

## **Soroptimist International of Oceanside-Carlsbad Procedures**

### **I. PROTOCOL**

1. Meetings shall be conducted per the constitution of Soroptimist International, Federation and Region Bylaws and Procedures, Club Bylaws and Procedures, and Roberts Rules of Order.
2. No members shall use the club meetings as a forum for advertising or promoting her business, services or products without permission of the President.
3. Regarding business discussed at meetings, members are expected to respect matters of professional confidentiality.

### **II. INDUCTION TO CLUB MEMBERSHIP**

1. Method of Induction shall be at the discretion of the President.
2. Each new Soroptimist shall be given, free of charge, the Soroptimist Pin, , Club Bylaws and Procedures, Membership Roster, and name badge.
3. After induction as a Soroptimist, as set forth in these Club Procedures, the Membership Director will schedule a New Member Orientation.

### **III. ADDITIONAL RESPONSIBILITIES OF CLUB OFFICERS**

1. President
  - a. The President's Pin is the property of the Club and shall be worn only during the term of office.
  - b. Shall be allowed an amount, to be determined by the budget for events in order to represent the club.
2. Treasurer
  - a. Orders, no later than April, the Past President's Pin, consisting of gavel with diamond for the presentation to the outgoing president at the installation of new officers.
  - b. Requires a Reimbursement Form for all disbursements to members for occasional expenses

### **IV. REQUIRED DUES AND ASSESSMENTS**

1. Membership:
  - a. Dues are collected in advance and include fees as designated in the Club Bylaws.
  - b. A member will be considered delinquent if the Club does not receive her annual dues by June 15. She will be notified by the Membership Chair or a member of that committee, reminding her that her dues are due by June 30. If the member's dues are not received by June 30, a \$10 processing fee will be assessed and pursuant to Article III, Section 5, c., of the Club Bylaws, termination of membership shall begin.
2. Assessments
  - a. Members shall pay a flat fee per year, as billed. Fee will be based on annual dues, tail twister, and friendship basket. All members are required to host a Personal Project that nets a minimum of \$50 or to contribute \$50. Monies earned from Personal Projects go to the General Fund. Any share of Personal Project funds remaining in the General Fund at year-end will roll over in the following year's Community Service Fund. All members are required to participate in the Salad Luncheon with requirements determined on an annual basis; Salad Luncheon fines will be billed separately.

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- b. When a member is 30 days in arrears, the member will be notified by the Membership Chair or Membership committee member, to inform the member they are delinquent and that a bill will be sent in 60 days stating that failure to pay will result in termination procedures per the club bylaws.

### **V. EXPENSES OF MEMBERS AND DELEGATES**

- 1. The following guests will have their meal paid for them from the General Fund:
  - a. Special Guests and Speakers
  - b. Prospective members' first visit, thereafter sponsor or prospective member is responsible until member is inducted.
  - c. Soroptimist Award Judges
  - d. Award Winners
  - e. Community Service Award Winners will be allowed one representative per each organization. Additional Attendees will be responsible for their own lunches.
- 2. Club, District, Region and Federation Expenses
  - a. Club shall pay expenses of Delegates and President of registration, meals to the District II Meetings (2per year), and registration, meals and lodging for the Desert Coast Region Spring Conference from the General Fund.
  - b. Club shall reimburse expenses of BOD Elect for attendance at the DCR Leadership Training Retreat (LTR) from the general fund.
  - c. Club shall pay expenses for out-going and incoming presidents of registration, meals, lodging and travel to Soroptimist International of the Americas Federation Convention every two years from the General Fund. In addition, all monies remaining at year end in the Annual Contingency Fund will roll over into a Convention Reserve Fund to be used for these expenses.
  - d. Monies remaining in the Miscellaneous Fund will be rolled over into the Convention Reserve Fund at the end of each Club year.

