

SOROPTIMIST INTERNATIONAL OF WASHOE COUNTY

Charter Date: July 17, 2005

SECTION I NAME OF CLUB

The name of the club shall be Soroptimist International of Washoe County.

SECTION II TERRITORIAL LIMITS

The territorial limits of this club shall be the same as the territorial limits for the Sierra Nevada Region.

SECTION III OBJECTIVES

The Soroptimist objectives shall be:

- A. to maintain high ethical standards in business, professions and other aspects of life;
- B. to strive for human rights for all people and in particular, to advance the status of women and girls;
- C. to develop a spirit of friendship and unity among Soroptimists of all countries;
- D. to quicken the spirit of service and human understanding;
- E. to contribute to international understanding and universal friendship;
- F. to develop interest in community, national and international affairs;
- G. to assist in developing the highest concept of patriotism and love of country.

These objectives shall be implemented by development of Programs of Service.

SECTION IV POLICY

It is the policy of Soroptimist International to be concerned with international and national issues that relate to its objects and programs. On matters of political controversy between nations, of party politics and of sectarian religion, Soroptimist International maintains a position of strict neutrality.

SECTION V MEMBERSHIP AND ENTITLEMENTS

A. Membership Qualifications and Definitions:

1. To qualify for membership of Soroptimist International a woman should:
 - a. be working in a profession or business or in an occupation of comparable status or responsibilities to those of a person working in a profession or business; or
 - b. be recently retired from or temporarily or permanently out of work from a profession or business or an occupation of comparable status or responsibilities to those of a person working in a profession or business; or
 - c. be embarking on a career in a profession or business or occupation of comparable status or responsibilities to those of a person working in a profession or business
2. Additionally, the person must live or work within the territorial limits of the club
3. Regular member shall be those members qualifying in V.A.1-2

B. Entitlements

1. Members whose financial obligations to the club have been paid current and whose participation meets the club's requirements shall be considered in good standing.
2. Members who have met participation and financial requirements may speak, make motions and vote.
3. A Regular member in good standing may be elected to, or retain office in the federation, region, district or club or serve as a member of any Board or serve as a delegate or alternate to any convention, conference or district meeting.
4. Members may serve on all committees.
5. A member shall not hold more than one elected office within the Soroptimist organization. The following are not considered elected offices: Parliamentary, non-officer delegate to federation convention, region conference or district meeting, or region delegate to Soroptimist International Board meeting, any advisor, coordinator or committee chair or member (including the nominating committee) serving Soroptimist International, the Federation, region or club.
6. A member may belong to only one Soroptimist club.
7. A member may transfer membership to another club if the business or residence is located within the territorial limits of such club. The club in the new location shall accept a transferred member upon receipt of written verification from the former club that all financial obligations have been satisfied. If the territory of a new club includes the business, profession or residence of a member, such member may retain membership in the original or may transfer membership to a new club.

SECTION VI ADMISSION TO MEMBERSHIP

A. Proposals

1. Any member of this club may propose for membership any individual meeting eligibility requirements as stated in Section V, A.
2. A member may discuss membership with a prospective member prior to the club's issuance of the official invitation to membership.

B. Procedure

1. A proposal for membership shall be submitted to the coordinator of the recruitment and retention sub-committee. .
2. The sub-committee shall promptly meet to verify eligibility, determine classification when appropriate, and without delay, shall submit its report to the President.
3. The recruitment and retention sub-committee shall submit the proposal to the Board of directors at the next regular or special Board meeting.
4. If a majority of the Board concurs, an invitation to membership shall be extended.
5. The invitation shall remain open for ninety days, but may be extended by vote of the Board.
6. The new member shall be enrolled when the following conditions are met:
 - a. notice to accept the invitation to membership received,
 - b. new member orientation completed or scheduled for completion, and
 - c. payment of all required fees and dues received.

C. Attendance Requirements

1. To remain in good standing, a member must participate in committee activities.
2. Membership will be reviewed by the Board when the member has failed to participate in committee activities for a period of 6 consecutive months.
3. Optional: Members that attend all 12 monthly business meetings will receive recognition at the end of the fiscal year for "Perfect Attendance" by receiving a small placard to be hung at the bottom of the Club Member's name tag. For every year of perfect attendance, this number will increase by one.
4. Attendance at a Soroptimist board meeting, seminar, conference, district or federation meeting or by attending another Soroptimist club's monthly meeting can qualify as a make up for a missed business meeting.
5. Attendance will be kept by the Hospitality Sub-Committee and any make ups for absences will be coordinated and validated by the Hospitality Sub-Committee Chairperson(s). This "Perfect Attendance" award is for volunteer recognition purposes only and is not a requirement for membership.

