

Soroptimist International of Tahoe Sierra Club Bylaws



Article I — Name of Club

The name of this club shall be Soroptimist International of Tahoe Sierra.

Article II — Policy and Parliamentary Authority

These bylaws do not limit the activities of the club.

At any meeting the bylaws may be suspended by a majority vote or they may be amended or rescinded by a two-thirds vote of those present. If thirty days notice of the proposed action was given, the bylaws may be amended or rescinded by majority vote.

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, Sierra Nevada Region Bylaws, Soroptimist International of the Americas (Federation) Bylaws or Procedures, or the Soroptimist International (SI) Constitution.

Article III — Admission to Membership and Termination of Membership

Section 1 – Any person of this club may propose for membership any individual that is considered eligible. Classes and definitions of membership shall be as follows:

A) Article IV, Section 2 of the SI Constitution reads:

“Section 2. (i) 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.”

Members meeting the above criteria shall be termed “regular members.”

B) Each member actively engaged in a profession, business, or occupation shall be classified. The classification shall be that which governs the principal and recognized activity of the firm, company, governmental entity, or institution with which such individual is connected.

C) Those members meeting the definitions of the “active life” or “retired life” classes of membership, as described in the 1999 bylaws and who were so designated by the Federation prior to July 1, 2001, shall, if they choose, retain life membership for their lifetime.

Section 2 – A proposal for membership shall be submitted to the chairperson of the Recruitment & Retention Committee whose committee shall verify eligibility and determine classification and submit its report to the board of directors.

Section 3 – A majority vote of the board members shall be required to approve a recommendation for proposed membership.

Section 4 – Upon board approval of the Recruitment & Retention Committee’s recommendation to invite a proposed member, the procedure shall be:

The sponsoring club member shall issue a personal invitation to the proposed member and the Recruitment & Retention Committee chairperson shall provide her with information about Soroptimism and club orientation.

Section 5 – The new member shall be enrolled upon receipt of the acceptance of the invitation to membership, payment of all required fees and dues, and induction at a club meeting.

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Section 6 – A member, who moves from the territorial limits of another club or from another club within this club’s territorial limits, shall be granted membership in Soroptimist International of Tahoe Sierra upon receipt of written recommendation from her original club board indicating current membership in good standing. The General Fund Treasurer will contact the transferring club for the required Form 5010, and accordingly, create the Form 5010 when a Soroptimist International of Tahoe Sierra member transfers to another club.

Section 7 – Involuntary termination of membership will be accomplished according to “Roberts Rules of Order Newly Revised.”

Article IV – Entitlements

Section 1 – All regular members, whose participation meets the requirements set by these club bylaws, may hold office, speak, make motions, and vote.

Section 2 – Only a regular member in good standing can be elected to or retain office, serve on the board of directors, or serve as a delegate or alternate to any convention, conference, or district meeting.

Section 3 – A member shall not hold more than one elected office within the Soroptimist organization.

Section 4 – A member may belong to only one Soroptimist club.

Article V — Officers and Directors

Section 1 – The board of directors and elected officers of the club, who are voting members, shall be:

- President
- President Elect
- Vice President
- Immediate Past President
- Corresponding Secretary
- Recording Secretary
- General Fund Treasurer
- Service Fund Treasurer
- Directors (2)
 - 1) One Year
 - 2) Two Year
- Delegates (2)
 - 1) One Year
 - 2) Two Year

A regular member, appointed by the President, shall be:
Parliamentarian

Section 2 – Term of Office. All officers of this club shall hold office for one year with the exception of directors and delegates. Directors and delegates shall be elected for two years with one director and one delegate newly elected, for their two-year term, in each year.

Section 3 – Vacancy in the Office of President. In the event of a vacancy in the office of President, the President Elect shall become President. All other club officer vacancies shall be filled in the following manner. The board of directors shall act as the nominating committee and shall report the nominations at the next business meeting or at any special meeting called for this purpose. Nominations may then be made from the floor and the club shall elect.

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Article VI — Duties of Officers

President – The President shall be the chief officer and shall direct the conduct of the business at the club and board meetings. The President assumes leadership of the club July 1 and serves as an ad hoc member of all committees except the nominating committee. The president serves as a delegate representing the club's official position in voting matters at district meetings and regional conferences. The incoming President serving during the first year of a biennium shall be the club's official delegate to the Federation Biennial Convention. The incoming President serving during the second year of a biennium shall be the club's official delegate to the International Biennial Convention.

President Elect – The President Elect shall conduct the business of the club and preside at meetings of the club and the board in the absence of the President. She shall oversee the operation of the programs of service committees, morning breakfast speakers, and shall have such duties and powers as arise from membership on the board of directors or as assigned by the President. If funds are available the incoming President Elect may also attend the Federation Biennial Convention.

