATION



### **DOUBLETREE BY HILTON** **210 HOLIDAY COURT, ANNAPOLIS, MD 21401** **(410) 224-3150 DOUBLETREEANNAPOLIS.COM**

Take advantage of all the ANNAPOLIS area has to offer with an excellent location central to a host of destinations for work or play. Surrounded by dining and shopping, 28 miles to Washington, DC or Baltimore, MD. 18 miles to BWI or Metro. Free shuttle within 5 miles. 3 miles to the Naval Academy.

Double and King rooms are \$129 per night plus taxes.

Please note: The room rate is guaranteed until April 16, 2014.

After that date, rooms may be higher or not available at all.

Call 1-410-224-3150 -- Group Code: SAR or find the online hotel registration at

[www.soroptimist-sar.org](http://www.soroptimist-sar.org)

**GOVERNOR'S TROPHY**  
**CLUB YEAR 2013-2014**  
*South Atlantic Region*  
*"Betty Jean Cook"*  
**Club Achievement Award**



S O R O P T I M I S T

**Best for Women**

- ◆ Answer all questions completely. Consideration will be given only to those entries that focus on our mission to "improve the lives of women and girls".
- ◆ Return this Entry Form and supporting documents.
- ◆ Only the Club President can submit the club for consideration.
- ◆ Two awards will be presented: First place – Trophy; Runner-up – Certificate
- ◆ Entries may be sent by mail or email to the Region Governor, Willie Mae McCracken, by April 5

**Club Name:** SI of \_\_\_\_\_

**Club President's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Did your club meet the SAR Biennium goal of a gross gain of 4 new members this year?  Yes  No

Did a member of your club attend at least one Fall Meeting during the year?  Yes  No

In 50 words or less describe your best Recruitment and Retention practice this year.

**Public Awareness – (documentation required- please attach to entry form)**

Has your club sent at least 3 press releases this year?  Yes  No

Has your club received media attention for a program or project?  Yes  No

Do you have a Club brochure?  Yes  No

Do you have a Club email address? Email address: \_\_\_\_\_  Yes  No

Do you have a Club website? Website address: \_\_\_\_\_  Yes  No

Does your Club have a Social Media Presence?  Yes  No

Facebook: \_\_\_\_\_

Twitter: \_\_\_\_\_

Other: \_\_\_\_\_



## **Fundraising**

Did your club participate in the Annual Club Campaign either by sending funds directly to SIA or by participation in the SAR Spring Conference Silent Auction benefiting SIA Club Campaign?  Yes  No

Have you discussed Laurel Society, Laurel Legacy or the SAR Laurel Lottery in your club?  Yes  No

In 50 words or less describe your best Club Level Fundraiser.

## **Program**

Did your club participate in the Women's Opportunity Award program?  Yes  No

Did your club participate in other Federation award programs? Mark all that apply:

Violet Richardson Award	<input type="checkbox"/> Yes <input type="checkbox"/> No
Workplace Campaign to End Domestic Violence	<input type="checkbox"/> Yes <input type="checkbox"/> No
Other – please specify:	<input type="checkbox"/> Yes <input type="checkbox"/> No

Which International Level projects or programs did your club participate in this year?

December 10 <sup>th</sup> President's Appeal	<input type="checkbox"/> Yes <input type="checkbox"/> No
Did your club submit Program Focus Reports to Soroptimist International?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Other – please specify:	<input type="checkbox"/> Yes <input type="checkbox"/> No

## **Region**

Has your club participated in the following Region level programs?

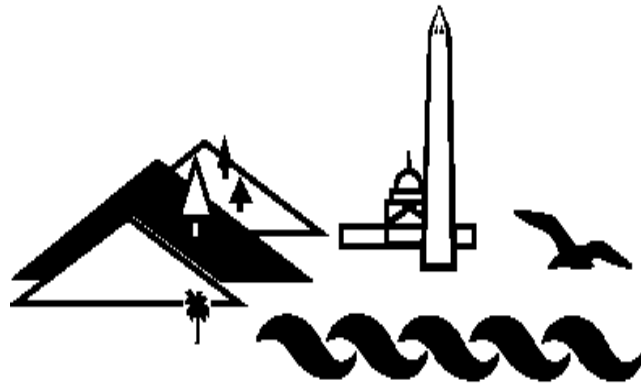
Program Focus Reports to Region Governor	<input type="checkbox"/> Yes <input type="checkbox"/> No
Ruby Award: Making a Difference for Women	<input type="checkbox"/> Yes <input type="checkbox"/> No
SAR Celebrating Success	<input type="checkbox"/> Yes <input type="checkbox"/> No

