

SOROPTIMIST INTERNATIONAL OF THE AMERICAS, INC.

# Procedures

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## Central East Coast Region

Revised October 30, 2019

Providing women and girls with access to the education and training they need to achieve economic empowerment

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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 Central East Coast Region's Bylaws:

- A. The Governor shall:
- (1) be authorized to sign checks on the bank account;
  - (2) have a region credit/Debit card with a \$2000 limit. Above this limit must be approved by the at least 2 members of the Board.
  - (3) Approximately 30 days or prior to the end of each Governor's biennium, the Governor is responsible to complete IRS Form 8822-B (Change of address or Responsible Party – Business).
    - The IRS Form 8822-B is necessary so that the IRS is made aware of the fact that Region Leadership responsibilities will shift from one Governor (Leader of the Region) to the next Governor (Leader of the Region).
    - Form 8822-B should be sent to: Internal Revenue Service, STOP 343, Cinn. Ohio 45999
      - ◆ However, the Governor should check the IRS website to see if the address location will change due to where the Governor resides
        - A copy should be kept for the Governor's files
        - It would be a good idea to send a copy to SIA
    - If the Incoming Governor does not permit her personal information to be carried on into the next biennium, she will need to contact SIA and the IRS to see what can be done.

- However, the outgoing Governor will still need to submit the IRS Form 8822-B in a timely manner and state this to SIA and the IRS.

For the purpose of providing transitional training for the Governor-Elect, it is the sitting Governor's responsibility to make the Governor-Elect aware of this procedure.

B. The Governor-Elect shall:

- (1) be authorized to sign checks on the bank account;
- (2) have a region credit/Debit card with a \$2000 limit. Above this must be approved by at least 2 members of the Board.

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

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 24-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) send a notice of dues to all clubs prior to May 31 of each year;
- (5) send notices as outlined in the Bennie G. Mendelson Region Recruitment Award;
- (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.

(7) be authorized to sign checks on the bank account;

(8) have a region credit/Debit card with a \$2000 limit. Above This amount must be approved by at least 2 members of the Board.

E. The two (2) Directors-at-large shall

(1) be assigned duties as needed by the Governor;

(2) Act as Board Liaison to Clubs assigned to them by the Governor.

(3) Act as a Region Committee chair if assigned by the Governor.

### 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 Governor;

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 November 15<sup>th</sup>; the Region Board shall approve the Conference budget by November 30<sup>th</sup>.

3. This budget shall include anticipated revenue and expense items, as well as anticipated number of conference attendees; it should be at least a breakeven budget;
  4. Within 90 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.).
  3. 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 open ceremonies on Friday evening, Saturday 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 Awards Recognition 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 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) obtain authorization from the Conference Delegates 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.
  - (4) 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 Headquarters Staff \_\_\_\_\_

TOTAL VOTING \_\_\_\_\_

GRAND TOTAL \_\_\_\_\_

#### IV. REGION AWARDS

##### A. The Betty Jean (BJ) Cook Club Achievement Governor's Award

- (1) This award shall be an award presented to the club chosen by the Governor, as outlined on the Governor's Award Form.
- (2) This Award shall be presented annually at Spring Conference.
- (3) The Governor's Club Award shall be available for clubs use when Spring Conference materials are available.
- (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
  - (a) First place winner will receive an IOU in the amount of \$100.00 from the Region to go towards the Club's LYD Award. The IOU will be paid to the Club when the club identifies that they have chosen a LYD winner on the Club level.
  - (b) This request must be presented prior to the beginning of the next Spring Conference.

##### C. Benny G. Mendelson Region Recruitment Award

- (1) This award shall be presented to the club having the largest net increase in members from April 1<sup>st</sup> to March 31<sup>st</sup> of the current club year.
  - (a) The winning Club shall receive a Certificate and an IOU from the Region in the amount of \$100.00 towards a club DIBI Program to be payable when a DIBI program has been completed.



(b) This Award must be claimed prior to the next Spring Conference.

- (2) Decisions shall be based upon the figures as reported by SIA headquarters and confirmed by the Region Treasurer.

