



SOROPTIMIST

Best for Women

Standing Rules

1. The voting body of the Conference shall be the Northeastern Region Board, the Presidents, the duly accredited Delegates or their alternates.
2. The Official Program and the Agenda shall be the order of the day,
3. All voting delegates must be seated in a designated section of the Conference Hall promptly at the opening of each session.
4. Those Delegates not answering the Roll Call at the beginning of each session, if tardy, shall be detained by the Credential Committee until duly recognized and recorded as voting Delegates for that particular session.
5. On a discussion a member shall rise, be recognized, address the Chair, and state her name and Club clearly.
6. A voting Delegate shall take precedence over an attending member in being recognized.
7. The first Delegate to rise shall be recognized, providing she has not already spoken on the question.
8. A voting Delegate may speak twice only on the same question for two minutes at a time.
9. A Soroptimist who is not a voting Delegate may speak once only on a question, for not more than two minutes.
10. All substantive motions shall be submitted in writing to the Chair on the prescribed form.
11. A voting Delegate may not leave the Conference session when there is a motion on the floor unless given permission by the Chair.

Northeastern Region Spring Conference 2006

The following Bylaw changes are put forth for your consideration and vote.

Copy of bylaws approved April, 2003 and revised 4/2/05 can be downloaded from website. Please bring a copy with you to conference.

Rationale for all changes: to streamline the bylaws as they pertain to Region board member and committee structure and responsibilities.

ARTICLE III

Elected Officers of the Region

Section 4: Vacancies:

Add Section:

(d) In the event of the temporary inability in any other office, other than Governor, the region board shall appoint a temporary replacement until that officer is able to resume duties. The temporary replacement shall have the same voting rights as the officer temporarily replaced.

Section 5. Duties:

Currently reads:

(C) Secretary: shall keep the minutes of region board meetings; shall mail a copy of minutes to each officer and region board member within 14 days of such meeting; any necessary corrections must be submitted to the Secretary with a copy to the Governor within ten days of mailing; shall be custodian of the records; shall give notice of meetings as directed by the Governor; shall submit such reports to the Federation as may be required by Federation Bylaws and Procedures; shall answer correspondence, conduct polls or questionnaires and other correspondence as assigned by the Governor.

Will read:

(C) Secretary: shall keep the minutes of region board meetings; ***shall edit the Policy Decisions record to assure it is current with board and conference decisions; shall mail or email*** a copy of minutes to each officer and region board member within 14 days of such meeting; any necessary corrections must be submitted to the Secretary with a copy to the Governor within ten days of mailing; shall be custodian of the records; shall give notice of meetings as directed by the Governor; shall submit such reports to the Federation as may be required by Federation Bylaws and Procedures; shall answer correspondence, conduct polls or questionnaires and other correspondence as assigned by the Governor.

Currently reads:

(d) Treasurer: Shall receive the funds of the region and deposit them in the financial institutions authorized by the region board; shall pay bills authorized by the region board; shall mail region dues and fees statements to all clubs in the region by May 1st of each year and notify the Governor of those clubs delinquent; shall prepare financial statements and budget reports at least semi-annually or as requested by the Governor with copies being sent to each region board member; shall serve as ex-officio member of the region finance committee; shall file all reports and forms necessary on an annual basis to the Internal Revenue Service; shall file a copy of the biennial region report with the Federation Treasurer within 30 days after the report is prepared when required by Federation procedures; shall arrange to have the books audited by three members appointed by the Governor prior to the books being turned over at each election; shall arrange for appropriate bonding if approved by the region board; shall prepare financial statements and comparative budget reports to distribute to all clubs at the region conference; prepare any financial reports as may be required.

Will read:

(d) Treasurer: Shall receive the funds of the region and deposit them in the financial institutions authorized by the region board; shall pay bills authorized by the region board; shall mail region dues and fees statements to all clubs in the region by May 1st of each year and notify the Governor of those clubs delinquent; shall prepare financial statements and budget reports at least semi-annually or as requested by the Governor with copies being sent to each region board member; shall serve as ex-officio member of the region finance committee; shall file all reports and forms necessary on an annual basis to the Internal Revenue Service; shall file a copy of the biennial region report with the Federation Treasurer within 30 days after the report is prepared when required by Federation procedures; shall arrange to have the books audited by **the Audit Committee** prior to the books being turned over at each election; shall arrange for appropriate bonding if approved by the region board; shall prepare financial statements and comparative budget reports to distribute to all clubs at the region conference; prepare any financial reports as may be required.