In 100 words or less please describe your best Club Level Project or Program benefiting women and/or girls during the 2013-2014 club year.

## **Final**

In what ways has The Renaissance Campaign benefited your Club's ability to be the "Best For Women" and make your club a candidate for the SAR Governor's Trophy? (150 words or less)

Submit via mail by April 5, 2014 to:  
Willie Mae McCracken, SAR Governor  
506 Hubbard Lane, Williamsburg, VA 23185  
(757) 253-2670 (H)  
[Cheyen0530@aol.com](mailto:Cheyen0530@aol.com)



**SOUTH ATLANTIC REGION**

**CELEBRATION OF LIFE MEMORIAL SERVICE**

**CLUB SALES TABLE RESERVATIONS**

**SILENT AUCTION**

**FRIDAY AFTERNOON EXCURSION**

**FORMS SHOULD BE COMPLETED AND RETURNED TO THE  
ADDRESS LISTED ON EACH FORM BY THE APRIL 15 DEADLINE**

**INFORMATION FOR THE ABOVE CAN BE FOUND AT  
[WWW.SOROPTIMIST-SAR.ORG](http://WWW.SOROPTIMIST-SAR.ORG)**



## **SHOE-ROPTIMIST: The Soroptimists of the South Atlantic Region TAKING IT ONE STEP AT A TIME FOR WOMEN AND GIRLS**

Your club is cordially invited to participate in the South Atlantic Region of Soroptimist International's 5th Annual Shoe-roptimist contest and fundraiser. The event will take place on Friday, May 2, 2014, at the South Atlantic Region's 2014 Spring Conference to be held in Annapolis, Maryland.

**What is Shoe-roptimist?** The Shoe-roptimist event is a contest and fundraiser meant to promote the South Atlantic Region of Soroptimist International and its efforts to improve the lives of women and girls in the communities of the South Atlantic Region and beyond. It was created in 2010 to celebrate that biennium's regional theme of "South Atlantic Region.....Putting Our Best Foot Forward for Women and Girls", and is continued this year to celebrate our continued strides to improve the lives of women and girls in our communities and beyond. Participating clubs will create works of art based on their thoughts and feelings about Soroptimist, the South Atlantic Region, their club, and the mission to improve the lives of women and girls. Participating clubs will not use a paint canvas or a piece of paper, but rather each club will decorate or significantly incorporate a shoe of some kind. This year, as a tie-in to "life on the water" in Annapolis, each club is asked to pick and work with a "water related" shoe, such as a dock shoe, a wader, or a swim fin.

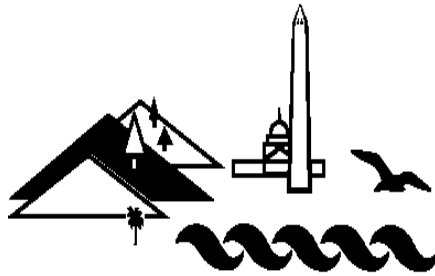
**Participation:** Before the 2014 Spring Conference, your club should (a) acquire or make one (or more, if desired) shoe(s); (b) decorate it/them, and then arrange for your submission to arrive in time to be displayed by 5:00 p.m. on Friday, May 2, 2014. The club's shoe can be a real shoe, or it can be a toy, or it can be handmade of any material (it does not have to be 3D).

Participating clubs may use paint, stickers, glitter, crystals, feathers, beads and any other decoration on the shoe(s). A club may incorporate (but is not required or encouraged) its decorated shoe(s) into a display and/or use props to display and/or carry-out the theme; provided, however, the entire entry piece may not exceed 10"W x 12"L x 10"H. If you have any questions regarding Shoe-roptimist, please contact Amy Harman at [harmanamy@hotmail.com](mailto:harmanamy@hotmail.com).