Vice President – The Vice President shall be in charge of and coordinate technical committee activities, as assigned to her by the President, and reports to and works under the direction of the President in this capacity. The Vice President shall assist in any way possible and work in cooperation with the President. The Vice President shall be responsible for submission of club award applications at the region or federation level. She should familiarize herself with all Soroptimist matters on club, district, region, federation, and international levels.

Corresponding Secretary – The Corresponding Secretary has charge of the general correspondence of the club, that is, correspondence not related to the work assigned to some other officer or to a committee. Each officer writes letters relating to her own work and the chairperson of each committee attends to the correspondence of their committee.

Recording Secretary – The Recording Secretary shall keep the minutes of the club and of the board; maintain a roll of membership; be custodian of the permanent records of the club; submit to the club the minutes of club business meetings and the recommendations of the board; and send out notices and carry on such correspondence as does not properly belong to the other officers.

General Fund Treasurer – The General Fund Treasurer shall receive, record, and deposit in the bank all general funds and delegate funds; furnish financial reports as required by the board and the club; prepare statements of income and disbursements for the fiscal year; cooperate with the Finance and Audit Committees for the timely completion of the club audit; pay general bills for authorized expenditures as provided for in the budget; send notices of financial obligations to members; provide for the President and board a monthly report of members whose financial obligations have not been paid; order the Immediate Past President's pin; and assist in the preparation of tax reports and required tax forms. The General Fund Treasurer shall balance the checkbook monthly with the bank statement and balance at the end of the fiscal year on June 30th, so the incoming treasurer will have a correct starting balance.

Service Fund Treasurer – The Service Fund Treasurer shall receive, record, and deposit in the bank all service funds; furnish financial reports as required by the board and the club; prepare statements of income and disbursements for the fiscal year; cooperate with the Finance and Audit Committees for the timely completion of the club audit; pay bills for authorized expenditures as provided for in the budget; and assist in the preparation of tax reports and required tax forms. The Service Fund Treasurer shall balance the checkbook monthly with the bank statement and balance at the end of the fiscal year on June 30th, so the incoming treasurer will have a correct starting balance.

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Immediate Past President – The Immediate Past President shall be a voting member of the board of directors and act in an advisory capacity on the board for a term of one year.

Directors – There shall be two directors who shall serve in an advisory capacity for two-year terms. One director shall be newly elected, for their two-year term, in each year. In the following year the director will move into a one-year position. It is recommended that directors shall have been a Soroptimist member for two years prior to becoming a director.

Delegates – There shall be two delegates who will represent the club's official position in voting matters at district meetings and regional conferences for two-year terms. In the event a delegate is not able to represent the club's official position in voting matters at district meetings and regional conferences the President will appoint an alternate delegate. One delegate shall be newly elected, for their two-year term, in each year. In the following year the delegate will move into a one-year position.

Parliamentarian – The Parliamentarian is never elected, she is appointed by the President. The Parliamentarian shall never be an officer or member of the board of directors, nor shall she have a vote. She must be impartial at all times. The Parliamentarian should be present at all board meetings and should be present at all club business meetings. It is the duty of the Parliamentarian, when requested, to advise the President on parliamentary law. She does not have the right to express an opinion unless she is asked to do so by the presiding officer. The presiding officer is not obliged to follow the advice of the Parliamentarian. The Parliamentarian gives an opinion when asked, but the presiding officer makes the ruling. The Parliamentarian cannot be deprived of her vote as a member at the club meetings.

Article VII — Board of Directors Meeting

Section 1 – The board of directors shall meet monthly, at a place designated by the President, on the Tuesday before the business meeting of the club.

Section 2 – Fifty-one percent (51%) of the voting members of the board shall constitute a quorum for a board meeting.

Section 3 Twenty-four hour notice, written or telephoned, shall be given to each board member for any special meeting.

Article VIII — Nominations and Elections

Section 1 – In March of each year a Nominating Committee, consisting of three voting members, shall be chosen in the following manner. The President shall appoint the chairperson of the committee, the board shall elect a second member to the committee and at the business meeting in March, and the club shall elect the third member to the committee. Only one member of the Nominating Committee may be a member of the board of directors.

Section 2 – Within ten days of election of the Nominating Committee, the chairperson shall invite each member to suggest, on a form provided by the club, names for consideration by the Nominating Committee. From the names suggested, and any additional names the committee proposes, the committee shall nominate one or more candidates for each office and for the required number of directors and delegates. The committee shall secure the consent of each nominee before announcing her as a candidate.

Section 3 – The report of the Nominating Committee shall be read to the club at the April business meeting, and any voting member, provided consent of the nominee has been previously obtained, may make additional nominations from the floor.

