

**SOROPTIMIST INTERNATIONAL OF BREA/LA HABRA
DESERT COAST REGION
SOROPTIMIST INTERNATIONAL OF THE AMERICAS**

BYLAWS

ARTICLE I

Name and Territorial Limits

Section 1. The name of this club shall be Soroptimist International of Brea/La Habra (SIBLH).

Section 2. The territorial limits of this club shall be the same as that of Desert Coast Region, i.e. membership need not be confined to the City of Brea or La Habra.

ARTICLE II

Objectives

The objectives of this club shall be:

- a. Improve the lives of women and girls
- b. Help women achieve economic and political equality
- c. Serve as a global voice for women
- d. Provide outstanding leadership development opportunities for women
- e. Enhance world peace and understanding

These objectives shall be implemented through strategic outcomes:

- a. Membership: Soroptimist will be a thriving, dynamic, progressive and relevant organization with members committed to the mission of improving the lives of women and girls in local communities and throughout the world.
- b. Program: Soroptimist's programs and efforts to raise awareness of women's issues will enable women and girls to lead better lives.
- c. Fundraising: Sufficient funds will exist for Soroptimist to accomplish its programmatic goals.
- d. Public Awareness: The world will know about Soroptimist and its efforts to improve the lives of women and girls

ARTICLE III

Members

Section 1. Membership Classifications.

- a. There shall be three classes of members as defined in Federation Bylaws: Regular; Retired/Unemployed; and Embarking Members, hereafter referred to as "active members." SIBLH will continue to recognize previously categorized 'Life Members' as honorary voting members of the club.

Section 2. Privileges of membership.

- a. All members whose participation meets the requirements set forth in these bylaws, may speak, make motions and vote.
- b. Only a Regular member in good standing may be elected to or retain office. Any member in good standing may serve as a delegate to federation convention, region conference, or district meeting.

Section 3. Admission to membership.

- a. Any member of this club may discuss membership with a prospect and propose for membership any individual considered eligible.
- b. A prospective member should attend at least four club meetings or two club meetings and one social event before joining.
- c. The new member shall be enrolled upon receipt of their acceptance of the invitation to membership, payment of the required fees and dues, and transmittal of Federation new member fees and Form 5008 to Federation Headquarters and to the Region Treasurer.

Section 4. Termination of Club Membership.

- a. The status of an active member shall terminate automatically one year after the member ceases to be eligible for active membership in the club unless said member holds an office within the Soroptimist organization, in which case active status may be retained until the completion of the term of office. Within the one-year period or completion of the term of office, the club Board may grant such member another type of membership for which eligibility has been established, upon written application of the member.
- b. Membership in the club may be terminated for any of the following:
 - 1a. Resignation;
 - 1b. Failure to fulfill financial obligations within 60 days after due date.

The board shall give 30 days written notice for reasons 1a & 1b above. The member shall have the opportunity to be heard by the board. The board may terminate by a two-thirds (2/3) vote. The decision of the board shall be final.

Section 5. Leave of absence.

- a. Special action by the Board of Directors may be taken when absence is due to prolonged illness and their action is warranted.
- b. A leave of absence may be granted by the Club for a period of not more than six months, in case of the applicant's illness, travels, temporary removal from the community or other just cause. (Note: a member on leave of absence must pay all mandatory fees and dues, less cost of lunches).
- c. Requests for leave of absence must be received by the President, in writing, prior to the next Board meeting and cannot be backdated. The Board on a case-by-case basis will review any extraordinary or emergency circumstances.

Section 6. Honorary recognition.

Honorary recognition may be given by a club to any person who has given distinguished and unusual service to the club, community, state, or nation; or who has contributed notably to the status of women. Any person so honored by the club shall have rights and privileges as granted by the club, but no official status at any level of the Soroptimist organization. After Board approval, there must be a two-thirds member approval by ballot at a regular Business meeting.

ARTICLE IV

Officers

Section 1. Elected Officers.

The officers of the club shall be President, President-Elect, First Vice President, Second Vice President, Recording Secretary, Corresponding Secretary, Treasurer and the immediate Past President as Director.

Section 2. Eligibility.

- a. All elected officers must be members in good standing.
- b. President must have previously held two Board positions.

Section 3. Term of Office.

All officers shall serve for a term of one year, can serve additional years in the same office.

Section 4. Removal from office.

The club currently does not have any procedures for removal from office.

Section 5. Vacancy in office.

In the case of a vacancy in the office of the President, the President-Elect shall become President. If a vacancy occurs in an office other than President, the board 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.

Section 6. Duties.

- a. The President shall act as Chairman of the Board and will preside at Board meetings and Club meetings. The President appoints all committees and acts as an ex-officio member of all Committees, except Nominating. The President shall within thirty days after taking office, appoint a financial review Chair. The President will make an annual report of progress to the club and represent the club at regional meetings and conferences and at Federation Conventions.
- b. The President-Elect shall assist the President in any way possible and should familiarize herself with all Soroptimist matters on club, district, region, federation and international levels. If the President should be absent or the office of the President become vacant between elections, the president-elect will preside or shall fill the vacancy. She will serve as the chair on the Nominating committee prior to her term
- c. The First Vice President shall act as chair of the Membership Committee.
- d. The Second Vice President shall act as chair of the Way & Means Committee.
- e. The Treasurer shall be responsible for funds received, pay bills, and serve as head of the Budget Committee. The Budget committee shall submit a budget to the club. The Treasurer shall prepare a monthly written report, which shall be read at the business meeting and at the Board meeting each month. By August 1st of each year, the Treasurer shall submit the books for review to the Review Committee. The Treasurer shall also order and pay for the past President's pin before installation. A committee of three club members appointed by the Board President shall audit the Treasurer's books within 60 days of the close of the fiscal year. The Treasurer shall not be bonded. The Treasurer shall inform the Board whenever any member is 90 days in arrears with dues.
- f. The Recording Secretary shall keep minutes of the Board and Club Business meetings.
- g. The Corresponding Secretary shall read the correspondence at Board and Business Meetings and handle replies.
- h. Delegates shall be appointed by the President: terms are 2 year and 1 year. Delegates will vote at Region meetings and Conferences and will serve as alternates at Federation Conventions if the President is unable to act as delegate.
- i. The Director will serve as a resource person on the Board with voting privilege.
- j. The President will appoint a Coordinator of Committees at the start of each year. The Coordinator will help committee chairs select members to participate and act as an advisor.
- k. The President will appoint a Parliamentarian from the membership. The member can be an Officer on the Board.