**Contest:** Each timely entry will be judged, prior to dinner on Friday, May 2, 2014, in the following categories: Best Incorporation of Soroptimist International's mission to improve the lives of women and girls; Best Soroptimist-related Theme; Best Representation of the South Atlantic Region; Best Representation of a Club, Project and/or Local Flavor; and Most Creative.

Each person attending the Friday, May 2, 2014 dinner will also have a chance to vote for her favorite entry or entries, and the entry with the most votes will be deemed "Favorite Shoe" and be awarded a gift card that will hopefully be used by the winning club to carry out its charitable purposes. Attendees may vote on their favorite entry(ies) by purchasing tickets (\$1 for 1, or \$5 for 6). Each ticket constitutes one (1) vote. Each ticket will also be put in a drawing for a door prize.

**Fundraiser and Beneficiary of Proceeds:** There will be a charitable fundraiser component to the event. The money generated by the "Favorite Shoe" voting will be donated to the Polaris Project.



**SOUTH ATLANTIC REGION BOARD NOMINATIONS  
APPLICATIONS  
2014-2016 BIENNIUM**

**NOMINATIONS**

**Governor-Elect: Amy L. Harman  
Secretary: Margaret Miles  
Treasurer: Deborah K. Mackes  
Board Member: Laura Jones  
Board Member: Betty Ann O'Brien  
Board Member: Pamela Sinclair**

*Please note: The SIA Region Board is made up of six members of the South Atlantic Region.  
Officers include Governor (Pre-Elected), Governor-Elect, Secretary, Treasurer and two Board Members.*

NOMINATION FORM

South Atlantic Region- Soroptimist International of the Americas



Candidate's Name: Amy L. Harman

Office/Position Nominated for:  
South Atlantic Region Governor-Elect

Club: SI of Hampton Roads

Mailing Address: 216 Cedarwood Lane, Chesapeake, VA 23322

Telephone: (H) 757-549-0149 (W) 757-624-3007

Email: harmanamy@hotmail.com

Occupation/Business: Attorney (Member) at Kaufman & Canoles, a professional corporation

SOROPTIMIST ACTIVITIES:

Year Joined: 2003 (SI of Manassas)

Club Offices Held: Director (multiple times), Secretary, and Vice President (multiple times)

Club Committees Chaired: Programs, Ruby Award, Women's Opportunity Award and others

Club Committee Participation: Programs, Ruby Award, Women's Opportunity Award and others

Region Offices Held: Board Member (2008--2012); Treasurer (2012-Present)

Region Committees Chaired: Women's Opportunity Award 2006-2008 (Other/Unofficial: Shoe-roptimist 2010-present)

Region Committee Participation: None (other than as stated above under "Region Committees Chaired")

Region Meetings Attended: Spring Conferences 2005, 2007, 2008, 2009, 2010, 2011, 2012 and 2013; Fall Area Meetings 2006, 2007, 2008, 2009, 2010, 2011, 2012 and 2013

Federation Activities/Offices: None

Federation Meetings Attended: None (other than collective Region Treasurers conference call)

Soroptimist International Activities/Meetings: None

OTHER INFORMATION:

Other Activities/Interests: The following are some of my current activities/interests: City of Chesapeake's Utility Review Board; Junior League of Norfolk-Virginia Beach; The Healing Place of Hampton Roads Board of Directors; HRACRE; CREW (Commercial Real Estate Women) of Hampton Roads; Great Bridge United Methodist Church; football, basketball and baseball; cooking

Education: University of Richmond - B.S.B.A. (*cum laude*) and J.D. (*cum laude*)

Family: A wonderful, close-knit one that includes my beloved beagle.

---

I agree to the submission of my name as a candidate for the office identified above.

