



Soroptimist International of Tahoe Sierra Club Bylaws

Article I — Name of Club

The name of this club shall be Soroptimist International of Tahoe Sierra, hereinafter referred to as SITS.

Article II — Object

Section 1 – To pursue the vision that women and girls have the resources to reach their full potential and live their dreams.

Section 2 – To improve the lives of women and girls through programs leading to social and economic empowerment.

Section 3 – To work in coalition with Soroptimist International of the Americas and Sierra Nevada Region.

Section 4 – These bylaws do not limit the activities of the club.

Article III — Members

Section 1 – SITS shall maintain a membership of individuals from the community who support the objectives of Soroptimist.

Section 2 – All members whose participation meets the requirements set by SITS bylaws may hold office, speak, make motions, and vote.

Section 3 – Any member in good standing may be elected to office.

Section 4 – A member is deemed to be in good standing if all requirements of these bylaws and standing rules have been met.

Section 5 – A new member shall be enrolled upon payment of a new member fee and all other required fees and dues.

Section 6 – Each member shall pay such dues and fees as the club, region, and federation may require. Dues are assessed on May 1, due on June 1 with a late fee of \$10.00 assessed if not received by June 25.

Section 7 – Failure to meet financial obligations may be subject to board action which may include termination of membership.

Section 8 – A member may belong to only one Soroptimist club.

Article IV – Officers and Directors and Delegates

Section 1 – The officers of SITS shall be a President, a President-Elect, a Recording Secretary, a Corresponding Secretary, a General Fund Treasurer, and a Service Fund Treasurer. In addition, two directors and two delegates are elected as voting members of the board. The Immediate Past President serves as a director and a voting member of the board.

Section 2 – The delegates are elected at the same time as the officers and directors. 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.



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Section 3 – Eligibility. Any member in good standing is eligible for any elected position. A member shall not hold more than one elected office within the Soroptimist organization.

Section 4 – Term of office. Beginning on July 1, following their election, all officers, directors and delegates shall hold office for one year or until their successors take office. No officer is eligible for more than two consecutive terms in the same office

Section 5 – Vacancies. 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.

Section 6 – Duties.

A. The president shall:

1. be the chief officer and shall preside at and direct the conduct of the business at the club and board meetings;
2. appoint a parliamentarian;
3. serve as an ad hoc member of all committees except the nominating committee;
4. represent SITS in all capacities;
5. serve as a delegate representing the club's official position in voting matters at district meetings, regional conferences and federation conventions when applicable;
6. be the club's official delegate to the Federation Biennial Convention during the first year of a biennium and;
7. be the club's official delegate to the International Biennial Convention during the second year of a biennium.

B. The president elect shall:

1. conduct the business of the club and preside at meetings of the club and the board in the absence of the president;
2. oversee the operation of the programs of service and technical committees and morning breakfast speakers;
3. attend the Federation Biennial Convention if funds are available and;
4. perform such other duties as pertain to the office or assigned by the president.



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D. The recording secretary shall:

1. be responsible for the official records of SITS;
2. record and distribute the minutes of all business meetings, board meetings, and special meetings of SITS;
3. maintain a roll of membership;
4. be custodian of the permanent records of the club;
5. send out notices and carry on such correspondence as does not properly belong to the other officers and;
6. perform such other duties as pertain to the office or assigned by the president.

E. The corresponding secretary shall:

1. take 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;
2. pick up and distribute the mail and;
3. perform such other duties as pertain to the office or assigned by the president.

F. The general fund treasurer shall:

1. deposit general and delegate funds in the financial institution as authorized by the board;
2. receive and disburse funds when properly requested and in compliance with the adopted budget;
3. provide monthly financial reports to the board and membership and at other times as directed by the president;
4. distribute annual dues notices;
5. be an ex officio member of the finance committee and cooperate with the finance committees for the timely completion of the club annual review of the financial records;
6. order the immediate past president's pin;
7. assist in the preparation of tax reports and required tax forms;
8. balance the checkbook monthly with the bank statement and balance at the end of the fiscal year and;
9. perform such other duties as pertain to the office or assigned by the president.

G. The service fund treasurer shall:

1. deposit service funds in the financial institution as authorized by the board;
2. receive and disburse funds when properly requested and in compliance with the adopted budget;

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3. provide monthly financial reports to the board and membership and at other times as directed by the president;
4. be an ex officio member of the finance committee and cooperate with the finance committees for the timely completion of the club annual review of the financial records;
5. assist in the preparation of tax reports and required tax forms;
6. balance the checkbook monthly with the bank statement and balance at the end of the fiscal year and;
7. perform such other duties as pertain to the office or assigned by the president.

