

STANDING OPERATING PROCEDURES

SOROPTIMIST INTERNATIONAL Greater North Kitsap

Proposed 01/24/2016

1) New Members

- a) A new member is defined as an individual who has not previously held membership in the Soroptimist organization.
- b) The new member should be inducted at the first meeting after all her financial obligations have been met.
- c) There shall be an orientation meetings held for new members as soon as possible.

2) Officers and Directors:

Officers shall assume duties on the first day of July in each year and shall serve a term of one year. Each officer will be responsible to maintain an information binder addressing their duties and responsibilities.

- a) The **President** shall serve as chief officer, and using the Soroptimist Club Guide, shall:
 - i) Manage creation and completion of annual Club goals, with Board and member input;
 - ii) Chair the Board; ensuring Board members perform duties consistently and professionally;
 - iii) Preside over membership and Board meetings;
 - iv) Represent the Club internally and externally in a manner that showcases SIGNK as an integral part of the business and charitable community in North Kitsap;
 - v) Serve as spokesperson for the Club with media and others;
 - vi) Attend (or ensure another officer attends) events and meetings with civic and community partners.
 - vii) The President would be a non-voting member during Board and Business meetings only casting a ballot in the instance of breaking a tie.
- a) The **President- Elect** shall:
 - i) Assume duties of the President in her absence;
 - ii) Advise on special club events or activities, such as SIGNK community outreach projects. (This is different than larger events, such as Baubles, Boots, and Bags, which shall have committee chairs.)
 - iii) With a small committee, manage the public relations and marketing outreach of the club.
 - iv) Attend the SIA Convention.
- b) The **Vice President** shall:
 - i) Assume duties of the President in her absence;
 - ii) Serves as primary contact with Soroptimist International, and regional clubs; advises Board and membership on opportunities for further SIGNK involvement;
 - iii) Functions as primary link between the Board and all standing or current committees.
- c) The **Recording Secretary** shall:
 - i) Record minutes of membership business and Board meetings and distribute;
 - ii) Maintain historical records and documentation of club activities;
 - iii) With the President, develop and maintain a “President’s Book” which memorializes key decisions, events, and financial summaries from each year—and is passed from each outgoing president to the incoming president.

- iv) Prepare and distribute meeting minutes.
- d) The **Corresponding Secretary** shall:
- i) Handle routine Club correspondence, except that which is committee specific;
 - ii) Collects mail and distributes to appropriate committee or board member;
 - iii) Manages and distributes club email correspondence from the SIGNK email account;
 - iv) Works with Membership Chair to send notes and cards to members as necessary.
- e) The **Treasurer** shall:
- i) Make remittances required by Federation bylaws and standing procedures;
 - ii) Send out billing statements to each member for annual membership dues payments in May. Ensure all members have paid in full and on time, in coordination with the Membership Chair/Director—and report any members out of compliance to the Board.
 - iii) Responsible for accurate and timely accounting, reporting of Club finances, and oversight of program and committee budgets;
 - iv) Committees with budgets shall manage those budget details within strict guidelines and track all spending and revenues for SIGNK’s official records. The Treasurer shall track the larger line items of those budgets—or the budget as a single line item—rather than in detail.
 - v) The committee chair shall submit a final accounting of funds spent and funds raised to the Treasurer within 30 days of completion of the project for reconciliation with SIGNK’s operational budget.
 - vi) With Board direction, oversee development and execution of annual operating budget;
 - vii) Provide books for annual audit at Fiscal Yearend and at transition to new Board; assist the incoming Treasurer and incoming President in building the next year’s budget.
 - viii) Be responsible for club banking.
 - ix) The Board shall appoint two Directors as check signers for the year, generally the Treasurer and the President. Any check written for more than \$500 shall require two signatures, or pre-approval via email.
 - x) The outgoing President receives a gift from the club. The past president’s pin shall be ordered by the treasurer by April 1.
- g) The **Treasurer-Elect** shall:
- i) Assist Treasurer with collecting membership dues and meeting lunch funds at membership meetings or other SIGNK special events.
 - ii) Assumes the duties of Treasurer in her absence.
- h) The **Membership Chair/Director** shall:
- The Membership Chair/Director is charged with promoting recruitment and retention, by promoting growth and development within the club. Specific duties include:
- i) Coordinate active recruitment of new members through community outreach;
 - ii) Complete and submit new membership forms (5008) and changes (5010) to SIA;
 - iii) Update SI website with new member information;
 - iv) Acknowledge member milestones, such as birthdays and awards;
 - v) Update the SI Roster for the club, Northwestern Region, and the Federation;
 - vi) Chair and recruit a standing Membership Committee in order to:
 - (1) Create periodic, informal events to encourage current members to invite prospective new members to learn about SIGNK;
 - (2) Share membership and Club information with prospective, new, and ongoing members;
 - (3) Plan and execute ceremonies, such as new member inductions;
 - (4) Develop and provide new members with an orientation packet and mentorship support;