Name: Amy L. Harman

South Atlantic Region  
Soroptimist International of the Americas  
Nomination Form

Office/Position Nominated For: SAR Secretary

Candidate Name: Margaret T. Miles

Club: SI of Accomack County

Mailing Address: P. O. Box 382, Parksley, VA 23421

Telephone: (H) 757-665-4504 Cell: 757-710-2450

Email: miles\_margaret@hotmail.com

Occupation/Business: Retired Educator



SOROPTIMIST ACTIVITIES:

Year Joined: 1982

Club Offices Held: President, Vice President, Corresponding Secretary, Recording Secretary, Treasurer

Club Committee Chaired: Finance, Human Rights/Status of Women, Membership, Service, and Ways & Means

Club Committee Participation: Special Occasions, Love of Country, Lupas, Ad Hoc, Literacy, Laws & Resolutions

Region Offices Held: Board Member (2010-2012) (2012-2014)

Region Committee Chaired: Education, Violet Richardson, and Celebrating Success (2009 & 2010)

Region Committee Participation: Judge - Scholarships

Region Meetings Attended: Attended just about all Region Meetings and Fall Conferences since 1982

Federation Activities/Offices: None

Federation Meetings Attended: None

Soroptimist International Activities/Meetings: None

OTHER ACTIVITIES/INTERESTS:

Chair Person-Relay for Life, Board Member-American Cancer Society, President-American Heart Assoc., Board Member-YMCA, Member-Church Bell Choir, Co-Coordinator-Bible School, Member-County School Board, Past Member-Ac. Co. Board of Supervisors

Education: BA-JMU, Medt-Salisbury University

Family: Husband-Jim, 2 Children-Chris & Lynne, Spouses-Stephanie & Ryan, Grandchildren-Lily, Miles, Sally, and Ben

---

I agree to the submission of my name as a candidate for the office identified above.

Margaret T. Miles

11/21/13

South Atlantic Region  
Soroptimist International of the Americas  
Nomination Form

Office/Position Nominated For: SAR Treasurer

Candidate Name: Deborah Mackes

Club: SI of Woodbridge

Mailing Address: 12013 Fair Hill Lane, Manassas, VA 20112

Telephone: (H) 703-791-6982 (O) N/A

Email: deborahgura@yahoo.com

Occupation/Business: Retired Banker/Private Consultant



SOROPTIMIST ACTIVITIES:

Year Joined: 1998

Club Offices Held: Board Member, Community Service Trustee Chair, Secretary, Vice President, President-Elect, Two-Term President

Club Committee Chaired: VR, WOA, Ruby Award, Programs, Membership, Newsletter Co-Chair, Fundraising, Audit /Finance

Club Committee Participation: Participated in various club projects/programs

Region Offices Held: Secretary (2010-2012) (2012-2014)

Region Committee Chaired: Soroptimist Ruby/offered guidance to other Committee Chairs

Region Committee Participation: Supported many committee activities

Region Meetings Attended: Attended just about all Region Meetings and Fall Conferences since 1998

Federation Activities/Offices: Program Council Member 2008-2010

Federation Meetings Attended: SIA Convention – 1996 – Phil., Pa.

Soroptimist International Activities/Meetings: On the club level, I planned visits and welcome meetings for many International Soroptimists to the Washington, DC area. Worked with SIA to welcome Intl. Soroptimists to Washington, DC area, attended online conferences calls with SIA representative and other Program Council Members. Currently have been consulting with SIA concerning Region membership issues.

OTHER ACTIVITIES/INTERESTS:

Baking, Cooking, Reading, Photography, working out at the gym, spending time with family and friends

Education: Graduated High School, attended American Institute of Banking, Attended NOVA, graduated from the Children's Institute of Literature in 1997

Family: Married, one daughter, son-in-law, 3 grandchildren

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I agree to the submission of my name as a candidate for the office identified above.