ARTICLE V
Nominations and Elections

Section 1. Nominating Committee

- a. The nominating committee shall be formed in February. It shall be composed of the President-Elect as chairman, one member appointed by the Board and one member elected by the membership.
- c. The committee shall invite each member to suggest names for consideration.
- d. The committee shall nominate one or more candidates for each office, delegate to be elected, and in the year of the Federation Convention, the federation delegate and alternates.
- e. The consent of the nominee must be obtained before the name is placed in nomination.
- f. The report of the nominating committee shall be read to the Club at the March business meeting or sent by electronic mail, if physical meetings cannot be held.

Section 2. Elections

- a. The election shall be held at the business meeting in April, at which time the report of the nominating committee shall be read again and additional nominations may be made from the floor. Email is acceptable for voting, if physical meetings cannot be held. The Parliamentarian should handle the process and be overseen by the President.
- b. Election shall be by ballot for any office for which there is more than one nominee. A majority vote shall elect. If no candidate receives a majority vote, voting shall continue on the two candidates receiving the highest number of votes.

ARTICLE VI Meetings

Section 1. Regular Meetings.

- a. The club shall hold regular meetings on the 1st and 3rd Thursdays of each month at noon.
- b. The annual business meeting shall be held in June.

Section 2. Regular Business Meetings.

- a. The club meeting on the 3rd Thursday of the month, is designated the business meeting.

Section 3. Special meetings.

- a. Special meetings may be called by the President with at least 48 hours notice to be delivered in person, in writing, by telephone or by electronic mail, to each member of the club for any special meeting. The business to be conducted at any special meeting shall be limited to that mentioned in the notice.

Section 4. Annual meetings.

- a. The annual business meeting shall be held the 3rd Thursday in June of each year.

Section 5. Quorum.

- a. Fifty percent (50%) of the Active voting members in good standing shall constitute a quorum at any regular or special meeting to the club.

ARTICLE VII Board of Directors

Section 1. Composition.

- a. The Board of Directors will consist of the President, President-Elect, Vice Presidents, Treasurer, Recording Secretary, Corresponding Secretary, and the immediate Past President as Director.

Section 2. Duties.

- a. The Board has the administrative authority over the affairs, funds and property of the Club.

Section 3. Regular Meetings.

- a. Monthly Board meetings shall be held prior to the monthly business meeting of the club. Time and place shall be at the discretion of the President.

Section 4. Special Meetings.

- a. Special meetings may be called by the President and shall be called upon written request of at least '3' members of the Board. Notice of the meeting shall be given at least 24 hours beforehand in writing, in person, by telephone or by electronic mail. The business transacted at any special meeting shall be limited to that mentioned in the call.

Section 5. Quorum.

- a. A majority of the members of the Board shall constitute a quorum.

ARTICLE VIII Committees

Section 1. Club Committees.

1. Scholarships
2. Live Your Dream: Education & Training Awards for Women
3. Dream It, Be It: Career Support for Girls
4. Ways & Means
5. Laws & Resolutions

- 6. Public Awareness
- 7. Budget

Section 2. Responsibilities.

- a. Committees shall perform the duties set forth in these bylaws and such other duties as directed by the President, the Board, or as prescribed in the Club Procedures.

ARTICLE IX
Dues, Fees and Assessments

Section 1. Fiscal Year.

- a. The fiscal year shall be from July 1st through June 30th of each year.

Section 2. Annual Dues and Fees.

- a. The annual dues become due July 1. Annual dues are billed as part of the club’s monthly dues and will be sent to Federation by the Treasurer by July 1st.

Section 3. Assessments/Fines.

- a. The Club has elected to collect assessments/fines for brags, announcements, business advertisements, and any other opportunities as defined by the designated “Fine Mistress.”

ARTICLE X
Electronic Voting

Electronic mail (e-mail) is an acceptable form of voting for approval of minutes, Bylaws and Procedural changes and in the event that physical meetings cannot be held.

ARTICLE XI
Parliamentary Authority

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 these Bylaws, Desert Coast Region Bylaws and Procedures, SIA Bylaws and procedures, or Soroptimist International Constitution.

ARTICLE XII
Amendments

These Club Bylaws may be amended at any regular business meeting of the club by two thirds (2/3) vote of the members, provided written notice of the amendments has been given at the preceding business meeting or sent electronically to all members the same day the written notice was delivered.

SOROPTIMIST INTERNATIONAL OF BREA/LA HABRA
P.O. Box 521
Brea, California 92822-0521

____ Electronic Signature _____
Eloisa Sharp - Laws & Resolutions Committee

____ Electronic Signature _____
Shirley Stewart – President 2019-2020

Date: _____ June 2, 2020 _____