- (5) Two members of this committee shall act as Ombudswomen to resolve any member-to-member conflicts that cannot be reasonably resolved by the affected parties.
- i) The **Program Chair/Director** shall:
 - i) With the Board's input, develop a year-long program of Club activities;
 - ii) Maintain an up-to-date Club calendar;
 - iii) Seek input from membership to see if anyone requires time at an upcoming meeting, then coordinate with the President to create each agenda,
 - iv) Recommend and organize the program for monthly meetings, scheduling speakers, honored guests, and ceremonies such as new member induction and check presentations;
- j) The **Past President** shall:
 - i) Perform the duties of President in the President's and Vice President's and President Elect's absence;
 - ii) Attend committee meetings in the event the President and Vice President and President Elect cannot attend;
 - iii) Attend Board meetings and serve as an advisor to the Board;
 - iv) Take on special projects, at the request of the President, such as updating the Bylaws.
- k) Additionally, the Club shall nominate a **Delegate**, a non-voting position that serves as advisor to the board and membership. The **Delegate** shall:
 - i) Attends Area, District, Region and National Conventions as a SIGNK representative.
 - ii) Reports to club after attending conferences or conventions on important agenda items and events.

3) MEETINGS

- a) The meetings shall open at 12:00 p.m. In the event that the President is not there at that time, the President Elect is to start the meeting. If and when the President arrives she will then assume the chair. Members should make an effort to be on time, especially when a speaker is scheduled
- b) Meetings should adjourn by 1:30 p.m. Members may leave if unable to stay the full time. Speakers and guests at the head table should be introduced first. Speakers shall have approximately twenty minutes for a presentation, including an optional question and answer period. They should be so advised at the time of invitation. They should also be informed that some members may find it necessary to leave early.
A certificate of appreciation may be given to the guest speaker(s) with a letter of thanks sent later.
- c) Anyone wishing to make a committee report or an announcement shall notify the President before the meeting so that it can be included in the agenda.
- d) Protocol for seating at meetings is as follows:
 - i) Business meetings: The President sits to the left of the podium, the President Elect, Treasurer and Assistant Treasurer at her right, the Recording Secretary and Corresponding Secretary at the left and if a parliamentarian is appointed she sits to the left of the podium. Any vacant seats at the head table may be filled by the Directors.
 - ii) Program meetings: The speaker or speakers sit at the Program Chair's right who shall be seated to the right of the President. The President Elect sits to the right of the speaker ('s), if there is sufficient room. The President, if space is limited, and the President Elect should sit at the head table, and the remaining officers may sit elsewhere. All vacant seats may be filled by Directors.
- e) If any member requests a written ballot on a motion, it shall be provided.

