

**SOROPTIMIST INTERNATIONAL  
OF  
NOYO SUNRISE**

**CLUB BYLAWS & PROCEDURES**

**REVISED 2008**

C-I **Name of Club and Territorial Limits**

1. The name of this club shall be Soroptimist International of Noyo Sunrise.
2. The territorial limits of this club are those of Founder Region.
3. This club belongs to District V.
4. Mission Statement: Soroptimist International of Noyo Sunrise is dedicated to improving the lives of women and girls, in local communities and throughout the world.

C-II **Membership**

1. Any member of the club may propose for membership any individual considered eligible in accordance with Article IV, Section 2 of the SI Constitution. Member classes are those as stated in the Soroptimist International Constitution: Regular, Embarking, and Retired/Unemployed.
2. Membership privileges and responsibilities are to speak, make motions and vote according to the requirements set by the club procedures.
3. There shall be no membership requirements for this club, but members are encouraged to attend all regularly scheduled meeting and participate in events as able.
  - a) A leave of absence may be granted by the Board of Directors for a period of not less than one month or more than six months, in case of applicant's illness, travels, temporary removal from community, or other just causes. The Board of Directors may extend such leave provided no leave of absence exceeds a total of twelve consecutive months. All mandatory fees and dues must be paid by a member on a leave of absence. Members may participate in activities of the club (fund-raisers) while on leave.
  - b) The status of a member shall terminate automatically one year after the member ceases to be eligible for membership in the club. If a member fails to fulfill annual financial obligations sixty days after the due date, the member will be given notice in writing by the Treasurer as directed by the Board of Directors of such obligation and shall be given another sixty days to fulfill such obligations of have her membership terminated. A terminated member shall be liable for outstanding financial obligations.

C-III **Officers**

1. List of officers:  
The officers of the club are President, Vice-President, Secretary, Treasurer, Assistant Treasurer, two Directors, and immediate Past President.
2. Eligibility for the office of President or Vice-President shall be service on the Board of Directors for at least 1 year.
3. Term of office shall be one year or until a successor is elected, the year beginning July 1. Directors shall serve for two years or until a successor is elected.

4. Vacancies
  - a) In case of vacancy in the office of President, the Vice-President shall become President. Other vacancies shall be filled in the following manner: the board of directors shall act as the nominating committee and shall report at the next business meeting or at any special meeting called for that purpose. Nominations may then be made from the floor and the club shall elect.
  - b) A resignation of an officer or director shall be sent to the President who shall present it to the Board of Directors for action.
  
5. Duties of Officers
  - a) President shall
    - 1) Conduct the business of the club
    - 2) Preside at meetings
    - 3) Appoint all committees except the nominating committee
    - 4) Serve as ex-officio member of all committees except the nominating committee
    - 5) Perform such other duties as pertain to the office
  
  - b) Vice-President shall
    - 1) Become familiar with all phases of Soroptimism
    - 2) Prepare for assuming the presidency
    - 3) Serve as chairperson of the Programs and Service Committee
    - 4) Serve as regional delegate
    - 5) Have such other duties and responsibilities as arise from membership on the Board or as assigned by the President
  
  - c) Secretary shall
    - 1) Keep the minutes of the meeting of the club and of the Board
    - 2) Take charge of general correspondence that is not related to the work assigned to another officer or committee
    - 3) Forward and direct letters received related to work of another officer or committee chairperson
    - 4) Send out notices of meetings and communications that have been ordered by the club or established by customs, either electronically or by hard copy.
    - 5) Maintain a roll of membership
    - 6) Be custodian of the permanent records of the club
    - 7) Submit to the club the minutes of the club business meeting and the recommendations of the Board either electronically or by hard copy
    - 8) Give a written copy of all club procedures to the laws and resolutions committee chairman
    - 9) Have such other duties and responsibilities as arise from membership on the Board or as assigned by the President
  
  - d) Treasurer shall
    - 1) Take charge of general fund and service fund

- 2) Deposit and disperse all dues monies, correct Federation roster, and prepare required Soroptimist forms for adjustment at end of year
  - 3) Also serve as an ex-officio member of the finance committee
  - 4) Present monthly report on all accounts to the club membership at the business meeting
  - 5) Present a budget analysis to the club annually
  - 6) Handle all convention, conference and district correspondence and reservations
  - 7) Obtain permits or licenses and pay sales taxes for fund raisers as needed
- e) Assistant Treasurer shall
- 1) Assist the treasurer as needed
  - 2) Prepare to assume the duties of treasurer when necessary
- f) Immediate Past President shall be a voting member of the Board of Directors
- 6) Bonding- The treasurer shall not be required by the club to be bonded