D. Leave of Absence

1. A leave of absence may be granted by the Board to members in good standing for a maximum of 12 months.

2. A member on leave of absence may attend committee and Board meetings without breaking the leave. The member may also attend a club meeting should the opportunity present itself.
3. All mandatory fees and dues must be paid by a member on leave of absence.

E. Resignation of Membership

1. Resignation from this Club must be given in writing to the Recruitment and Retention Sub-Committee.
2. Resignation from Federation for the same year is not possible due to yearly dues having been paid.

SECTION VII BOARD OF DIRECTORS

A. The Board of directors shall be comprised of all elected club officers.

1. The responsibility of the Board shall be to facilitate the business operations of the club.

B. Board Meetings

1. The Board shall meet once a month prior to each regular club meeting. The monthly Board meeting schedule will be determined by the President and Board members.
2. The place of the Board meeting shall be determined by the President and Board members.
3. A special meeting of the Board shall be held at the discretion of the President after attempts have been made to notify all Board members.
4. A quorum of the Board shall be 51% of the elected Board.
5. Club members may attend Board meetings and participate in discussion when requested by the President or the Board, but may not make motions or vote.

SECTION VIII OFFICES AND DUTIES

A. Offices and Duties

All officers are members of the Board of directors and will attend Board meetings. Board meeting attendance shall be counted towards committee participation. In addition, any Board Member with three (3) unexcused absences from the regularly scheduled board meetings will be removed from office and replaced immediately. All Board members are expected to attend Region Conference and at least one District Meeting for the year (July 1 – June 30th). The Club will pay for the conference registration fee for any board member in attendance. In the event that the board member cannot attend, they may appoint a delegate or alternate to attend in their absence. At the board's discretion, a maximum of two

members of the Club may attend a District Meeting in lieu of Board Members at the Club's expense.

1. PRESIDENT

The President shall:

- a. be the chief officer
- b. facilitate the conduct of business of the club
- c. preside at meetings of the club and Board
- d. appoint all special committees
- e. appoint a Parliamentarian
- f. will serve as Director the subsequent year
- g. be ex-officio member of all committees except the nominating committee

2. VICE-PRESIDENT

The Vice President shall:

- a. champion and support all committees
- b. maintain close communication with each committee coordinator
- c. shall attend all service committee meetings as requested by the committee coordinator; all other attendance is at the discretion of the Vice President
- d. be ex-officio member of all committees
- e. perform such duties as arise from membership on the Board or as assigned by the President or the Board

3. TREASURER

The Treasurer shall:

- a. receive, record and deposit all club funds in the appropriate banks, savings and loan companies or investment companies
- b. sign all checks
- c. make remittance as required by federation bylaws and region procedures
- d. pay authorized bills
- e. submit a written financial report at each Board meeting, club/business meeting and at other times when requested by the President or the Board
- f. submit Form 5008 to federation and Sierra Nevada Region for new members, members who have resigned and members' address changes

4. SECRETARY

The Secretary shall:

- a. keep the minutes of the meetings of the club and the Board meetings
- b. maintain a roll of membership to determine who is eligible to vote
- c. submit to the club the minutes of the business and Board meetings
- d. be in charge of the general correspondence of the club
- e. review club correspondence at Board and business meetings

5. DELEGATE

The delegates shall:

- a. perform such duties as arise from membership on the Board or as assigned by the President or the Board
- b. be informed regarding matters on which a vote is to be taken and know how club members feel about such issues
- c. attend all district meetings and region conferences and vote on behalf of club members, speaking for their concerns
- d. provide complete information concerning all Soroptimist matters that affect the club and its members
- e. provide reports of general information regarding meetings and conferences to the Board and to the club

6. PARLIAMENTARIAN

The parliamentarian shall:

- a. Act as parliamentarian and advisor to the President and the Board as necessary, but is not a member of the Board and therefore not expected to attend all Board meetings.

B. Term of Office

- a. All officers of this club shall hold office for one year beginning July 1 and ending June 30.
- b. An officer that seeks re-election may only serve two consecutive terms.

C. Vacancy in Office

- a. All officer vacancies, other than President and Treasurer shall be appointed by the Board to serve out the remainder of the term.