H. The directors shall:

1. act as liaison between the membership and the board;
2. act in an advisory capacity on the board and;
3. be responsible for submission of club award applications at the region and federation level;
4. perform such other duties as assigned by the president.

I. The delegates shall:

1. represent SITS at all district meetings, region conferences, and federation conventions and provide a report to the membership;
2. 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 and;
3. perform such other duties as assigned by the president.

J. The immediate past president shall:

1. be a voting member of the board of directors and;
2. act in an advisory capacity on the board for a term of one year and;
3. perform such other duties as assigned by the president.

Section 6 – Discipline. The board shall have the authority to remove from office any elected officer or board member for failure to perform the duties of office or for conduct which adversely reflects upon SITS or the Soroptimist organization.

Article V – 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.



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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.

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 VI – Meetings

Section 1 – The regular meetings of SITS shall be Thursday of each week at 7:30 a.m. at a place determined by the board and approved by the membership. No meetings will be held on legal holidays. When the business meeting is cancelled due to a holiday, or for some other reason, that business meeting will be held the following Thursday. 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 2 – The first Thursday of the month shall be designated as the business meeting.

Section 3 – Special meetings may be called by a majority of the board or at the request of 20 members, provided at least 48 hours' notice either personal, telephone or by electronic means is given and shall include the specific item(s) of business to be considered at the meeting.

Section 4 – The quorum shall be 20 members in good standing at any business or special meeting.

Section 5 – Mail Ballot. A mail ballot may be authorized by a majority of the board when a full vote of the membership is desirable. The procedure for doing a mail ballot shall be detailed in the SITS standing rules.



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Article VII — Board of Directors Meeting

Section 1 – The board of directors shall consist of all elected officers and directors.

Section 2 – The parliamentarian, a non-voting member appointed by the president, shall advise the president and board on questions pertaining to parliamentary procedure and protocols.

Section 3 - The board of directors shall meet monthly on the Tuesday before the business meeting at a time and place designated by the president and approved by the board.

Section 4 – Special meetings may be called by the president or any three (3) board members with at least forty eight (48) hours' notice by telephone or electronic means and shall include the specific business to be considered at the meetings.

Section 5 – The quorum shall be a majority of the board which is defined as more than half.

Article VIII — Committees

Section 1 – Standing Committees. There shall be the following standing committees: finance, financial review, ways and means, recruitment and retention, programs, publicity, breakfast, communications and attendance. The duties of the standing committees shall be established in the standing rules.

Section 2 – Other Committees. Other committees as deemed necessary, standing or special, shall be appointed by the president with approval of the board. 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.

Section 3 – The president will appoint committee members and chairpersons.

Article IX – Finance

Section 1 – The fiscal year shall be July 1 through June 30.

Section 2 –Dues. Each member shall pay such dues and fees as required by the club, region, federation (Soroptimist International of the Americas) and Soroptimist International. At the April business meeting the finance committee will present a proposal for club dues and fees for the following year which will be voted on by the members at the May business meeting. Dues notices each year shall include a detailed breakdown of Federation, Region, International and club fees. Annual dues are assessed on May 1 of each year; due on June 1 and delinquent if not paid by June 25 at which time are subject to a reinstatement fee of \$10.00. Life members shall not be billed for any dues.

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 – Financial Review. The treasurer's books shall be subject to a financial examination by the financial review committee using procedures under generally accepted account principles within 90 days of the end of the fiscal year and at such other times as may be requested by the president or



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the board. A summary of the financial review shall be available to the members. In special circumstances the services of a certified public accountant can be utilized.

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.

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

Article X —Parliamentary Authority

The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall be the parliamentary authority in all matters not specifically covered in these bylaws and SITS standing rules.

Article XI — Amendment

Section 1 – These bylaws may be amended by a two-thirds (2/3’s) vote of the members at any regular business meeting provided notice of the amendment(s) was given at the preceding business meeting.

Section 2 – Amendment to these bylaws without a vote of the members shall occur when bringing the bylaws into conformance from SIA (Soroptimist International of the Americas) or SNR (Sierra Nevada Region).

Article XII — Dedication and Dissolution

Section 1 – The property of SITS is irrevocably dedicated to special welfare purposes and no part of the net income or assets of this organization shall ever inure to the benefit of any officer of member thereof or to the benefit of any private persons.

Section 2 – Upon the dissolution or winding up of SITS, all assets remaining after payment, or provision for payment, of all debts and liabilities of this organization shall be distributed to a non-profit fund, foundation or corporation which is organized and operated exclusively for social welfare purposes and which has established its tax exempt status under Section 501 (c) (3) of the Internal Revenue Code.