

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. 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 the Soroptimist Pin, Club Bylaws and Procedures, name badge, and Membership Orientation Binder.
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 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. Members shall pay a flat fee per year, as billed. This amount will be based upon the recommendation of the Budget Committee as approved by the Board and the Club.
2. Dues are collected in advance and include fees as designated in the Club Bylaws.
3. 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 15. If the member's dues are not received by June 15, a \$10 processing fee will be assessed and pursuant to Article III, Section 5, c., of the Club Bylaws, termination of membership shall begin.
4. 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 Awards and Grants Fund.
5. All members must RSVP to meeting invitations no later than 9:00 a.m. the day prior to the meeting. Members who respond that they will attend a luncheon meeting but do not do so or fail to cancel by 9:00 a.m. the day prior to the meeting will be required to pay for that meeting. Members who respond that they will not attend a luncheon meeting or who fail to reply but attend the meeting will be assessed an additional \$3 over the established cost for that meeting.

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V. EXPENSES OF MEMBERS AND DELEGATES

1. The following guests will have their meal paid for them:
 - a. Special Guests and Speakers paid from the General Fund
 - b. Soroptimist Award Judges paid from Awards and Grants Fund
 - c. Award and Grant Winners paid from Awards and Grants Fund
 - d. Community Service Grant winners will be allowed two representatives per each organization and meals will be paid from the Awards and Grants Fund. 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 for registration, meals to the District II Meetings (2 per year), and registration, meals and lodging for the Desert Coast Region Spring Conference from the General Fund.
 - b. Club shall pay Registration of First Time Attendees at Desert Coast Region District II Meeting, or equivalent amount towards Desert Coast Region Spring Conference (one event only).
 - c. Club shall reimburse expenses of BOD Elect for attendance at the DCR Leadership Training Training Retreat (LTR) from the general fund.
 - d. Club shall pay expenses for out-going and incoming presidents or their designee for registration, meals, lodging and travel to Soroptimist International of the Americas Federation Convention every two years from the Convention Reserve 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.

VI. OTHER EXPENSES

1. Miscellaneous 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.
2. Committee Expenses
 - a. All expenses submitted on behalf of the Salad Luncheon, LunaFest, Style Show and Development Committees greater than \$100 and not included in their submitted budget shall be presented to the Board of Directors for approval in advance of reimbursement from the Awards and Grants Fund.

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 President's Fund.
3. "Years of Membership" Pins will be awarded in 5-year increments to members in good standing. The Membership Director shall order these pins.

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4. President's Award (traveling plaque) will be presented to an outstanding member chosen by the President.

VIII. MISCELLANEOUS

1. **Dirty Deeds** 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.
2. **Personal Projects** Monies earned from Personal Projects go to the General Fund to support club operations and to help reduce annual membership dues. Any share of Personal Project Funds remaining in the General Fund at year-end will roll over in the following year's Awards and Grants Fund.
3. **Community Service Grants Committee** Recommends grants at the April or May Board meeting 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 Grants Committee. Minimum Criteria for selection of the Community Service Award Recipients shall be:
 - Grant requested will provide or enhance services exclusively for women and girls pertaining to Educate to Lead (in keeping with our Mission).
 - Services must be provided to residents of Carlsbad, Oceanside and/or Camp Pendleton.
 - Recipient agency demonstrates fiscal responsibility in current submitted budget and by reputation in the community.
4. **Parliamentarian** Appointed by the President, the "authority" that assists club members in procedural point of order (Robert's Rules of Order). Responsible for assisting the President in the maintaining of and updating Bylaws and Procedures, as needed, and presenting changes to the club.
5. **Laurel Society Sponsor Committee** Every four years the Club sponsors a member for **Laurel Society** membership. Funds are raised from Dirty Deeds as specified in number 1 above. 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.
6. **Heart for Art** Funds raised at this event shall be placed in the **Zona Murray Art Scholarship** fund. A committee will be established annually to create the recommended criteria for award of these funds.

IX. AMENDMENTS

1. Amendment of Club Procedures: These Procedures may be amended at any regular business meeting of the club by a simple majority of the voting members.
2. Members may vote on changes in procedures electronically by submitting their email vote to the Recording Secretary 24 hours prior to the meeting of the club where the vote will take place.
3. Approval: These Procedures were approved at the business meeting of June 16, 2017 after proper notice and amendment at the business meeting of May 19, 2017.

**Soroptimist International of Oceanside-Carlsbad
Procedures**

Signed:

Kathi Pace

Sue Simpson

President

Recording Secretary