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Section 4 – The election shall be held at the May business meeting. The report of the Nominating Committee shall be read again at this meeting and any voting member, provided consent of the nominee has been previously obtained, may make additional nominations from the floor.

Section 5 – In the event that there is only one candidate for each of the offices to be filled, election may be by voice vote and a majority shall elect.

Section 6 – If there is more than one nominee for any office, the election shall be by written ballot and a majority shall elect.

Section 7 – In the case of a nominee declining, prior to election, the Nominating Committee shall reconvene and fill the vacancy.

Article IX — Club Meetings

Section 1 – Regular Club Meetings. The regular meetings of this club shall be held every Thursday of every month at 7:30 a.m.

Section 2 – Regular Business Club Meetings. The regular business meetings of this club shall be held the first Thursday of every month. When the business meeting is cancelled due to a holiday, or for some other reason, that business meeting will be held the following Thursday.

Section 3 – Notice of Special Meetings. Forty-eight hour notice, written or telephoned, shall be given to each member for any special club meeting.

Section 4 – Place of Meetings. The club shall determine the place of regular meetings for this club.

Section 5 – Quorum. Fifty percent (50%) of the voting members shall constitute a quorum.

Section 6 – Holidays. No meetings will be held on legal holidays.

Section 7 – Official Meetings. During the months of July and August, the official meetings of this club will be the business meetings.

Section 8 – Cancellation of a regular weekly club meeting shall be made by the President and requires a seventy-two hour notice to the meeting facility.

Section 9 – Children. Children are not permitted to attend meetings except in cases of emergency.

Article X — Program Committees and Subcommittees

The President and/or the club may establish additional program committees as needed during the year as she/they see necessary to work on special projects. The President will appoint committee members and chairpersons. Such special committees shall be established only for one club year and must be reorganized by the new President and club at the beginning of the next club year as so desired.

Article XI — Attendance Requirements

Section 1 – Members are encouraged to attend all meeting but there are no attendance requirements for meetings.

Section 2 – Perfect attendance will be determined for each club year, July 1 to June 30. The presentation of the perfect attendance certificate will be effected at the September business meeting. A certificate will be awarded after one year of one hundred percent (100%) attendance

A) In order to receive the perfect attendance certificate a member must attend a minimum of seventy-five percent (75%) of the regularly scheduled weekly club meetings. Make-ups may account for no more than twenty-five percent (25%) of the total needed for perfect attendance.

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Article XII — Financial Review

A committee of three regular club members, other than the treasurers being reviewed, shall be appointed by the board and shall review the treasurers' books within ninety days of the close of the fiscal year. In special circumstances the services of a certified public accountant can be utilized.

Article XIII — Club Fiscal Year, Dues, Fees, and Expenses

Section 1 – The fiscal year of the club will be July 1 to June 30.

Section 2 – Dues. Annual dues become due on May 1 of each year and delinquent on June 15 as follows:

Regular Members who are in good standing: \$110.00

Payments received for regular members after June 15 are subject to a reinstatement fee of \$10.00, for a total due of \$120.00.

All late renewals must be received by June 30 or application must be made for membership as a new member and pay new member dues accordingly.

New Members: \$155.00 (Includes \$45.00 initiation fee)

Persons joining the club between January 1 and June 30 of the year will pay prorated dues of \$125.00.

Life Members: Shall not be billed for any dues.

Dues notices each year shall include a detailed breakdown of Federation, Region, and club fees.

Section 3 – Fees. All attending members must pay for their breakfast, whether or not it is eaten. New members will receive a complimentary breakfast at the time of their induction to be paid from the Recruitment and Retention line item in the General Fund budget.

Section 4– Expenses.

A) The club shall defray the expenses of the President, delegate, and/or alternates attending district meetings and regional conferences in amounts to be suggested by the Finance Committee and approved by the club.

B) The club shall defray expenses for members attending district meetings or regional conferences at a rate specified by the Finance Committee and approved by the club.

C) The club shall defray the expenses of the President, delegate, and/or alternates attending federation conventions or international conventions in amounts to be suggested by the Finance Committee and approved by the club.

D) Monies shall not be advanced to members attending conferences, district meetings, or council meetings, unless eligible for expenses as stated above and suggested by the Finance Committee and approved by the club.

E) If a member registers for a conference or district meeting, and fees are paid on behalf of that member, and consequently, the member does not attend the function, for any reason, that member may be assessed the monies paid on their behalf. This may be reviewed by the board, on a case by case basis, and the board may decide on the abatement of the assessment.

Section 5 – Requests for Reimbursements. All requests for reimbursements must be submitted to the appropriate treasurer within thirty days of the expense.

Article XIV — Assistance to Newly Chartered Clubs

Soroptimist International of Tahoe Sierra will forward an amount determined by the club's current budget to all newly chartered clubs in the Sierra Nevada Region upon notification of their charter.