

**SOROPTIMIST INTERNATIONAL OF FORT COLLINS, COLORADO
DISTRICT IV, ROCKY MOUNTAIN REGION, SIA
CLUB PROCEDURES**

The Club Procedures for Soroptimist International of Fort Collins (SIFC) are a supplement to the Soroptimist International of Fort Collins Club Bylaws. Changes to the SIFC Procedures shall be presented at a regular Business Meeting for input and suggestions. The Procedures shall be approved by a majority of Board members in attendance at a regular Board Meeting.

ANNOUNCEMENTS, DISTRIBUTIONS AND EMAILS

Members are encouraged to make announcements and distribute materials at business and program meetings at a time designated by the club president. These shall be limited to:

- Soroptimist Programs of Service areas
- Community and non-profit organization information
- Personal concerns and successes

Members shall not make announcements and/or distribute materials for their private businesses or companies at Soroptimist meetings without approval from the club president.

Under IRS Section 501 (c)(3), "no substantial part of the activities of any Club shall consist of carrying on propaganda, or otherwise attempting, to influence legislation. No Club shall participate in, or intervene in (including the publishing or distributing of statements), any political campaign on behalf of (or in opposition to) any candidate for public office." "Each club shall be nonprofit, noncommercial, nonsectarian, and nonpolitical."

Emails to General Club Membership:

- Emails should comply with 501(c)(3) guidelines for tax exempt organizations. Any emails sent to general membership may not show evidence of bias that (a) would favor one candidate over another; (b) oppose a candidate in some manner; or (c) have the effect of favoring a candidate or group of candidates.
- Emails sent to general membership can not attempt to influence legislation, either at a local or at a national level. "Influence legislation" means an email that contacts, or urges the public to contact, members or employees of a legislative body for the purpose of proposing, supporting, or opposing legislation.
- Emails may distribute educational materials, or otherwise urge members to consider public policy issues in an educational manner.
- An exception to this would be forwarding any emails sent by SI or SIA.
- Any questions whether an email is appropriate to send to club membership as a whole should be directed to the Board for clarification.

ATTENDANCE

Members are encouraged to regularly attend SIFC program and business meetings and to participate in other Soroptimist meetings, such as:

- SIFC Board Meetings-open to all members unless otherwise designated
- Rocky Mountain Region District Meetings and Conferences
- Soroptimist International of the Americas (SIA) Conventions
- Soroptimist International (SI) Conventions

AWARDS AND RECOGNITIONS

SIFC shall annually present awards and also recognize individuals in the Fort Collins area. The Awards Night is usually held in February, which is the birthday month for the Fort Collins club, chartered on February 25, 1950. Awards and recognitions include the following:

- SIA Women's Opportunity Awards, with cash awards from the club Service Fund:

1st place – A minimum of \$1000.00 to the recipient with a framed certificate
2nd place – A minimum of \$500.00 to the recipient with a framed certificate

- SIA Violet Richardson Awards, with cash awards from the club Service Fund:
1st place - A minimum of \$500.00 to each the recipient and her selected organization with framed certificates
2nd place –A minimum of \$200.00 to each the recipient and her selected organization with framed certificates

The club shall pay reasonable transportation costs, as determined by the Board, for any club winner who is also selected as a Rocky Mountain Region winner if she is able to attend Region Conference to receive her RMR award in person. If unable to attend, the award will be accepted by a club delegate on her behalf.

- Making a Difference for Women Award honorees, with recognition via framed certificate(s). SIFC shall donate a minimum of \$1000.00 from the Service Fund to the Soroptimist International of the Americas (SIA) Club Giving in honor of the recipient(s).
- SIFC Living Her Dream Award, with a cash award from the club Boland Fund:
1st place - \$1000.00 to the recipient, a "Live Your Dream" pin, and a framed certificate
- SIFC Spirit of Soroptimist Award – This award will be given at Board discretion. The club member selected for this award shall be recognized by the club. The recipient is usually kept secret by the committee until the presentation is made at a meeting set by the Board. When possible, the committee shall be comprised of the three most recent winners of this award.

Note: Any winner who receives \$600.00 or more shall be required to complete an IRS Form W-9. An IRS Form 1099 shall be provided by the club treasurer to the appropriate award winners prior to the IRS deadline.

(See Awards Committee Guidelines)

BOLAND FUND

The Boland Fund was established in 1994 with a memorial gift from member Mabel Boland and increased by a gift in 1999 from member Fran Bigelow. This fund is presently managed by Waddell and Reed Financial Advisors. The club president, president-elect and treasurer are authorized signatories on this fund. Monies may be withdrawn for club service projects as recommended by the Board and approved by the club membership.

CLUB NOTEBOOK

Under the direction of the President, the Membership Committee and Soroptimist Orientation and Leadership Development Committee shall coordinate the annual updating of the club notebook. The notebooks are distributed to:

- All club members
- New members at the time of induction

COMMITTEES

The President-elect shall coordinate the Standing committees, and the Vice President shall coordinate the Programs of Service and Awards committees. All members are asked to serve on a minimum of two committees. Committee responsibilities shall be as outlined in Club Bylaws, in Club Procedures, or as directed by the Board. The President shall appoint committees as set forth in the SIFC Bylaws and may appoint committees deemed necessary by the Club President or Board.