D. Nominations and Elections

1. Establishment of the Nominating Committee

- a. The President shall appoint the coordinator of the nominating committee prior to the close of the March Business Meeting.
- b. The coordinator may recruit additional members for the committee.
- c. Only one member of the Board may serve on the nominating committee.

2. The Nominating Committee shall be responsible for

- a. the immediate solicitation of nominations for club officers,
- b. contacting the nominees to ensure willingness to serve,

- c. presenting an electronic synopsis of each candidate's experience and qualifications, to the membership prior to the elections, unless the candidate is running unopposed,
- d. presenting a ballot to the club for consideration and vote,
- e. conducting the election of officers at the May business meeting as follows
 - i. election shall be by ballot
 - ii. a majority vote shall elect, and
- f. determining guidelines for and executing the disposal of ballots.

SECTION IX COMMITTEES

- A. Each member, including Board members, shall serve on at least one committee of their choosing. In addition, all members shall actively participate in approved fundraising for the club coordinated through the Ways/Means committee.
- B. The Vice President and/or President shall determine committee allocations where shortfalls occur.
- C. No committee may exceed the expenditures authorized by the annual budget unless approved by the Board and membership.
- D. All monies collected by a committee must be submitted to the Treasurer immediately following the collection.
- E. Each committee shall have one coordinator who is responsible for:
 - 1. documenting the committee's procedures, decisions, expenditures, members' participation, and year-end report
 - 2. submitting the above documentation to the Board by the June Board meeting.
 - 3. submit periodic reports to the Board in writing when requested and then those reports shall be attached to the Board minutes
- F. Within 30 days of accepting a committee coordinator role, the coordinator(s) shall schedule a meeting of her committee to prepare a plan for the year and be submitted by the September Board Meeting
- G. Committees shall perform the duties set forth in these procedures and such other duties as directed by the President or the Board
- H. Each member of the Club will choose one of the following committees to serve on for the year (Service, Technical or Ways/Means):

1. Service Committee: (Women's, Youth, and Awards)

- a. Women's Issues Sub-Committee
 - 1) Since its founding in 1921, one of the aims of Soroptimist has been to improve the status of and make a difference in the lives of women. Each year, the sub-committee shall select the areas of focus to achieve these goals.
 - 2) Once the area of focus has been decided on within the sub-committee, the sub-committee will then propose

the area of focus to the Board, at which time a budget of expenses will be prepared and voted on by the Board.

b. Youth Issues Sub-Committee

- 1) Soroptimists have long been committed to opportunities and education for youth. This committee focuses on the needs of youth in the community through promotion of programs to enrich the lives of and further opportunities for youth.
- 2) Once the area of focus has been decided on within the sub-committee, the sub-committee will then propose the area of focus to the Board, at which time a budget of expenses will be prepared and voted on by the Board.

c. Awards Sub-Committee

- 1) Administer Soroptimist Foundation-sponsored Awards as permitted within the budget
 - i. Making proposals that include what the costs to the chapter will be, to Board and membership for vote as to which awards the chapter should participate in.
- 2) Live your Dream, Ruby and Violet Richardson Awards.
 - a. Award material distribution and publicity. Award materials and publicity information is available online (www.soroptimist.org).
 - b. Eligibility and judging. Guidelines are available online (www.soroptimist.org).
 - c. Presentation and awards dinner meeting
 - d. Submission of award recipients to SIA for national recognition. Deadlines are accessible online (www.soroptimist.org).
- 3) Fiat Lux and Margaret Hall Award of Excellence Awards.
 - a. These Club-based awards are awarded based upon budget availability.
 - b. Fiat Lux award is a memorial award created by the Club to celebrate the life of member, Katie Kelly, and to honor those that exhibit "good light" in the community, which includes an award of \$500.00 to the charitable organization of the recipients choosing.
- 4) Margaret Hall Award of Excellence is a memorial award created by the Club to celebrate the life of member, Margaret Hall, which includes meeting recognition, payment of one (year) membership dues and presentation of plaque and vase.