4) COMMITTEES

- a) After the election in May, the incoming President should ask members for their preference on committee assignments by June 15.
- b) To provide continuity, it is highly recommended to have at least one member of each major committee serve on that committee in the following year, preferably a Past Chair. It is highly recommended that club members work on a committee for no longer than two consecutive years. This is to encourage involvement in other aspects of the club.
- c) A chair that does not function as required by the duties of her committee may be replaced by action of the President.
- d) The committee chair should make a written report to the Board of Directors before the next Board Meeting.
- e) The committee chair or designated member shall keep minutes of the committee meetings.
- f) The Board of Directors should not override a committee proposal unless it is felt to be out of order or in conflict with club or higher law. Committees are independent of the Board and have the right to propose to the club anything that a majority of the committee believes to be a good idea. The committee should always inform the President that it intends to present something and request that it be placed on the club business meeting agenda.
- g) The President shall assign new members to committees, of their choice, at the time of their induction into the club.
- h) All materials and records for each committee must be returned to the incoming President prior to installation.

Standing Committees:

It is the responsibility of any committee chair to create and maintain procedures for any major fundraisers and for the standing committees in order to provide continuity.

i) Fund Raising Committee

Purpose: To identify ways in which our club can raise monies.

- (1) There are no bad ideas (except those that are illegal, immoral, or unethical)
- (2) The Fund Raising Committee doesn't have to implement the fund raisers, but it does have to outline the idea completely enough that a Task Team can implement it effectively and efficiently.
- (3) The Fund Raising Committee researches ideas and estimates resources needed to successfully implement, as well as potential funds raised.
- (4) Committee would explore whether any downtown galleries would be willing to have a special preview for our event.
- (5) Committee would estimate budget, including promotional costs and potential revenues raised
- (6) The Fund Raising Committee solicits ideas from members, from other clubs, from other non-profits.
- (7) The Fund Raising Committee recommends ideas which raise money and have a high fun factor!

ii) Fund Giving

Purpose: To allocate monies the Board designates as 'giving money,' in a manner which meets the mission and goals of the club and SI.

- (1) Before seeking any qualified candidates or organizations, the Fund Giving Committee sets goals or percentage targets of giving in key areas, including

- (a) Dream It, Be It Award
- (b) Lynne Martin Scholarship
- (c) Live Your Dream
- (d) Worthy local organizations, which improve the lives of women and girls
- (2) The Committee creates (or follows) the calendar-structure which allows potential candidates plenty of time to apply for grants and gifts.
- (3) The Committee publicizes the calendar.
- (4) The Committee ensures that the selection and award process are fair and impartial.
- (5) The Committee schedules and publicizes awards to successful candidates.

iii) **Fun Making**

Purpose: To ensure active membership in SIGNK is fun.

- (1) The Committee periodically creates events and gatherings for members to interact with little or no agenda.
- (2) The Committee watches to ensure members are included, not excluded
- (3) The Committee strives to understand what individual members identify as ‘fun,’ knowing that not all have the same definition.
- (4) The Committee identifies hands-on service projects that allow members to work together for the greater good of the community, and to have fun making connections
- (5) The Committee seeks feedback from member to evaluate the activity.

iv) **Friend Making**

Purpose: To build relationships among the members and among similarly minded organizations.

- (1) The Committee works with the Membership Director to
 - (a) Identify potential new members
 - (b) Invite potential new members to gatherings
 - (c) Connect with potential new members, and recommend them for membership—or not
 - (d) Pair new members with seasoned ones in a Buddy program
 - (e) Watches for ‘creep’—any member who seems to begin backing away from attending or engaging in gatherings—and re-engages that member, when possible
- (2) Seeks to understand why former members chose to leave SIGNK, and recommend changes to the Board as warranted.
- (3) Identifies opportunities for the club to partner with, or connect socially with, other SI groups, other charitable organizations, or other local groups for mutual benefit—as well as to build strong relationships.