#### C -IV Nominations and Elections

- 1) Nominating Committee
  - a) In February of each year, a nominating committee of three regular members shall be chosen as follows: The Vice-President shall be the chairperson, the Board of Directors shall elect a second member, and the club shall elect the third member. At least one committee member shall not sit on the Board of Directors.
  - b) Names for consideration will be solicited from among the membership and the committee shall nominate one or more candidates for each office, director, delegate and alternate delegate. Consent of a nominee must be obtained before the name is placed in nomination. The report of the nominating committee shall be read to the club at the March business meeting.
- 2) Election Procedure
  - a) The election shall be held in April after the report of the nominating committee has been read again at this meeting and additional nominations received from the floor
  - b) Election shall be by ballot for any office for which there is more than one nominee. Ballots shall be counted by members appointed by the President. Only the names of those elected, not the votes shall be read by the president.

#### C-V Club Meeting and Special Meetings

- 1) Regular meeting of this club shall be held Tuesday, usually at 7AM. The club will not meet between Thanksgiving Day and New Year's Day. The business meeting will be held the 2<sup>nd</sup> Tuesday of each month.

- 2) Special Meetings may be called by the President or upon written or electronic request of at least two regular members of the club. At least 24 hours notice shall be given personally, in writing, by telephone, or electronically.
- 3) The Quorum for any regular or special meeting shall be fifty percent (50%) of regularly attending members with the President being a voting member.

#### C-VI Board of Directors

- 1) The officers, directors, and immediate past president of the club shall constitute the Board of Directors
- 2) Duties of the Board –the board shall have administrative control over the affairs, funds and property of the club, except that of modifying any action taken by the club. It shall authorize payment of budgeted items; act upon invitations to membership’ resignations, terminations, and disciplinary matter; receive reports of committees as may be necessary between business meetings of the club; submit policy recommendations to the club and perform such other duties as the club procedures may require.
- 3) Board Meetings- unless otherwise ordered by the club or the board, regular meetings of the board shall be held at least once each month at a time and place determined by the board.
- 4) Special meetings – Special meetings of the board may be called by the President or upon the written request of at least three members of the board. At least 24 hours notice, personal, written, telephone, or electronic shall be given. Business transactions at any special meeting shall be limited to that mentioned in the call.
- 5) Quorum – A majority of the board shall constitute a quorum.

#### C-VII Committees

Committees shall be appointed by the President as needed to carry out club business.

#### C-VIII Fiscal Matters

- 1) Fiscal Year shall be July 1 through June 30 of the following year.
- 2) Dues, Fees and Assessments- Annual dues become due on June 1 of each year and are delinquent after June 30. Dues include club liability insurance, regional fees, fellowship dollars, federation dues, Soroptimist Magazine, and Founders Day Pennies (4 cents per year since 1921):

|   |          |
|---|----------|
| Regular, Embarking, Retired member              | \$100.00 |
| Life Member                                     | \$70.00  |
| New Member – prorated as of date of membership. |          |

Each member shall be assessed \$5 per month for the Delegates Fund. This is due and payable the first meeting of each month.

- 3) Budget-
  - a) Club budget will be prepared yearly and approved by the club. It will be presented to the club at the May business meeting and voted on at the June meeting.

- b) Financial Statement will be prepared and present to the club at the monthly business meeting.
- c) Financial Review will be done within 45 days of the close of the fiscal year and at such other times as requested by the Board of Directors.

C-IX Amendments of Club Procedures-

- 1) These procedures may be amended at any regular business meeting of the club by a two-thirds (2/3) vote of the members present.

C-X Parliamentary Authority-

The latest edition of Robert's Rules of Order Newly Revised shall be the parliamentary authority for all matters of procedure for the club Board of Directors, in all cases not specifically covered by these club procedures which shall be consistent with Federation and Regional Bylaws.

C – XI Dissolution

- 1) The region Governor, or a designated representative, shall supervise the disbanding of a club and shall ensure that: a) the charter and all insignia are forwarded to Federation headquarters and b) the club meets all financial obligations to the region and Federation prior to disposal of club properties and funds to service projects as a majority of remaining members decide.

Form 202 “Disbanding a Soroptimist Club” shall be completed and copies mailed as directed on the form.