

FOUNDER REGION PROCEDURES

A. Officers

1. Governor

The governor shall:

- a. as chief officer of the region, serve as liaison between the federation and the region.
- b. supervise the annual revision of the region leadership manual.
- c. review and approve all district and leadership meetings as prepared by the directors.
- d. sign checks in the absence or inability of the treasurer to sign.
- e. approve printing prior to the ordering by the secretary.
- f. review bank statements at selected board meetings.

2. Governor-Elect

The governor-elect shall:

- a. attend district meetings, leadership meetings, and charter meetings, representing the governor at such meetings at the governor's request.
- b. be responsible for the past governor's pin.

3. Secretary

The secretary shall:

- a. compile, print, and distribute the call to conference by first class mail 45 days prior to the conference.
- b. distribute conference proceedings by June 30, pursuant to Appendix C. Conference proceedings shall be accepted as distributed if no written communications relating to corrections is received within 30 days of distribution. Corrections shall be reviewed by the region board and clubs shall be notified of subsequent corrections.
- c. prepare and mail the district meeting calls.
- d. arrange for the printing and distribution of 2 copies of the region bylaws and procedures to each club and 1 copy each to region committee chairmen, region board members, parliamentarian, past governors and the Fellowship Board of directors.
- e. prepare a region calendar for distribution to board members, committee chairmen, and club presidents.
- f. distribute bylaw and procedure amendments to region board members, clubs, committee chairmen, parliamentarian and past governors.

- g. prepare and mail the annual November mailing which shall include, but not limited to; a governor's letter, instructions for filing proposed amendments and resolutions, corrections to the region roster, and any committee information or reports.
- h. take, transcribe, and mail region board minutes. Board minutes shall be mailed within 30 days of a board meeting to each board member, including the parliamentarian.

4. Treasurer

The treasurer shall:

- a. file necessary state and federal reports.
- b. transfer net income of district and leadership meetings and the region conference to the general fund.
- c. maintain a file of financial records and vouchers for 5 years.
- d. remit to each district hostess club the annual registration fee for the president and 2 delegates for each district meeting.
- e. request all clubs of the region in February preceding the second conference of the biennium for a contribution for an appropriate gift in honor of the governor.
- f. forward to all board members and committee chairmen committee expense voucher forms.
- g. notify the governor, district director, and the region conference credentials chairman if there are clubs who are not in good standing for registration at the region conference.
- h. assist clubs in establishing uniform accounting systems.
- i. disburse funds within 30 days of receipt of vouchers signed by the governor, sending
a new voucher with the check to the claimant.
- j. pay bills timely based upon proper authorization and adequate documentation.
- k. update the financial manual annually and distribute any changes to club treasurers, presidents, region finance committee and region board.
- l. be responsible for ordering a gavel for any newly chartered Venture club, Sigma Society, or "S" club in the region.
- m. be responsible for ordering a president's pin and banner for newly chartered Soroptimist club.

- n. forward to federation headquarters contributions received for federation/international projects.
- o. maintain an account in the name of Barbara Stevenson "S" Club Award to provide awards annually in amounts determined by the Founder region board.
- p. maintain a restricted fund for the Memorial Grove.
- q. maintain an account in the name of Soroptimist Sponsored Organization Fund such as "S" clubs, Sigma Societies, and Venture clubs.

5. District Director

The district director shall:

- a. review the District Directors' Handbook at least once during the biennium.
- b. schedule Presidents' Round Tables and report dates to the governor.
- c. visit each club for one board meeting and one business meeting.

B. Parliamentarian

The parliamentarian shall: advise the region governor, region board, committees, and clubs on matters of laws and procedures governing the region, and perform such other duties as may be delegated to the office by the governor.

C. Finances

1. Vouchers

- a. Official visits by the region board shall include the chartering of clubs. Travel, meals, and lodging shall be charged against individual board member's budget.
- b. Region travel to board meetings and conferences are charged against individual budgets.
- c. All vouchers shall be itemized, submitted in duplicate with receipts attached, signed by the maker and approved by the governor within 10 days of receipt.
- d. All vouchers shall be submitted within 30 days of the end of the biennium.

2. Travel

- a. Travel by automobile for the region board members to all official meetings (excluding social events) shall be vouched for at a rate equal to the current Internal Revenue Service allowance for business and charged to the individual board member's budget.
- b. Travel by air shall be reimbursed at the economy class rate on the least expensive scheduled airline, whenever possible.

3. Committee expense

- a. Committee members may be reimbursed for duplicating, postage and telephone with substantiating receipts up to the limit of the budgeted allowance of the committee. Mileage may be reimbursed to the committee members at the current IRS rate for business, up to limit of the committee's budgeted allowance. Committee chairman must approve all vouchers and then forward them to the governor for final approval. The Governor will forward approved vouchers to the Treasurer for payment.
- b. No expenses over budget shall be contracted for without prior approval of the region board.
- c. Meals and lodging for Venture meetings and Venture region conferences attended by the chairman shall be charged to the Venture Committee budget.

4. Budget

- a. The region finance committee has the responsibility, in cooperation with the region treasurer and governor, to present a proposed budget to the Founder region board at the first region board meeting of the biennium and a revised budget at other times as requested by the governor.
- b. The biennial budget shall include reasonable allocations that are usual to normal operations of the region and are within the current budgeted income.

D. Solicitation of Funds

1. Clubs solicitation of other club's funds shall be permitted, with ten days prior notification to the region governor and prior approval by that club's district director. Clubs may send a notification to other clubs that a sale item is available for purchase, with ten days prior notification to the region governor and prior approval by that club's district director.
2. Region committees' solicitation of clubs' funds require approval of the region board.
3. Non-Soroptimist organizations' solicitation of Founder Region clubs' funds using a Soroptimist endorsement must be approved by region conference or if the region conference will not be held within three months, by the region board.

