

SOROPTIMIST INTERNATIONAL OF THE AMERICAS, INC.

Procedures

South Atlantic Region

Revised April, 2016

Improving the lives of women and girls through programs leading to social and economic empowerment

I. REGION DUES AND FEES

- A. The dues of the Region shall be \$25.00 for each member of a club. Such dues shall be paid to the Treasurer no later than July 1 each year. Clubs having not paid their Region dues by September 1 shall be assessed an additional charge of 10%.
- B. There shall be a Mandatory Conference Fee of \$50.00 per club, which must be paid by February 15 to remain in good standing.

II. DUTIES OF OFFICERS

In addition to the duties laid out in SAR's Bylaws:

- A. The Governor shall:
 - (1) be authorized to sign checks on the bank account;
 - (2) have a region credit card with a \$5000 limit
- B. The Governor-Elect shall:
 - (1) be authorized to sign checks on the bank account;
 - (2) have a region credit card with a \$3000 limit
- C. The Secretary shall:
 - (1) report to the Headquarters Office within forty-five (45) days after Conference and meetings all proposed amendments to the Region Bylaws and Procedures
 - (2) be authorized to sign checks on the bank account;
 - (3) have a region credit card with a \$3000 limit
- 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 Chair, 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) In addition, the financial statement shall be prepared in a format which compares actual expenditures for the biennium with budgeted expenditures.
 - (3) pay authorized bills;
 - (4) bill all clubs for Mandatory Conference Fee prior to December 1 of each year;
 - (5) send a notice of dues to all clubs prior to May 31 of each year;
 - (6) send notices as outlined in the Bennie G. Mendelson Conference Attendance Award and Region Recruitment Award;
 - (7) send a Conference statement and a final report of the biennium to the Region Board;
 - (8) 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.
 - (9) be authorized to sign checks on the bank account;
 - (10) have a region credit card with a \$2000 limit
- E. The two (2) Directors-at-large shall
- (1) be authorized to sign checks on the bank account;
 - (2) have a region credit card with a \$1000 limit

III. REGION ANNUAL CONFERENCE

The Region shall hold a Region hosted Conference annually each spring;

- A. Conference Committee & Planning
1. a Conference Committee Chair shall be appointed by the Region Board;
 2. a Conference Planning Guide shall be followed for direction;

3. The Conference Planning Guide shall be reviewed and approved by the Region Board at the beginning of each biennium.

B. Conference Budget

1. Excluding costs for the Call to Conference and other items set forth on the Region's Budget, the Conference shall be financially self supporting and shall be funded by the Mandatory Conference Fee, individual member registration fee and meal fee;
2. The Region Board shall be provided a proposed Conference budget by October 15th; the Region Board shall approve the Conference budget by November 15th.
3. This budget shall include anticipated revenue and expense items, as well as anticipated number of conference attendees; it should be a breakeven budget;
4. Within 60 days of the close of the Conference the Conference Chair shall provide a final budget summary to the Region Treasurer.

C. Location

1. The location in which each conference will be held shall be selected by the Region Board and approved by the Conference body two (2) years prior to that conference.

D. Delegates

1. The delegates of each club shall be the President and two (2) regular members in good standing.
2. The voting members of the Conference shall be the members of the Region Board and the accredited delegates of each club in good standing (see Section I.B.).
4. A delegate may represent only the club in which the delegate's membership is held.

E. 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 or e-mailed to all club presidents, Region coordinators, the Parliamentarian, and the two (2) immediate past Governors at least forty-five (45) days before the Conference.
- F. Registration shall be held Friday afternoon and Saturday morning.
- G. The agenda will provide for opening ceremonies of Friday evening, morning and afternoon sessions and banquet on Saturday, and a morning session on Sunday, which shall include a non-denominational "Celebration of Life" memorial service.
- H. The Saturday luncheon shall be known as the Federation and Region Awards' Luncheon at which time Live Your Dream Award and other Federation Awards are presented.
- I. 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.
- J. Prior to the beginning of the annual Spring Conference, the Governor and Region Board shall appoint 2 members from those in attendance to serve as the election committee. They shall:
 - (1) Conduct all elections;
 - (2) verify voting results;
 - (3) present the Committee's report to the Conference;
 - (4) ask authority from the Conference to destroy the ballots at the conclusion of the election.
- K. There shall be a formal installation of officers at the banquet during the last conference of the biennium.
- L. Fees
 - (1) Registration fees shall be determined by the 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 Conference Committee shall be provided the collected mandatory club conference fees to defray expenses incurred prior to conference. This sum shall not exceed the total mandatory conference fee collected and be offset against any conference profit.
- (5) Refund policy for conference registrations: A registrant may have their conference fees refunded if the request is made in writing 15 days prior to conference. All other refunds must be approved by the Governor. This policy must be printed on all conference registration forms.