### **VI. OTHER ASSESSMENTS AND EXPENSES**

- 1. Additional Assessments
  - Brags as members choose minimum \$1.00.
- 2. Friendship Basket
  - a. Minimum Cost \$10.00
  - b. Chair of the Friendship and Thought for the Day Committee will ensure a gift is at each meeting.
  - c. Tickets will be distributed at each meeting for the Friendship Basket.
- 3. Other Expenses
  - a. The Corresponding Secretary shall send flowers and cards as directed by the President or Board Designee. Reimbursement will be out of the General Fund.
  - b. All other appropriate reimbursements to members will be from the General Fund.
  - c. When a member in good standing passes a \$50 donation will be made to that member's chosen charity; funds taken from the General Fund

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### 4. Annual Salad Lunch

This event (usually held in February or March) is the only mandatory event in which every member of the Club is to participate. Each member is encouraged to sell 10 tickets and mandated to provide two salads or two desserts (or a combination of the two), each large enough to feed 12–14 people. Members are required to participate for at least two hours in the event in some capacity (day of, night before, shopping, etc.). The committee has the option to negotiate a monetary in lieu of fee/contribution from any member who cannot contribute salads and/or not participate in the event.

## VII. INSTALLATION

1. Installation of incoming officers and delegates will be held prior to the commencement of the Club's active year (August).
2. Funds for gifts, plaques or certificates presented to retiring officers will be paid for from the General Fund.
3. "Years of Membership" Pins will be awarded in 5-year increments to members in good standing.
4. President's Award (traveling plaque) will be presented to an outstanding member chosen by the President.

## X. AMENDMENTS

These Procedures may be amended by two-thirds (2/3) vote of those members in attendance at any business meeting, providing notice of proposed amendment has been given at the preceding business meeting.

## XI. COMMITTEES (Members are required to actively participate on at least one committee.)

1. Events, Fundraiser and Service Committees
  - a. **Hands on Community Service**-Schedules 5<sup>th</sup> Wednesday to serve at Brother Benno's; supervises Holiday Day gift bags for Ocean Shores; develops other hands-on projects as appropriate.
  - b. **Dirty Deeds Auction**(*Fund Raiser*)—This event is usually held at meetings in October or November. Members contribute Deeds/services for auction to the Club members, and bids are made throughout the meeting. The first \$250 gained from Dirty Deeds is to be earmarked to sponsor a member for Laurel Society membership every four years. Any additional monies earned would be placed in the Convention Reserve Fund.
  - c. **RUBY Awards Luncheon**(*Formerly Making A Difference for Women*—(*Donation*)-Coordinates SIO-C's annual *Ruby Awards Luncheon and Fashion Show*. Tasks include all aspects of the Lunch, Awards Program and Fashion Show. Usually held in June. Proceeds go to the Community Service Fund.
  - d. **Salad Luncheon**—(*Fund Raiser-Mandatory*)-Coordinates Club members for participation in the SIO-C's Annual Salad Luncheon. **This event in the only mandatory participation required for the membership.** Usually held in February or March. Proceeds go to the Community Service Fund.

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2. Administrative Committees
  - a. **Budget & Finance and Ways & Means**—(*Administrative*)-Submits proposed operating budget for the succeeding year at the May Board and Business Meetings. Develops new ideas for the Club to raise money for the Service Fund (e.g., Blankets).
  - b. **Community Service**—(*Administrative/Donations*)-Solicits requests for financial donations from community organizations, sends out notification of awards and coordinates with Vice President for an awards lunch to give donations to chosen organizations. Recommends awards at the April or May Board and Business Meetings for approval. No Soroptimist member involved with an agency submitting a grant application to Soroptimist International of Oceanside-Carlsbad (either in a paid position or serving voluntarily on their Board) may sit on the Community Service Awards Committee.
    - i. Criteria for selection of the Community Service Award Recipients shall be:
      1. Grant requested will provide, enhance or enable direct services to women and/or girls (in keeping with our Mission).
      2. Services will be provided to residents of Carlsbad, Oceanside and/or Camp Pendleton.
      3. Recipient agency demonstrates fiscal responsibility in current submitted budget and by reputation in the community.
  - c. **Program**—Includes Women’s Opportunity Award, Violet Richardson Award, Art Scholarship—(*Donations*)
    - (1) Women’s Opportunity Award (WOA): Sends out applications to local schools and colleges, coordinates judges (judges are not members of Soroptimist), notifies of awardees, submits winners’ names to District by February 1st, and coordinates with Vice President for Awards Lunch Program in March. Additionally coordinates with Treasurer to ensure award check is ready on the day of the presentation. The money for this award comes from the Service Fund and is a line item in the budget.
    - (2) Violet Richardson Award (VRA): Sends out applications to schools and organizations for girls aged 14–17 who volunteer. Coordinates judging (judges can be members of the club), notifies awardees and coordinates with the Vice President for Awards lunch on April. Additionally coordinates with Treasurer to ensure award check is ready on the day of the presentation. The money for this award comes from the Service Fund and is a line item in the budget.
    - (3) Art Scholarship: Annually determines what two areas of art will be considered. Sends out applications to high schools in Oceanside and Carlsbad. Coordinates judging, notifies awardees and coordinates with awardees school in order to make a formal presentation at the schools’ awards ceremonies. Additionally coordinates with Treasurer to ensure award check is ready on the day of the presentation. Plans the Wine for Art event, which raises the scholarship money, specifically. The funds raised for this event are dedicated to the Art Scholarships.
    - (4) Project CEO: Is a hands-on service event to provide gently worn, professional wardrobe clothing to women who are completing job training programs. Participants