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

The Live Your Dream: Education and Training Awards for Women is SIA's Signature Program, 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 Awards, an additional four (4) Region awards in the amount of \$1,000 each will be presented, as long as funds are available in the Region budget.
- 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. Designated members 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. At the request of the club, and the approval of the Governor, the liaison shall be available to serve as a speaker and installing officer.
- C. with the approval of the Governor, 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) the Governor's visits to clubs be considered official. If the Governor designates a Board Member to go in her place, that visitor will also be considered as official and reimbursement should be submitted to the Governor for approval.
- (4) 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.) Installation materials such as small gift items shall be at the expense of the person doing the installation.
- (5) Issues and problems within the club.

#### VI. FALL MEETINGS AND LEADERSHIP SEMINAR

- A. A minimum of two (2) Fall Meetings may 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 except in emergency situations, with expenses to be paid by Region.

#### VII. 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 pre-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 (**no alcohol**). 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)
  - (1) Meals – Each member of the Region Board shall be reimbursed for personal funds spent on meals using the following guidelines;
    - Breakfast - \$20.00
    - Lunch - \$20.00

Dinner - \$25.00

Skipping a meal does not allow for use on another meal.

- D. Spring Conference Registration fee for the Committee Chairs and the Parliamentarian shall be paid by Region funds, **if funds are available.**
- E. A club may apply for up to \$100 per biennium for a New Member Recruitment event.
- F. Live Your Dream expenses;
  - (1) One room for one night's lodging at Conference for all LYD winners. Additional guests may be included for Lunch in lieu of a hotel room, not to exceed the hotel room cost.
  - (2) Travel expenses to conference for LYD winners not to exceed \$100 each.
  - (3) Lunch expenses for LYD award winners and one guest each.
- H. 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.
- I. The Region shall pay for the Governor's / Governor-Elect expenses to attend the Governor's Round Table in the second year of the biennium.
- J. The Region shall pay for the Governor's / Governor- Elect or substitute transportation, lodging, registration and meals incidental to Federation Convention, if funds are available.
- K. New Clubs
  - (1) Expenses incurred by the Membership Committee in development of new clubs shall be approved by the Board.
  - (2) Expenses incurred by a club for the development of a new club may be reimbursed upon submission to the Region Board and approved by the Governor.
  - (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 (if co-Presidents 2 pins), small American flag with holder, 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.

## VIII. AMENDMENT TO PROCEDURES

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

## IX. 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 prepare 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.
  - c. Nominee may not hold an office with SIA, their club and the Region during the same term.
- (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 included in the Call to Conference.
- (6) The coordinator shall make the report to the conference Delegates 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 Program Chair appointed by the Governor to promote and administer Soroptimist programs in concert with the federation. The region SIA Program Chair shall serve as a resource for each of the following program committees.

- a. Central East Coast Region 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. Present Awards and Participation Certificates to winners at Spring Conference.
- vi. No Hard copies to be sent. Scan and email papers only to SIA.

- b. Live Your Dream: Education and Training Awards for Women

- i. assist and encourage clubs on implementing the programs;
- ii. receive the applications of the winners from the club level;
- iii. provide for the judging of the applications received from the club level for the Federation Award (s) and Region Award(s)
- iv. forward the Region's winning application(s) to SIA Headquarters office by the set deadline;
- v. present the award(s) and certificates provided by Region and Federation to the winners at the Federation Awards' Luncheon;
- vi. present certificates to the clubs for participation in program

- C. Dream It-Be It

- I. Assist and encourage clubs on implementing the program;
- li. Send reports to Headquarters and Region committee as required by the chair
- iii. Present Certificates to the clubs for participation in the program at Spring Conference.

- (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.
- (9) Be responsible for contacting clubs with 12 or fewer members to see if the Region can assist with increasing the club's membership numbers.

E. Fundraising Committee

- (1) Work closely with federation headquarters and the Region 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 on how to best to utilize Region funds.
- (3) Receive Income & Expense reports from the Treasurer, as well as final approved budget.
- (4) Perform such other duties as may be required by the Governor, Region Board, or Conference.

X. 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.

Laws and Resolutions Committee

Louise Skinner

Willie Mae McCracken

Warie Brock

**Addendum:**

- 1. These must go through the Governor;**
- 2. As long as funds are available Mileage & Dinner may be paid at functions**
- 3. Travel expenses for training purposes must go through the Governor for LYD & DIBI.**
- 4. Registration for Committee Chairs (as long as the funds are available).**
  - (A) Program Chair**
  - (B) Finance Chair**
  - (C) Membership Chair**
  - (D) Public Awareness**
  - (E) Laws & Resolutions**
  - (F) Live Your Dream**
  - (G) Dream It-Be It**