Deborah K. Mackes

11/01/13

South Atlantic Region  
Soroptimist International of the Americas  
Nomination Form

Office/Position Nominated For: Board Member

Candidate Name: Laura Jones

Club: SI of Woodbridge

Mailing Address: 7918 Sly Fox Lane, Manassas, VA 20112

Telephone: 703-791-6804 (H); 703-407-8807 (C)

Email: joneslaurad@aol.com



Occupation/Business Retired Aerospace Senior Staff Systems Engineer (Lockheed Martin); currently a freelance website builder

SOROPTIMIST ACTIVITIES:

Year Joined: 2004

Club Offices Held: President (elected 2008 but withdrew due to illness); Vice-President (three years); Corresponding Secretary (three years); Director (two years); Delegate; Archivist/Historian (eight years)

Club Committees Chaired: Fundraising; Human-Trafficking; Membership/Friendship Tea (two); Public Awareness/News Releases; By-Laws and Procedures; International Fashion Show; Spring Fashion Show; Annual Art Auction (four); Blog-Talk Radio Show (three) ; lead STOP Modern Slavery Walk in Washington, DC in a joint SAR sponsorship (four years); Joint SIOW-SIM Human Trafficking Forum (1 Feb 2014)

Club Committee Participation: Fashion Show; Christmas Gift Wrapping; fundraisers at Silver Diner and Applebee's; Potomac Hospital United Way Kick-off table on human trafficking; Dumfries Fall Festival 2013 – table on human trafficking and SIOW; Review committee for Memorial Scholarship, WOA, Violet Richardson and SI Ruby Awards; Hilda Barg Homeless Prevention Shelter meal preparation; Christmas programs; published news articles

Region Offices Held:

Region Committee Chaired:

Region Committee Participation: Nominating Committee, 2012

Region Meetings Attended: All Spring Conferences since 2004 except one (due to illness) and all Fall Meetings except two since joining in 2004

Federation Activities/Offices:

Federation Meetings Attended: SIA Convention 2012 (Hawaii);Invited to create a table display for the SIA Convention in San Francisco after winning Federation-level fundraising award for 2009 International Fashion Show

Soroptimist International Activities/Meetings: Leadership Conference, 2012 (Richmond, VA)

OTHER ACTIVITIES/INTERESTS:

My commitment to Soroptimist International and SI Woodbridge grows stronger each year. I feel our focus on education for women and girls in order to improve their status in the world is definitely the right one and that I have helped SIOW embrace this goal and take it even further by continuing to support our scholarship winners throughout their entire academic endeavor. We currently support ten students ranging from elementary school in Haiti, high school in Guatemala to colleges in our local area.



My other passion is working to stop human trafficking. In the past five years, I have involved myself in as many ways as possible to understand this atrocity and to do anything in my power to help end it. I walk each year in Washington, DC and encourage SI SAR clubs to participate in a joint sponsorship – we have successfully done this for four years, putting the SI logo out there on the walk t-shirts, website, signage and literature. I was invited to be a speaker at the DC Stop Modern Slavery Meet-up in Washington, DC. I attended the first Governor of Virginia’s Summit on Human Trafficking in Richmond in Sept. 2013; participated in three human trafficking events with SI Manassas and one with SI Raleigh and several others. I currently co-chair a joint public awareness event scheduled for February 1, 2014.

ROKPA/USA – website editor

Woodbine Baptist Church: chaired the Stewardship Committee, the Education Committee and the Pastor Search Committees.

Grace Baptist Church: I have taught comparative religion classes, been a classroom assistant in the Mothers of Preschoolers program, the Helping Hands of Grace homeless meals program, and assistant Sunday school teacher. The Pastor at my church has asked me to create two Prayer Rooms (interior design and functionality) and to be the Chair, Media Campaign, for a multi-million dollar building project. I currently serve as a member of the Prayer Ministry team.

I enjoy networking with other non-profit organizations with similar goals; art; reading; interior design; being creative and challenges.

I decided to challenge myself at age 50 and take piano lessons; at age 60, I am returning to one of my first loves – art - and enrolled in an acrylics painting class. I am also working on my family’s genealogy and plan to publish a book with my research.

Education: Bachelor of Science in Education – University of Nebraska at Omaha; misc. post-graduate courses in computer science and fine art.

I taught Psychology, Humanities and American History at Mercy High School in Omaha, Nebraska prior to moving to Virginia.

After moving to Virginia in 1977, I worked my way up in a classified Department of Defense facility – initially in a position never before held by a woman, and without the required engineering degrees – retiring in 2008, after providing more than 31 successful years of project management support to our country’s national intelligence programs.