M. A Credential form shall be included in the mail or e-mailed 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.

N. 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 _____

IV. 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 members in good standing in attendance at the Region Conference.
- (2) "In Attendance" shall be defined as those regular members who have registered at conference as of the first Credentials report on Saturday.
- (3) 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 regular members.

- (4) 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 for award consideration.
- (5) From the report of the Credentials Committee, the Region Treasurer shall compute the percentage based on her records as determined above. The figures of the Region Treasurer shall be considered final.

B. The 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 shall be available for club use on the South Atlantic Region website by October 1st of each year.
- (4) The due date for this award shall be four (4) weeks prior to Spring Conference. Completed forms shall be returned to the Governor for judging.
- (5) Certificates of club participation will be presented at Spring Conference

C. Region Recruitment Award

- (1) This award shall be a traveling award presented to the club having the largest net increase in members from April 1st to March 31st of the current club year.
- (2) Decisions shall be based upon the figures as reported by SIA headquarters and confirmed by the Region Treasurer.

D. Violet Richardson Award

The Violet Richardson Award is given to a 14 to 17 year old girl for outstanding volunteer work.

- (1) This Award shall be presented annually at Spring Conference.
- (2) \$400 will presented to the winner. An additional \$100 is given in the winner's honor to the organization where she is most active as a volunteer.
- (3) Certificates of club participation will be presented at Spring Conference

E. Live Your Dream: Education and Training Awards for Women Award

The Live Your Dream: Education and Training Awards for Women is SIA's major project which provides women with cash grants to improve their economic status by attaining higher education and/or skills training.

- (1) This Award shall be presented annually at Spring Conference.
- (2) In addition to Federation's Awards, an additional runner-up award in the amount of \$1,000 will be presented.
- (3) Certificates of club participation will be presented at Spring Conference

E. Soroptimist Celebrating Success Awards

The Soroptimist Celebrating Success Awards is a best practices program that recognizes successful club projects and programs.

- (1) These Awards shall be presented annually at Spring Conference.
- (2) Certificates of club participation will be presented at Spring Conference

V. REGION BOARD 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. The expenses of one official visit per year to each club may be made at the expense of the Region.
- D. 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, Founder's 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) Issues and problems within the club.

VI. REGION LOGO

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

VII. FALL MEETINGS AND LEADERSHIP SEMINAR

- A. Three (3) Fall Meetings will be held each year.
- B. These shall be scheduled by the Governor in diverse geographical locations, on invitation from clubs if possible.
- C. Each club is expected to attend a Fall Meeting twice in each biennium.
- D. All meetings are to be attended by the Region Board with expenses to be paid by Region.
- F. A Leadership Seminar will be held in the first year of the biennium.

VIII. AUTHORIZED EXPENSES

- A. The budget shall provide guidance for Region expenditures during the biennium.
- B. The Governor is authorized to approve payment for all expenses which are included in the budget. When expenditure is not included in the budget, or exceeds the budget by more than 10%, 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.
- C. The Region shall defray all expenses of Board members including transportation, room and meals. In lieu of other transportation forms, a mileage allowance equal to the approved rate by the Region Board, plus ferry or toll charges will be made to board members using their own vehicles for transportation, regardless of the number of passengers carried. (\$.37)
- C. Expenses of the Parliamentarian shall be paid by Region funds.
- D. Expenses incurred by a club for development of a new club may be reimbursed upon submission to the Region Board.
- E. A club may apply for up to \$100 per biennium for a New Member Recruitment event.
- F. Live Your Dream and Violet Richardson Award Winner expenses;
 - (1) One room for one night's lodging at Conference for the VR Winner including their parents;
 - (2) One room for one night's lodging at Conference for all LYD winners including runner-up;
 - (3) Travel expenses to conference for VR and LYD winners not to exceed \$100 each.

(4) Lunch expenses for VR Winner and her parents (or two guests) and LYD award winners and a one guest each.

- G. The Region will contribute \$200 to the Federation at the conclusion of each biennium the contribution to be known as the Governor's Gift to be earmarked by the Governor.
- H. The Region shall pay for the Governor's expenses to attend the Governor's Round Table in the second year of the biennium.
- I. The Region shall pay for the Governor's transportation, lodging, registration and meals incidental to Federation Convention.
- J. 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.
- K. New Clubs
 - (1) Expenses incurred by a club for the development of a new club may be reimbursed upon submission to the Region Board.
 - (2) Expenses incurred by the Membership Committee in development of new clubs shall be approved by the Board.
 - (3) The Region shall provide \$100 to new clubs with the understanding that this money shall be earmarked to apply to the expenses of sending delegates to the first Region Conference after chartering.
 - (4) The following gifts shall be presented to each new club by the Region: Gavel, President's pin, small American flag with standard, and Roberts Rules of Order, Newly Revised Edition.
 - (5) When a charter dinner is held, the only guests for whom the new club must assume financial responsibility are the Governor and the speaker.
 - (6) Clubs in the Region shall contribute \$20.00 minimum to 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.