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will also have the opportunity to join in workshops to provide resources in their job search and help in beginning their new careers.

- d. **Warm and Fuzzy (Attendance, Friendship & Thought for the Day)**—Attendance, Friendship Basket, Tail Twister, Thought for the Day—(*Administrative*).
  - (1) Attendance: Committee members shall encourage members to participate in Club Activities.
  - (2) Friendship Basket: Chair ensures a Friendship Basket “gift” is scheduled and at least one member of the committee is present at every scheduled meeting.
  - (3) Tail Twister: Coordinates the “Tail Twister” for each meeting.
  - (4) Thought for the Day: Provides an inspiring/thought-provoking saying at each meeting.
  - (5) Coordinates the club’s annual holiday party.
- e. **Parliamentarian**—(*Administrative*)—The “authority” that assists club members in procedural point of order (Robert’s Rules of Order) and is appointed by the President. Responsible for maintaining and updating Bylaws and Procedures, as needed and presenting changes to the club.
- f. **Historian**—(*Administrative*)—Collects all news articles regarding club functions as well as any press on members. Gathers mementos for president’s book and presents the book to the out-going President at installation.
- g. **International Goodwill & Understanding (IGU)**—(*Organizational Interest*)—Establishes and maintains SIO-C friendship links. Educates club members regarding international projects and interests of the Federation. Coordinates with Region to entertain visiting Soroptimist on IGU Scholarships.
- h. **Membership Development**—Includes Recruitment & Retention, and Soroptimist Orientation & Leadership Training—(*Administrative*)—Chair is a member of the Board.
  - (1) Recruitment & Retention: Works to increase membership by passing along eligibility and financial requirements to potential new members. Plans activities and opportunities to invite potential members to join the club. Encourages current members to attend meetings and regular club functions. Establishes a roster of members to serve as “Greeters” for each meeting.
  - (2) Soroptimist Orientation & Leadership Training (SOLT): Educates club members on organization and club heritage, purpose and policies.
  - (3) New Member Induction & Orientation: Conducts Induction of new members and coordinates New Member Orientation as often as needed.
- i. **Communications (E-Newsletter, Public Relations, Roster/Mailing List, Website)**—(*Administrative*)
  - (1) E-Newsletter: Gathers information for an electronic newsletter to be sent when appropriate. Newsletters will be faxed or mailed to members (including Life members) not having email.
  - (2) Public Relations: Seeks and creates opportunities to increase visibility of the club in the community, SIA, SI. Writes and sends press releases regarding club activities, events and service projects.

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- (3) Club Roster/Mailing List: Coordinates updating and accuracy of the membership roster. Provides mailing list to members as needed.
- (4) Website: Maintains website.
- j. **Personal Projects**—(*Administrative*)-Keeps track of personal projects of club members. Assists any member who needs help with project ideas. Monies earned from Personal Projects go to the General Fund. Any share of Personal Project Funds remaining in the General Fund at year-end will roll over in the following year's Community Service Fund.
- k. **Laurel Society Sponsor Committee**  
Every four years the Club sponsors a member for Laurel Society membership. Funds are raised from Dirty Deeds as specified on page 3. The honoree selection committee will consist of the sitting President, one past President and all members of the Club who are also members of the Laurel Society. To be considered for selection as the honoree a Club member must be in good standing, a Past President of a Soroptimist Club and have been a Soroptimist for more than ten years.