2. Technical Committee (Image, Administration, Recruitment and Retention, Hospitality):

a. 1. Hospitality Sub-Committee

The sub-committee plans and organizes club functions and social events to promote interaction and friendliness among members, cooperates with other committees to help make guests and new members feel welcome, and updates and distributes club roster information as follows:

- 1) Record attendance at monthly club meetings and maintain an accurate record of attendance for each member.
- 2) Work with committee coordinators to verify committee participation.
- 3) Record when a member's leave of absence begins and ends.
- 4) Inform the Board if the member does not resume regular attendance when the time expires.
- 5) Coordinate attendance and meal commitments with the meal provider.
- 6) Responsible to tell President if a quorum is met before voting occurs
- 7) Issue make-up slips to visiting Soroptimists.
- 8) Administer perfect attendance awards for members in good standing.

b. Administrative Sub-Committee

The Administrative Sub-Committee shall consist of at least 3 members and is responsible for:

- 1) The sub-committee reviews the club bylaws and updates from Federation, region, and club amendments annually and prepares any necessary amendments.
 - i. Club members may propose amendments to the bylaws.
 - ii. Present proposed amendments to the Board.
 - iii. Present proposed amendments to the club for vote.
- 2) The sub-committee is considered the authority on bylaws and should assist all officers, committees and members in interpretation of the bylaws. The appropriate federation or region committee shall be consulted regarding additional clarifications.
- 3) The sub-committee is in charge of devising the budget and shall
 - i. submit proposed operating and service budgets for the upcoming year at the May meeting which, subject to revision, be presented for adoption at the June business meeting,
 - ii. report to the Board, at least quarterly, on the state of the budget, and
 - iii. arrange for the archival and retention of club business and financial records.

c. Recruitment & Retention Sub-Committee

The Recruitment and Retention Sub-Committee is responsible for:

- 1) reviewing applications of proposed members for eligibility and for recommendations to the Board,
- 2) planning and conducting the induction of new members,
- 3) providing new member orientation, and
- 4) helping members become and remain active.

d. Image Sub-Committee (Newsletter, Photo Scrap Book, Public Relations, and Archives)

This sub-committee is responsible for:

- 1) preparation, publication, and distribution of the club publication media,
- 2) preparation of the annual Photo Scrap Book,
- 3) conducting the Year in Review,
- 4) developing public relations for the club in the community,
- 5) obtaining publicity for all club activities and events, and
- 6) archival of committee and club public relations materials

3. Ways and Means:

The Ways and Means Committee is responsible for:

- a. organizing and planning of all fundraisers for the club, including support from club members
- b. archival of all committee records including all donations and fundraising events
- c. supply the Treasurer and Board with all financial records maintained for fundraising events.

4. Special Committees

A special committee from time to time may be appointed to handle some certain piece of work and only that work. Upon completion of that work and after a report to the club, the special committee automatically ceases to exist.

SECTION X MEETINGS

A. Regular Club Meetings

1. Unless otherwise ordered, meetings of this club shall be held the evening of the second Tuesday of each month.
2. The Board of Directors may choose at the beginning of the club year to change the day of the meeting if it falls on a Holiday or Holiday week.

B. Place of Meeting

1. The place of the regular meetings of this club shall be determined by the club.
2. Should a regular club meeting be scheduled for a location other than the regular meeting location, the following procedures will apply:

- a. The date and location of the meeting will be announced by SIWC via e-mail or by regular mail to those members who do not have e-mail as soon as possible.
- b. If the date and location is changed for a future meeting, the attendance sub-committee will post a sign at the regular meeting and will include the date and location of the future meeting change.

C. Quorum

1. A quorum of any regular meeting of this club shall be 60% of the members in good standing.

D. Special Meetings

1. Any special meeting of this club shall be held only after at least 48 hours of notice in person, written, electronic or telephone contact to each member of the club.
1. E. Attendance by Teleconference or PhoneMembers may be authorized by the President to attend regular business meetings by teleconference or phone due to illness or special circumstances.

SECTION XI FEDERATION, REGIONAL, AND DISTRICT MEETINGS

A. Delegates

1. The Board may determine the club delegate to the Federation Convention and costs for the delegate will be paid for by the club. Any money budgeted for, and not used by, the delegate may be shared among club members also wanting to attend the Federation Convention.

B. District Meetings

1. All first time attendees at a District meeting may have their conference fee only paid for by the club if allowed by the current year budget.

C. Reimbursement

1. The club may defray convention expenses of all delegates in amounts to be recommended, subject to the Board's review before final approval by the club.