IX. AMENDMENT TO PROCEDURES

These Procedures may be amended without notice by the Board of Directors by a two-thirds (2/3) vote of the members present and voting. Any change in procedures that affect the region, or club bylaws or operation, shall specifically set forth the effective date.

X. STANDING COMMITTEES

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

A. Nominating Committee

- (1) The Chair shall contact all members whose names are submitted to determine their willingness to serve if nominated and elected.
- (2) All members replying in the affirmative shall submit a resume on a form supplied by the Committee.
- (3) From all resumes the Committee shall determine eligibility and select a slate.
 - a. In order to be considered for Governor-Elect, a member must have served on the Region Board for at least one term.
 - b. The slate should represent a diverse cross section of the Region, both geographically and by population.
- (4) At least sixty (60) days prior to each conference, the coordinator shall email all nominee data to the Secretary for inclusion in the Call to Conference.
- (5) The Committee shall provide pictures of candidates along with their qualifications to be posted on a bulletin board at Conference.
- (6) The coordinator shall make the report to the conference at least two (2) hours before the opening of the polls.
- (7) 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.
- (8) Ballots shall be made available to the Spring Conference Election Coordinator prior to election.

B. Laws and Resolutions Committee

- (1) maintain the bylaws and procedures of the Region to comply with SI and SIA bylaws and procedures.
- (2) formulate and propose amendments and resolutions;
- (3) present such amendments and resolutions for Conference action;
- (4) interpret the laws and procedures upon request;
- (5) receive copies of each club's procedures and review them for completeness and/or conflict with higher law.

C. Program Committee

- (1) There shall be a chairperson appointed by the Governor 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
 - i. provide for a copy of the awards' criteria to be distributed to all club presidents in the spring;
 - ii. use the SIA Celebrating Success Application Form;

- iii. provide for the judging of the applications;
 - iv. provide winners to SIA by the time set by Federation.
 - v. be responsible for the preparation of the Celebrating Success applications booklet and will be posted on the website
- b. Live Your Dream: Education and Training Awards for Women
- i. assist and encourage clubs on implementing the programs;
 - ii. confirm at-large applications sent on to clubs and make sure clubs either judge the applications or return them to SIA;
 - iii. receive the applications of the winners from the club level;
 - iv. provide for the judging of the applications received from the club level (awards include prescribed federation awards and additional runner-up regional award);
 - v. forward the Region's winning application(s) to SIA Headquarters office by the set deadline;
 - vi. present the award(s) and certificates provided by Region and Federation to the winners at the Federation Awards' Luncheon;
 - vii. present certificates to the clubs for participation in program.
- c. Violet Richardson Awards
- i. Assist and encourage clubs on implementing the programs;
 - ii. receive the applications of the winners from the club level;
 - iii. Provide for judging of the applications received from the club level;
 - iv. present the award and certificates provided by the Region at the Federation Awards' Luncheon;
 - v. Present certificates to the clubs for participation in program.
- (2) All Committees shall provide information, direction, and guidance to the clubs in their appropriate area.
- (3) All Committees shall work to promote within the region the activities, programs and projects adopted at the International, Federation and Region levels.
- (4) All Committees shall provide the Governor and Region Board with copies of all emails and mailings.

D. Membership Committee

- (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) work closely with federation headquarters to maximize opportunities for growth;
- (8) forward membership interest applications from SIA to appropriate clubs and follow up to see that the applications have been acted on.

E. Fundraising Committee

- (1) work closely with federation headquarters to support the fundraising programs of the federation in the region.

F. Public Awareness Committee

- (1) assist clubs with increasing the visibility of the organization locally;
- (2) 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 empowerment;
- (3) work closely with federation headquarters to develop and implement the necessary resources and strategies to meet public awareness goals.

G. Finance Committee

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

XI. 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 rules contained in the current edition of Robert's Rules of Order Newly Revised shall be the parliamentary authority for all matters not specifically covered in Region Bylaws or the SIA Bylaws.
- C. The Parliamentarian may be appointed for one conference or for the biennium.
- D. The Parliamentarian must attend the business meetings during the Annual Spring Conference.