5) Nominations and Elections

- a) Nominating Committee of three active members in good standing shall be formed as follows in February and introduced to the club at a March meeting:
 - i. The President shall appoint the chair;
 - ii. The Board shall elect a second member;
 - iii. The club shall elect the third member.
 - iv. Only one member of the committee may be a member of the Board of Directors.
- b) The committee shall invite each member to suggest names for consideration at a March meeting.
- c) The committee shall nominate one or more candidate for each office after having provided a description of the positions’ responsibilities, as described in these by-laws.
- d) The consent of the nominee must be obtained before the name is placed in nomination.
- e) The Nominating committee’s slate shall be read to the club at the April general meeting.

- f) The election shall be held at the general meeting in May. The report of the Nominating committee shall be read again, and additional nominations may be made at this meeting.
- g) Elections shall be by ballot for any office for which there is more than one nominee. The current President and Nominating Committee Chair will administer balloting.
- h) New officers shall be announced no later than May 31. A joint new- and outgoing-boards meeting shall be scheduled in June for a smooth transition of work. Both new and outgoing treasurers shall work with the incoming President to create a budget for the next fiscal year; the new budget will be ready for Board approval at its first official meeting in July.
- i) The outgoing President and outgoing Secretary shall update and complete the President's Book and compile any other necessary and helpful documents for the new President no later than June 15.
- j) Installation of new officers will take place in June. The new Board assumes its responsibilities on July 1.

6) Installation of Officers

At least one ex-president shall serve on the Installation Committee. The committee shall consult the incoming President as to her choice of installing officer, date and place of installation.

7) Lunches and Attendance

- a) Lunches are not paid for by the club unless it is a club guest (speaker) or a prospective new member's first meeting.
- b) Electronic invitations shall go out prior to a club meeting and an RSVP must be returned 24 hours in advance if a member will be missing a meeting or bringing a guest.
- c) If a member misses 3 consecutive meetings, a Notice of Leave should be made to the Club President who will notify the Membership Committee.
- d) When a member misses three consecutive regular meetings (not including leaves of absence), the membership committee will call the member.

8) General Suggestions for Newly Elected Officers

- a) Suggestions for the newly elected **President**:
 - i) By July 1, the retiring President shall turn over to the new President all materials pertaining to the office of President.
 - ii) All committee assignments shall be completed for the following fiscal year by June 30th.
 - iii) Prepare an agenda for business meetings and give copies to members.
 - iv) The newly elected President will write a letter of instruction to the Bank where the club's accounts are held to request a change of signers including naming the previous officers to be removed and each incoming officer's name and title. The letter should include all account numbers including the Reserve certificate of deposit.
 - v) The President will call the insurance office and obtain necessary paperwork to update those covered by a purchased Fidelity Bond to provide liability insurance for the Board of Directors.
- b) Suggestions for the **Treasurer and Co-Treasurer**
 - i) The Project Fund shall retain a minimum of \$2000 at the beginning of each fiscal year to fund that year's upcoming fund raisers.
 - ii) Finance Committee will be responsible for retaining all financial records in one place, SIGNK storage locker.

- iii) Treasurers will provide the Financial Review Committee with the check registers as well as the year end cash flow reports and bank statements with the reconciliation and outstanding checks report for the yearend financial review.
- iv) Treasurer will deposit any funds collected as “Happy Bucks” , a designated fund to offer financial assistance to active members’ dues, into the General Fund.
- c) Suggestions for the **Secretary**
Secretary will purchase a book designed for the President’s Book early at the fiscal year and subsequently, she will include required documentation such as minutes, treasurer reports, any written reports to the board, etc.