PROGRAMS OF SERVICE AND AWARDS COMMITTEES

- Awards Committees
 - Living Her Dream
 - Making a Difference for Women
 - Spirit of Soroptimist (SOS)

Violet Richardson Award
Women's Opportunity Awards

- Programs of Service Committees
 - Friendship Links
 - Saturday of Service
 - Other committees as appointed by the President which improve the lives of women and girls

STANDING COMMITTEES

- Bylaws and Procedures
- Finance (sub-committee-Financial Review)
- Fundraising
 - Cartridges for Kids
 - Nuts & Candy/Butter Braids/Women's Bean Project
 - Used Book Sale
- Membership-Recruitment and Retention
 - S.O.L.D. – Soroptimist Orientation and Leadership Development
- Nominating
- Public Awareness
 - Club Blog/Website
 - Club History
 - Newsletter
 - Photographer and President's Scrapbook
- Newsletter Committee
- Photographer and/or President's Scrapbook Committee(s)
- Administrative Committees:
 - Dinner Arrangements
 - Additional committees as appointed by the President

(See *Awards Committee Guidelines and General Committee Guidelines*)

CREDIT CARD

SIFC may apply for and hold a business credit card. The card may be used as follows:

- Purchases must be for operating expenses only.
- Purchases must be approved by both the current President and current Treasurer.
- All credit card bills shall be paid in full immediately upon receipt of bills.

DUES AND FEES

A copy of the current dues structure shall be provided to each member annually by the Treasurer. Annual dues shall include the following:

- Soroptimist International dues as set by SI
- Soroptimist International of the Americas dues and fees as set by SIA which include annual dues, club liability insurance, and Founders Pennies
- Rocky Mountain Region dues as set by RMR
- SIFC club dues: \$72.00 per year for regular, retired and embarking members
 - \$72.00 per year for new members, joining 7/1 – 12/31
 - \$36.00 for new members, joining 1/1 - 3/31
 - \$18.00 for new members, joining 4/1 - 6/1

Members shall receive invoices for annual dues via mail, e-mail, or hand delivery from the Treasurer prior to May 15 each year. Dues shall be paid to the Treasurer no later than the third Tuesday of June (Program Meeting).

New members inducted between July 1 and September 30, and current members have the option to pay annual dues in two payments. The first payment, due the third Tuesday in June, shall include SI, SIA and RMR dues and, for new members, the SIA New Member Fee. The second payment is due no later than September 30 of each year and shall include SIFC dues per Club Bylaws and Procedures.

FRIENDSHIP LINKS

The Friendship Links for SIFC are SI/Oita, Japan; SI/Beppu, Japan; SI/Deniliquin, Australia; and SI/Moreno Valley, California. The club shall pay for one copy of the *SIA Best For Women* magazine to be sent to SI/Deniliquin, the only club Friendship Link which is not in SIA.

FUNDRAISING

Members are asked to participate whenever possible in fundraising projects which have been approved by club members. Members are also encouraged to seek out ideas for new fundraisers and present them to the Board for consideration.

GUESTS

The club shall pay for meals or refreshments through the Operating Fund for prospective members at their initial visit to a SIFC function. Members may contribute toward the cost of meals or refreshments for their guests.

Through the Service Fund, the club shall pay for dinner at a Program Meeting for the following:

- Winners of SIFC awards and special recognition and one guest per recipient
- Judges for Women's Opportunity Awards, Violet Richardson Award, Making a Difference for Women Award, and Living Her Dream Award
- Representatives of organizations receiving Service Fund donations
- Speakers, members of the RMR Board, or other special guests and one travel companion per speaker or guest
- Speakers' travel expenses, if requested and approved by the Board in advance

INDUCTIONS

At the time of induction, new members shall pay all dues and the SIA New Member Fee per Procedures.

At the time of induction or following induction, each new member shall receive:

- Club Notebook
- *Fort Collins Club History*
- A yellow rose
- A membership pin and certificate
- A Soroptimist name tag
- A mentor shall be assigned to each inductee. *See Mentor/New Member Guidelines.*

INSTALLATION OF OFFICERS

Installation of officers shall be held at the June Program Meeting. The installation ceremonies shall be planned and paid for by the incoming president. The incoming president, if she wishes, may select a theme to use for her year as president. The club shall buy and present a pin or comparable gift to the outgoing president at the installation.

INSURANCE

All members and volunteers, while acting at the direction of and within the scope of their duties for the club, are covered under a club liability insurance policy owned by SIA. Upon request, a certificate of insurance will be issued to the club for any specific function which the club may be sponsoring. The cost for individual members is included in club dues.