**Article VIII
Region Committees & Duties**

Currently reads:

Section 1. Audit Committee: This committee, appointed by the Governor, shall be responsible for auditing the region's books prior to a new treasurer being appointed and shall give a written statement to the region board as to the outcome of the audit.

Will read:

Section 1. Audit Committee: ***This committee, appointed by the Governor, shall be composed of two regular members, as defined in the Constitution of Soroptimist International and Federation Bylaws. The Governor, in selecting the committee, shall not consider the Region Treasurer, members of the Region Board or the Finance Committee to be eligible for their period of service. This committee shall be responsible for auditing the regions' books prior to a new treasurer being appointed and shall give a written statement to the region board as to the outcome of the audit. This committee shall also be responsible for examining the biennial financial statement.***

Currently reads:

Section 2: Conference and Workshop Committee: This committee shall be responsible for the implementation and planning of the conference and workshop in consultation with the conference chair.

Will read:

Section 2: Conference and Workshop Committee: This committee, ***appointed by the region board***, shall be responsible for the implementation and planning of the conference and workshop in consultation with the conference chair.

Currently reads:

Section 3. Finance Committee: This committee, one of whom shall be the Region Treasurer, ex-officio, shall periodically review the financial affairs of the region, make recommendations to the board and/or conference relative to financial planning of the region and shall prepare the proposed budget for the next biennium.

No Changes

New Section:

Section 4. Fundraising & Soroptimist Sales: This committee shall coordinate fundraising activities for the region and the sale of authorized Soroptimist materials at all region meetings.

Currently reads:

Section 4: Laws and Resolutions Committee: This committee shall receive and edit amendments and resolutions as provided for in the Region Bylaws, prepare and propose amendments and resolutions and present such amendments and resolutions for conference action in the Call to Conference. This committee shall review each club's bylaws as to accuracy according to Federation bylaws within the biennium.

Will read:

Section 5: Laws and Resolutions Committee: This committee, ***appointed by the region board and chaired by the region parliamentarian***, shall receive and

edit amendments and resolutions as provided for in the Region Bylaws, prepare and propose amendments and resolutions and present such amendments and resolutions for conference action in the Call to Conference. This committee shall review each club's bylaws as to accuracy according to Federation bylaws within the biennium.

Currently reads:

Section 5: Policy Decisions: A member of the region board shall be assigned to edit the Policy Decisions record to assure it is current with board and conference decisions.

Delete this section; included with Secretary duties.

New Section:

Section 6: Membership: This committee shall promote the retention of current members of clubs and assist clubs in increasing club membership and chartering new clubs.

Currently reads:

Section 6: Programs of Service Committees:

(a) Economic & Social Development: Encourage clubs to use the media to create a positive image and promotes information and education on developing issues relevant to women.

(b) Education: Present programs to educate members of the Region and encourages clubs to be involved. Activities are to ensure quality access to education and enable the girl child to reach her full potential.

(c) Environment: Communicates with each club to determine current environmental activities and project recommendations.

(d) Health: Surveys clubs to determine current health concerns and provide resources, information, program and project ideas.

(e) Human Rights/Status of Women: Communicates with clubs to encourage participation in Women Helping Women, Women of Distinction, and Advancing the Status of Women Recognition Programs. Requests nominations from clubs to be presented at spring conference.

(f) International Goodwill and Understanding: surveys clubs to determine current activities and promotes projects and activities including Friendship Links.

Will read:

Section 7: ***Program Committee:***

This committee chaired by the Program Council Member, appointed by the Region Board tracks club programs to determine activities are in keeping with the Soroptimist Strategic Plan. This committee promotes projects and activities including Friendship Links, that improve the lives of women and girls: facilitates the region-level *Making A Difference For Women Award Program*. Subcommittees may be appointed as needed.

Currently reads:

Section 7: Public Relations Committee: This committee shall promote favorable public relations within the region, promote and enhance the public image of Soroptimist, work with appropriate Federation elected and appointed personnel in this activity and educate clubs about public relations and encourage their promotion of public goodwill.

Will read:

Section 8: Public **Awareness** Committee: This committee shall promote favorable public relations within the region, promote and enhance the public image of Soroptimist, work with appropriate Federation elected and appointed personnel in this activity and educate clubs about public **awareness** and encourage their promotion of public goodwill.

