

**Soroptimist International of Oceanside-Carlsbad
Procedures**

**ARTICLE I
PROTOCOL**

- Section 1. Meetings shall be conducted per the constitution of Soroptimist International, Federation and Region Bylaws and Procedures, Club Bylaws and Procedures, and Robert's Rules of Order.
- Section 2. Regarding business discussed at meetings, members are expected to respect matters of professional confidentiality.

**ARTICLE II
INDUCTION TO CLUB MEMBERSHIP**

- Section 1. Method of Induction shall be at the discretion of the President.
- Section 2. Each new Soroptimist shall be given the Soroptimist Pin, Club Bylaws and Procedures, name badge, and Membership Orientation Binder (electronic or paper).
- Section 3. The Membership Director will schedule a New Member Orientation.

**ARTICLE III
ADDITIONAL RESPONSIBILITIES OF CLUB OFFICERS**

- Section 1. President
- a. The President's Pin is the property of the Club and shall be worn only during the term of office.
 - b. The President shall be allowed an amount, to be determined by the budget in order to represent the club.
- Section 2. Vice President
- a. The Vice President's Pin is property of the Club and shall only be worn during the term of office.
- Section 3. Treasurer
- a. The Treasurer shall order, 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. The Treasurer shall require a Reimbursement Form for all disbursements to members for occasional expenses, in keeping with the budget.
 - c. The Treasurer shall require a Money Transfer to Treasurer Form for any funds presented for deposit.
 - d. NO FUNDS will be dispersed or accepted without accompanying forms, with the exception of lunch funds collected on the day of meetings.
 - e. Committee Chair(s) shall collaborate with the Treasurer to establish final fundraising totals so that all parties are in agreement before announcing and publicizing said amounts.

**ARTICLE IV
IV. REQUIRED DUES AND ASSESSMENTS**

- Section 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.
- Section 2. Dues are collected in advance and include fees as designated in the Club Bylaws. Invoices shall be sent by May 25th.
- Section 3. A member will be considered delinquent if the Club does not receive their annual dues by June 10th. The Member will be notified by the Membership Chair or a member of that committee, reminding them

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that the dues were due by June 10th. A \$10 processing fee will be assessed and pursuant to Article III, Section 4, c., of the Club Bylaws, and notice of termination of membership shall begin. Section 4. All members must RSVP to meeting invitations no later than the required “close of registration” deadline. Members who respond that they will attend a luncheon meeting but do not do so or fail to

cancel the deadline 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.

**ARTICLE V
EXPENSES OF MEMBERS AND DELEGATES**

Section 1. The following guests will have their meal paid for them:

a. Special Guests, Speakers paid from the General Fund, and newly inducted members paid from the Membership Fund;

b. Live Your Dream Award and Grant Recipients and one Guest paid from Awards and Grants fund;

c. Live Your Dream Community Partners Recipients 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 the cost of their own meal.

d. Community Service Grant Recipients 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 the cost of their own meal.

Section 2. Club, District, Region and Federation Expenses

a. Club shall pay expenses of Delegates and President for registration and 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 or Newly Elected BOD for attendance at the DCR Leadership Training Retreat (LTR) from the General Fund.

d. Club shall pay expenses for out-going and incoming presidents or their designee for registration, convention meals (excluding alcoholic beverages), , 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.

**ARTICLE VI
OTHER EXPENSES**

1. Miscellaneous Expenses

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- 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.
 - i. If the spouse or child of a member in good standing passes, flowers or other comparable gift shall be sent on behalf of the Club.
 - ii. Greeting/condolence cards will be sent in the event of other medical emergencies, surgeries, or death of members' family or loved one.
 - iii. 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.
 - b. All other appropriate reimbursements to members will be from the General Fund.
2. Committee Expenses
- a. All expenses submitted on behalf of the Major Fundraising 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.

**ARTICLE VII
INSTALLATION**

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

**ARTICLE VIII
PROGRAMS, GRANTS AND AWARDS**

- Section 1. **The Live Your Dream Education and Training Awards Committee (LYD)** shall have ongoing participation with the San Diego Collaborative for the LYD applications.
- Section 2. **The Dream It Be It Career Support for Girls Committee (DIBI)** shall provide a program/conference about career opportunities, achieving goals and overcoming obstacles to success for High School and/or Middle School girls.
- Section 3. **Live Your Dream Community Service Grants Committee** Recommends grant recipients to the Board and Club 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 LYD Community Service Grants Committee. Minimum Criteria for selection of the Community Service Grant Recipients shall be:
- a. Grant requested will provide education and training services exclusively for women and girls (in keeping with our Mission).
 - b. Services must be provided to residents of Carlsbad, Oceanside and/or Camp Pendleton.
 - c. Recipient agency demonstrates fiscal responsibility in the current submitted budget.

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Section 4. **The Programs, Grants and Awards Allocation Committee** shall recommend proposed disbursement of available funds to the Board of Directors and the Club no later than the September Business Meeting, unless

an extension is granted by the Board of Directors.

Section 5. **The Zona Murray Art Scholarship Committee** will create the recommended criteria for the applicants and award recipients. All funds raised at the annual Heart for Art event shall be placed in the **Zona Murray**

Art Scholarship fund.

**ARTICLE IX
MISCELLANEOUS**

Section 1. **Dirty Deeds** Members contribute Deeds/Services for auction to the Club members. All funds earned go into the General Fund to support Club operations and to help reduce the annual membership dues.

Section 2. **Personal Projects** Monies earned from Personal Projects go to the General Fund to support club operations and to help reduce annual membership dues.

Section 3. **Laurel Society Sponsor Committee** Every four years the Club sponsors a member for **Laurel Society** membership. 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.

Section 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 of Bylaws and Procedures, as needed, and presenting changes to the club.

Section 5. The Club President and/or Vice President shall review email correspondence before it is sent to the club’s Mail Chimp contact list.

**ARTICLE X
AMENDMENTS**

Section 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 present.

Section 2. Approval: These Procedures were approved at the business meeting of September 16, 2022

Signed:

Marybeth Glenn

Susan Gubar

President

Recording Secretary

SIOC Procedures
September 2021