The club shall maintain an insurance policy under which signatories on club financial accounts (president, president-elect, and treasurer) are each bonded for \$10,000.

INTRODUCTIONS

Members customarily introduce themselves at Soroptimist meetings and events by: Name, Classification and additional information as requested by the presiding officer.

LEADERSHIP AND COMMUNITY MEETINGS

The President, President-elect, Treasurer and/or members as approved by the Board shall receive funds from the club to reimburse travel and meeting expenses to attend leadership meetings sponsored by Rocky Mountain Region. Board-approved expense reimbursements shall not exceed \$100.00 per participant.

Three voting delegates shall receive funds from the club when attending the Rocky Mountain Region Conference-the President, President-elect and an elected member at large. If the President and/or President-elect cannot attend, the club shall elect an eligible member(s) to serve as delegate(s). Board-approved expense reimbursements shall not exceed \$200.00 each.

In SIA Federation Convention years, the incoming President shall serve as the club delegate. If she cannot attend, the club shall elect another member to serve as delegate. Board-approved assistance for travel and meeting expenses shall not exceed \$750.00 unless pre-approved by the club.

Upon the discretion of the Board, funds may be made available to cover luncheon or other expenses for one club representative (to be named by the Board) to attend various community events.

MAIL BALLOTS

Mail ballots shall be used when deemed necessary by the Board.

Mail ballots shall be:

- Approved by the Board,
- Prepared by the Secretary and mailed to members with an enclosed self-addressed stamped envelope,
- Marked and signed in ink by the member, and
- Returned to the Secretary by the pre-determined deadline for Board tabulation.

MEALS AND RESERVATIONS

Meal reservations for Program Meetings are either automatically made for all members or as requested by the Dinner Arrangements Committee. Meal charges shall include meal, tax and gratuity.

- The deadline for cancellations is set by the committee.
- Cancellations and/or reservations for guests or members may be made by email or telephone.
- The Treasurer shall bill members for unused meal reservations which were not cancelled by the set deadline.
- The Treasurer shall issue a receipt for a member's meal if requested by the member.

MEETINGS

SIFC shall hold two meetings of the general membership each month from September through June as set forth in SIFC Club Bylaws: Business Meetings and Program Meetings.

Business can be conducted at a Program Meeting when deemed necessary by the club president, with the exception of elections and financial decisions, without prior notice to members.

MEMORIALS AND COURTESY

The club shall donate, from the Service Fund, memorials to the Boland Fund upon the death of a member as follows:

- Death of a member - \$50.00
- Upon direction of the Board, other courtesies may be extended.

The Courtesy Committee shall send written notification to members or families regarding memorial donations made by the club.

NEWSLETTER

Under direction of the club president, a newsletter (September-June) shall be produced and delivered via email, mail or in person to the following:

- All club members
- Prospective Members
- Friendship Link clubs
- Those determined by the club president and/or board

OBTAINING PAYMENT FROM CLUB TREASURER

Requests for reimbursements for club expenses must be presented to the Treasurer and Board for approval. Actual bills must accompany a Check Request form.

PRIDEFUL PIG

Income from the Prideful Pig shall be used to provide funds for "First Time Attendees" to attend District Meeting or Region Conference. Members may contribute amounts of their choosing to "brag" about things in their jobs or personal lives. The Board shall determine the amount to be distributed.

SERVICE FUNDS

During the club year, funds may be expended for various projects as approved by club members and as needed for club awards. The Finance Committee shall prepare a proposal for year-end donations. The distribution of additional donations shall be dependent on sufficient monies in the club Service Fund. The proposal shall be presented at the March Board Meeting. If approved, it shall be presented at the April Business Meeting for approval. Invitations shall be sent, in cooperation with the Courtesy Committee, to representatives of organizations receiving year-end funds inviting them to attend the May Program Meeting.

SERVICE PROJECTS

Members are asked to participate whenever possible in service projects which have been approved by club members. Service can include, but is not limited to:

- Soroptimist Saturday of Service (SOS)
- Human trafficking and domestic violence events
- Fundraisers for other non-profit organizations
- Projects to improve the lives of women and girls, locally and globally.

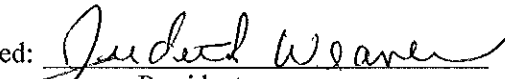
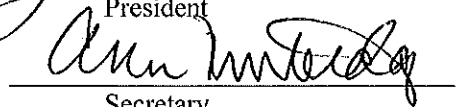
SOROPTIMIST NETWORKING

Members shall strive to positively represent Soroptimist in the community. Whenever possible and appropriate, members shall:

- Wear Soroptimist pins, Soroptimist name tags, and/or Soroptimist shirts to community events
- Invite guests to club meetings, service projects, and fundraisers
- Use Soroptimist business cards or business card-stickers
- Distribute Soroptimist literature (brochures, newsletters, event advertisements) to friends, family and business associates

The Soroptimist International of Fort Collins Club Procedures were approved, as revised, at a Board Meeting on

Signed:


President

Secretary

On:

12.17.13