

PROCEDURES

SOROPTIMIST INTERNATIONAL OF BREA/LA HABRA

1. **Meetings:** Meetings are held on the 1st and 3rd Thursdays of each month from 12 noon until 1:15 pm and other meetings as scheduled.

- a. Meetings will be as follows:

First Thursday	Program Meeting
Third Thursday	Business Meeting

2. **General Operating Information:**

- a. Financial Operating Information

1. A minimum of \$2000.00 will be reserved in the general fund as working capital for the following year after all outstanding bills and fees have been paid.
2. A minimum of \$2500.00 will be reserved in the service fund as working capital for the following year to offset any costs for deposits for any fundraising events.
3. The Memorial Fund is a separate and unique fund account held with Edwards Jones Investments. This account is strictly used to fund scholarships for students as budgeted and with the criteria set forth by the Club. The fund performance is reviewed annually and may be transferred to another investment fund or company by a majority vote of the members. Members may contribute to the account in memory of loved ones or other occasions.

- 3 **Club Expectations of Active Members:**

We recognize that members are busy with professional and personal obligations. While attendance at meetings is expected in order to remain a knowledgeable member, we as a club understand that from time to time other obligations may require a member to miss meetings. We expect members will contribute by:

- a. Attending regularly scheduled meetings to the best of their abilities
- b. Participate in Club Committees and/or serve as Committee Chairs
- c. Attend Workshops, Conferences and Conventions often
- d. Participate in Club Service Projects
- e. Pay dues promptly
- f. Encourage and support community events that recognize women's achievements
- g. Support and promote Fundraising events.

4. **Assessments:**

- a. Members with a leave of absence are not responsible for new assessments voted for by the Club during their absence. They are responsible for monthly dues during their absence minus meal costs during their absence.
- b. With the exception of life members, all active members are responsible for the following regular assessments:
 1. Minimum **One** ticket purchased for each fundraising event.
 2. Any member RSVP'ing for an event with a cost and -not- attending will be billed for reimbursement to the club.
 3. Additional assessments as voted on by the Club.

5. **Monthly Dues:**
 - a. Monthly Dues are to be paid by the 10th of the month. Dues include all annual dues to the Federation and Region and meeting lunches. The amount will be reviewed and determined annually by the members with a majority vote
 - b. All active members are responsible for payments of all monthly dues.
 - c. Life members and honorary members pay for meals when they attend a meeting.
 - d. Guests will pay for their meal when they attend a meeting.
 - e. Prospective members will not pay for meals for two meetings attended. After two meetings, the individual will be considered a guest and pay for their meal when attending a meeting.

6. **Fines:** Members shall pay fines for infractions of rules, brags, and other announcements to be defined by the designated "Fine Mistress." The funds will be spent prior to each year-end at the recommendation of the Board.

7. **Attendance:** A member shall RSVP to the Hospitality Chair at least 3 days prior to a meeting.

8. **Materials for New Members:** Each new member shall be presented with the following properties:
 - a. Soroptimist pin, copy of Club Bylaws & Procedures and a copy of our Grace & Pledge.

9. **Delegate Expenses to Region Conference and Federation Convention:**
 - a. Region: (Annual)
 1. President and two (2) delegates (total 3 persons)
 2. Registration costs and meals.
 3. Registration costs for Leadership Training-all Officers.
 - b. Federation: (Every 2 years)
 1. Incoming President & Past President or delegates, as appointed by the Board – two (2) members.

 2. Registration costs and meals and possible hotel costs. A reasonable amount will be determined as each convention arises. No travel funds will be available. The Board has final approval.
 - c. The Federation delegates shall be the President & Past President and the alternates shall be elected at the business meeting in April. The two alternates for District and Region shall also be elected in April.

10. **Electronic Voting:** Electronic mail is an acceptable form of voting for any Procedural change provided all members are notified simultaneously and given adequate time to respond (72 hours).

11. **Amendments:** These Procedures may be voted on at any business, regular or special meeting, and require only a majority vote and no previous notice. Many of the motions made and passed in the course of business become Procedures of the club.

 Electronic Signature
 Eloisa Sharp — Laws & Resolution Committee

 Electronic Signature
 Shirley Stewart — President—2019-2020

Date _____ June 2, 2020 _____