SECTION XII FINANCE

A. Club Dues and Fees

1. The annual dues of the club shall be:
 - a. Members will pay dues in the amount recommended by the board and approved by the membership at the May business meeting. The

amount will not exceed \$35 more than the fees flowed down from Federation and Region. . Dinner fee is separate.(A.9)

2. If Federation dues increase, club dues will increase by the greater of either the Federation increase or 3%.
3. Dues for new members shall be as follows:
 - a. New members joining between July 1 and December 31 will pay the annual membership dues plus \$30. This includes additional fees for a Federation new member fee and local club fee, name badge, pin and club materials.
 - b. New Members joining between January 1 and June 30 will pay regular annual membership dues plus \$30, less any Federation proration. .
4. Dues as stated above include region dues and fees, federation dues and fees, Founders Pennies and the federation assessment per capita for club liability insurance and the federation magazine.
5. Dues are payable annually not later than the June business meeting. Alternate payment schedules for member convenience must be pre-approved by the Board.
6. Once payment of dues has been made there will be no refunds issued.
7. A \$25.00 late fee shall be assessed all delinquent dues not paid by June 15th of each year. The fee may be waived by the Board due to extenuating circumstances.
8. Delinquent dues are also subject to a \$10.00 reinstatement fee assessed by Soroptimist International of the Americas.
9. All members shall pay a meeting/dinner fee when attending monthly club meetings whether or not they choose to eat, as these fees also secure our meeting space.

B. Financial Review

1. An audit committee shall be selected by the club President each July and shall provide an audit report of the Treasurers' books using federation guidelines within 120 days of the prior fiscal year. Upon completion, the report will be submitted to the Board and the membership at the November Board and business meetings.
2. The Treasurer shall ensure that the IRS 990 report is prepared and filed by the November 15th deadline. The Treasurer shall also ensure that all necessary State of Nevada documents are filed to maintain the Club's tax exempt status.
3. The Administrative Sub-Committee, in conjunction with the Treasurer, will submit an annual budget at the August business meeting for approval by the general membership. No committee may exceed the expenditures authorized by the annual budget unless by prior consent of the Board.
4. All monies collected by any committee shall be paid to the club Treasurer.

SECTION XIII CLUB ROSTER

- A. The club Roster shall not be reprinted or distributed in any way to individuals or groups outside the club without prior approval of the Board.
- B. The club fundraiser database shall not be reprinted nor distributed in any way, except for Soroptimist sanctioned purposes, to individuals, groups or organizations outside the club.
- C. The Soroptimist International of Washoe County fundraiser database shall include any and all sources of donor and participant information, including but not limited to, checks, raffle tickets, entry tickets, registration lists and thank you letters.

SECTION XIV DISCIPLINE

- A. Membership is considered to be in jeopardy whenever a member is absent without leave and has not met the club's participation requirements.
- B. When the hospitality coordinator informs the Board that a member has failed to maintain the required participation, the Board may direct the hospitality coordinator to notify the member that membership is in jeopardy unless regular participation is resumed.
- C. The member may appear before the Board to explain the absence. If attendance is not resumed nor a satisfactory explanation furnished to the Board, the Board shall institute termination proceedings of membership.
- D. Whenever a member fails to meet financial obligations, the Board shall be notified. Upon receiving notification, the Board shall notify the member to satisfy the obligation within 30 days. Failure to do so will result in termination of membership.

SECTION XV PARLIAMENTARY AUTHORITY

The rules contained in the current editions of "Robert's Rules of Order, Newly Revised" shall be the parliamentary authority for all matters not specifically covered in these bylaws, Sierra Nevada Region Bylaws and handbook, Soroptimist International of the Americas Bylaws and procedures or Soroptimist International Constitution.

SECTION XVI AMENDMENT OF CLUB BYLAWS

These bylaws may be amended by a two-thirds vote of the club membership in good standing. Members must be given 30 days' notice of proposed amendments and one (1) meeting for discussion.

If any amendment to the Soroptimist International Constitution, Soroptimist International of the Americas Bylaws and procedures or Sierra Nevada Region Bylaws and procedures makes a corresponding amendment to these bylaws necessary, these bylaws shall be amended automatically without further action by the club.

Document Revision History:

Revision #	Date Approved	Summary of Changes
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0	August 16, 2005	Original Adoption
1	March 20, 2006	--
2	July 10, 2007	--
3	January 8, 2008	--
4	April 8, 2008	--
5	July 8, 2008	--
6	January 13, 2009	--
7	May 12, 2009	--
8	February 8, 2011	--
9	September 13, 2011	--
10	June 5, 2012	Consolidate/Reorganize Committees.
11	June 8, 2015	1- Revise member types to only Regular in line with SIA; 2 – Dues increase; 3 – multiple administrative changes; 4 – allow electronic voting.
12	May 9, 2017	1 – Dues increase and move dues approval to business meeting; 2 – allow audio-visual meeting participation with prior approval.