Currently reads:

Section 8: Recruitment and Retention Committee: This committee shall promote the retention of current members of clubs and assist clubs in increasing club membership and chartering new clubs.

Delete this section; now Section 5: Membership

Currently reads:

Section 9: Regional Newsletter/Website: This committee shall be responsible for writing and publishing the region newsletter and keeping region website updated on a regular basis.

Will read:

Section 9: Region Newsletter: This committee shall be responsible for writing and publishing the region newsletter.

Section 10: Region Website: This committee shall be responsible for keeping the region website updated on a regular basis.

Currently reads:

Section 10: Regional Roster: This committee shall publish a roster of the clubs and officers of the region, such publication to be made available at the beginning of each biennium.

Delete this section; Board of Directors' responsibility.

Currently reads:

Section 11: Regional Service Project Committee: This committee shall be responsible for providing region clubs with information and forms about the "Advancing The Status of Women Grant". This annual grant, presently at \$2,000, will be given to an organization to start or continue a project in the community that benefits women. The proposed project must fulfill all of the following requirements: Must benefit women by improving their social/economic status and opportunity or quality of life and must address a demonstrated need in the

community. The Region Board of Directors will review the proposals received and select the recipient.

Delete this section; Board of Directors' responsibility.

Currently reads:

Section 12: Soroptimist Orientation and Leadership (SOLT) Committee: This committee shall have general charge of educating Soroptimist members as to the purpose, objects, policies and programs of the organization and in preparing Soroptimists for leadership within the organization and in their own communities.

Will read:

Section **11**: Soroptimist Orientation and Leadership (SOLT) Committee: This committee shall have general charge of educating Soroptimist members as to the purpose, objects, policies and programs of the organization and in preparing Soroptimists for leadership within the organization and in their own communities.

Currently reads:

Section 13: Soroptimist Sales: This committee shall coordinate the sale of authorized Soroptimist materials at all regional meetings.

Delete this section; included with Section 4, Fundraising...

No changes to following sections except to renumber each section accordingly:

Section 14: **(Section 12)** United Nations: Encourages clubs to increase awareness of the UN and advocate and educate local communities about information, policies and issues affecting them at the UN.

Section 15: **(Section 13)** Women's Opportunity Award Committee: This committee shall encourage clubs to participate in this identifying project of SIA. The chair of the committee will select a three-member judging panel to determine region award recipients. The region chair will submit the first place winner from the region to Federation by the deadline mandated by Federation for consideration of additional monetary awards.

Section 16: **(Section 14)** Venture Clubs, Sigma Societies & "S" Clubs: This committee shall work with local clubs to promote sponsoring "junior" community service groups: an "S" Club is a group of high school students who wish to serve their school and community by working on worthwhile service projects; a Sigma Society is a group of college-level students seeking an avenue for community service. Both groups strive to build communities through service, to work with school authorities in building schools with high standards and ideals, and to prepare members to assume leadership roles in the business and professional world. Venture Clubs of America exist under the sponsorship and encouragement of Soroptimist International of the Americas as its oldest service project, begun in 1927. Venture provides women with the opportunity to develop

leadership skills, build friendships with women of similar interests and goals and associate with executive and professional women who are Soroptimists. Venture is an organization of young, professional women (ages 18-40) committed to making a difference in their community through volunteering in community service, professional development and personal growth.

Section 17: (**Section 15**) Violet Richardson Award Committee: This committee shall encourage clubs to participate in this identifying project of SIA. The chair of the committee will select a three-member judging panel to determine region award recipients. The region chair will submit the winner from the region to Federation by the deadline mandated by Federation for consideration of additional monetary awards.

Article XIII Budget, Financial Statement, Audit

Currently Reads:

Section 3. The biennial financial statement shall be examined by an Audit Committee, appointed by the Governor, composed of three regular members, as defined in the Constitution of Soroptimist International and Federation Bylaws. The Governor, in selecting the committee, shall not consider the Region Treasurer, members of the Region Board or the Finance Committee to be eligible for their period of service. The Audit Committee shall make its report to the Region Board and Finance Committee by September 1st.

Will Read:

Section 3. **The biennial financial statement shall be examined by the Audit Committee. The Audit Committee shall make its report to the Region Board and Finance Committee by September 1st.**