9) Funds

- a) Community Contribution Requests
 - i) The President receives the request, makes a copy and gives the request to the Chair of the Fund Giving Committee.
 - ii) The Fund Giving Committee will meet and discuss the request and make a recommendation to the board.
 - iii) The Board votes on the committee recommendation and the results are placed on the Club Business Meeting agenda as a request or a denial. If the request is denied and the committee elects to bring it to the club body, they may request permission to do so from the President.
- b) Fundraising Expenses
 - i) All receipts for a fundraiser expenses should be attached to a voucher supplied by the Treasurer and must be turned into her within a timely manner after the date of the purchase or the request shall not be reimbursed.
 - ii) Vouchers without receipts must be approved by the Board.
 - iii) Within 90 days following a fundraiser, a financial report will be given by the Co-Treasurer.
- c) Delegate Expenses
 - i) The following expenses may be paid: registration, transportation, mandatory meals, and housing for required meetings such as District Meeting, Region Conference, and Federation Convention and a set per diem for miscellaneous meals not covered in the Federation Call to Conference for the President and President Elect in the year the convention is held within the United States, Canada or Mexico. If the convention is held offshore, only the incoming President shall have all expenses paid.
- d) The President’s expenses for meetings and community events where the President is representing the Club will be paid out of the President’s General Fund budget line item.
- e) Scholarship awards
All scholarship related funds will be paid as a lump sum upon proof of registration, and submission of a current address to the Fund Giving Chair.
- f) Live-Your-Dream Award
The Live Your Dream Award will be paid to the recipient after she has provided the Treasurer any necessary tax related information, i.e. social security number.
- g) Reserve Fund
A Reserve Fund will be maintained in the amount of the Club awards as a contingency or for future projects of a larger scope.

10) Correspondence

- a) Club members sending correspondence on behalf of the club will use the club address: PO Box 1594, Poulsbo, WA 98370

11) Review of Standing Operating Procedures

- a) At the annual joint Board Meeting of the outgoing and incoming Board, the Standing Procedures will be reviewed by those in attendance.
- b) These Standing Procedures may be amended at any regular business meeting of the club by a simple majority vote of the voting members, provided notice of the amendment has been given at the preceding business meeting.

12) Club Dues and Fees

- a) Annual local club dues shall become due to SIGNK on June 1 of each year and must be paid to Soroptimist International of the Americas by June 30.
- b) Dues are set annually, with any increases noticed to the membership no later than 60 days prior to implementation.
- c) Annual dues are shared by the local club, Northwest Region, SI of the Americas, and Soroptimist International. Soroptimist International charges reinstated members an additional \$10.00. SIGNK charges an additional \$10.00 late fee for any dues received after June 30.
- d) Any member dues not received by July 31 shall be considered in arrears, and the member shall no longer be in good standing.
- e) The fiscal year of the club shall be from July 1 to June 30.

13) Termination and Removal from Office

- a) The following shall be reason for termination of membership in a club:
 - i) Resignation;
 - ii) Failure to fulfill financial obligations within 60 days of due date;
 - iii) Failure to maintain the requirements for membership;
 - iv) Conduct which adversely reflects upon the Soroptimist organization, and which violates the SIGNK Code of Conduct, part of Procedures.
- b) No membership may be terminated for reasons other than resignation without an opportunity for a hearing before the Board of Directors after 30 days' written notice to the member.
- c) The President and Membership Director shall study the facts and make a determination of whether there are sufficient grounds for termination.
- d) They shall present their findings to the full Board for discussion and a formal vote. Seven of the ten voting board members shall be required to vote for termination, unless a board member is absent and unavailable; in such a case, a vote of no fewer than six members shall decide the issue.
- e) The decision of the Board shall be final. Careful minutes shall be required of such an action, but they shall not be shared with the membership, out of respect for the individual under review.
- f) The club Board of Directors shall have authority to remove from office any elected officer, Board member or committee chair either for or without cause, whenever in the judgment of the Board the best interests of the club will be served.
- g) Removal shall occur only upon a vote by nine of the remaining directors then in office, exclusive of the person being removed, and only after the member is given an opportunity to be heard at a meeting of the Board of Directors.

14) Addendum:

- a) Code of Conduct