Family: Married to Roger Jones for more than 40 years; daughter Stephanie (30) and granddaughter Lenore (10) reside with me.

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I agree to the submission of my name as a candidate for the office identified above.

Laura D. Jones  
Name

28 October 2013  
Date

South Atlantic Region  
Soroptimist International of the Americas  
Nomination Form

Office/Position Nominated For: Board Member

Candidate Name: Betty Ann O'Brien

Club: SI-Raleigh

Mailing Address: 2026 Preston Grove Ave, Cary, NC 27513

Telephone: (H) 919-380-4477 (c) 919-749-5469

Email: eaobrien001@gmail.com

Occupation/Business: Retired Librarian



SOROPTIMIST ACTIVITIES:

Year Joined: 1987 North Atlantic Region, SI- Harrisburg, PA  
2006 – South Atlantic Region, SI-Raleigh, NC

Club Offices Held: Vice President, Also delegate for SI-Harrisburg

Club Committees Chaired: Nominating for SI-Harrisburg

Club Committee Participation: Membership and on the Nominating Committee for both clubs

Region Offices Held: None

Region Committee Chaired: None

Region Committee Participation: None

Region Meetings Attended: Since 2006 in SAR about 5 or 6

Federation Activities/Offices: None

Federation Meetings Attended: About 4 or 5

Soroptimist International Activities/Meetings: None

OTHER ACTIVITIES/INTERESTS:

Various Social Services volunteer in Raleigh, Meals on Wheels – Food Shuttle, Church Social Action Activities

Education: BA – University Toronto, MLS – UC Berkley

Family: Single - large extended family

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I agree to the submission of my name as a candidate for the office identified above.

Betty Ann O'Brien  
Name

11/20/2013  
Date

South Atlantic Region  
Soroptimist International of the Americas  
Nomination Form

Office/Position Nominated For: Board Member

Candidate Name: Pamela Sinclair

Club: SI of Raleigh

Mailing Address: 1235 E Springhill Ct, Cary, NC 27511

Telephone: (H) 919-467-7167 (C) 919-247-8844

Email: psinclair@soroptimistraleigh.org

Occupation/Business Mary Kay Beauty Consultant



SOROPTIMIST ACTIVITIES:

Year Joined: 2005

Club Offices Held: Board Member, President

Club Committee Chaired: Clothing Closet Operations Committee, PR  
Committee, Development Committee, Ruby Award Committee.

Club Committee Participation: Awards Event Committee, Program Committee.

Region Offices Held: Board Member

Region Committee Chaired: Sales Table

Region Committee Participation:

Region Meetings Attended: Almost every Spring Conference and yearly Fall Meeting since 2007

Federation Activities/Offices: none.

Federation Meetings Attended: 2010 Convention, San Francisco

Soroptimist International Activities/Meetings: none

OTHER ACTIVITIES/INTERESTS:

web site support.

Education: Boston University 1966- English Lit.

Family: sister in Germany, brother in Florida, six nieces and 1nephew

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I agree to the submission of my name as a candidate for the office identified above.

Pamela Sinclair

12/13/13

# CREDENTIALS FORM

*South Atlantic Region Spring Conference  
May 2 – May 4, 2014  
Annapolis, MD*

Upon arrival at Spring Conference, a valid Credentials Card will be issued to each delegate at registration. Please complete the information below and present this form at registration.

Club: SI of \_\_\_\_\_

Designation:                    P (President)  
                                      P/A (President /Alternate)  
                                      D (Delegate)

**Remember:**

**Each club is entitled to a total of three (3) voting members - including two Delegates and either President or President/Alternate.**

Name: \_\_\_\_\_  
                  (Type or print)

Designation: \_\_\_\_\_  
                          (P, P/A, D)

Name: \_\_\_\_\_  
                  (Type or print)

Designation: \_\_\_\_\_  
                          (P, P/A, D)

Name: \_\_\_\_\_  
                  (Type or print)

Designation: \_\_\_\_\_  
                          (P, P/A, D)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
                  (Club President)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
                  (Club Secretary)

**Note: Both Club President and Club Secretary must sign this Credentials Form.**