E. Region Conference

1. Governor

- a. Approves all plans and sets the program for the conference.
- b. Appoints the conference coordinator, elections and credentials chairmen and committees, and other committees as needed.
- c. Establishes the budget in coordination with the region treasurer, governor-elect and the conference coordinator.

- 1) Lodging: two nights for the region board, parliamentarian, official visitor, conference coordinator, conference treasurer, hostess club chairman and any special guest authorized by the governor.
 - 2) Printing: Call to conference, attendee envelopes, credential cards, ballots, conference proceedings, meal tickets, official program, region committee reports, and treasurer's reports.
 - 3) Postage and Communication: Call to conference, conference proceedings, and communication relating to the conference with approval of the governor.
 - 4) Rentals: equipment as needed.
 - 5) Meals; region and district winners may be guests of the conference. Other courtesy meals as authorized by the governor.
 - 6) Committees: Election and credentials committee expenses.
 - 7) Decorations: as budget allows.
 - 8) Memorial Service: Appropriate decorations as budget allows.
 - 9) Courtesies: May include a gift for official visitor, certificates and other hospitality items.
 - 10) Contingency: A fund to be established for emergencies.
- d. Meets with the conference coordinator and hotel representative to finalize housing costs, meal costs, meeting rooms, and all other physical arrangements.
 - e. Sign all contracts.
 - f. Appoint a club to hostess the Memorial Service which is held the Sunday morning of the conference.
 - g. Approve all proposed sales items.

2. Conference Coordinator

- a. Functions as liaison between the governor and the hostess club(s).
- b. Serves as mistress of ceremonies at the Saturday night banquet.
- c. Shall solicit from the governor-elect her choice of installing officer.
- d. Arrange with the hotel staff special physical arrangements which include: special tables as necessary to expedite the program and provide reserve seating; a provision of special areas for registration, elections, and sales; lighted lectern with speaker system; an American flag; water available at meeting functions and at the head table at all times; microphones in at least 2 locations for the delegates.

3. Conference Finance

- a. Conference treasurer shall:
 - 1) Open a special checking account in January upon receipt of the region advance, refundable to the region. This account should, whenever possible, be interest bearing and shall require two of four signatures: the governor, conference

coordinator, region treasurer and/or conference treasurer. Checks should be imprinted as Founder Region Conference.

- 2) Make reimbursements with approval of the conference coordinator and the governor for those requests received prior to commitments to the hotel. Any request made after commitments to the hotel may be sent to the region board for consideration.

- b. Site Bills: The conference coordinator and conference treasurer shall review each bill presented by the hotel for meals and lodging before payment. Meal accounts shall be verified by the conference treasurer and conference coordinator.

- c. Bills: All bills for conference expenses shall be sent to the conference coordinator and conference treasurer for payment. Within 60 days of the close of conference a final financial report shall be forwarded to the region governor and region treasurer with the transfer of overages. In the event of a conference shortage, after review and approval by the governor and the region board, reimbursement may be issued from general funds.

4. Conference Sites

- a. Sites are contracted at least 3 years in advance.

- b. The following sites have been approved by the region board:
 - 1). Hilton Hotel, Concord
 - 2). Marriott Hotel, San Ramon
 - 3). Oakland Marriott, Oakland
 - 4). Airport Hilton Hotel, Oakland
 - 5). Radisson Hotel, Berkeley Marina
 - 6). Hotel locations in Hawaii and Guam

5. Memorial Service

- a. The service shall be a non-sectarian memorial with participation of a representative from those clubs who have deceased members included in the service.

- b. The plan for the proposed service shall be submitted to the governor for review and approval prior to the opening of the conference. The club responsible shall be advised of the budget allocation and submit a voucher with substantiating receipts at the close of the conference.

F. District Meetings

1. The district meeting is the annual fall meeting in which inspiration and direction is given by the district director and her selected speakers to assist the clubs in the implementation of the activities of program and technical committees. It is the time at which the director is to receive honor and recognition for her leadership. The luncheon is in her honor and is hosted by the president or representative of the hostess club.

2. The district director shall:

- a. Prepare the program and set the budget with approval of the governor.
- b. Establish a registration fee, amount not to exceed \$20 per attendee. The amount of the registration fee times the number of clubs in the district times three voting delegates will be the total sum to be advanced from region club dues. The meeting is to be self-supporting.
- c. The call that is mailed by the region secretary shall request that each club bring 5 copies of its roster, 2 copies of its budget, and 2 copies of club bylaws.
- d. Verify that the minutes of the meeting are prepared and mailed within 30 days of the meeting according to the District Director's Handbook.

3. The hostess club shall:

- a. Select the site for the meeting subject to the approval of the district director.
- b. Appoint a chairman, treasurer, secretary, registration chairman, findings chairman, and such others as needed to facilitate the meeting.
- c. Handle finances through the club's administrative fund.
- d. prepare a financial statement and submit it to the district director. Include copies of source documents, supporting receipts and invoices for expenses. If income exceeds expenses, include a club check for the appropriate amount.

4. Budget

- a. Lodging: for the governor, district director and other participants as authorized by the district director.
- b. Printing: district call, minutes, letters of appreciation and postage for these mailings.
- c. Rent: facility and/or equipment.
- d. Meals: governor, district director and other participants as authorized by the district director.
- e. Refunds: shall be at the discretion of the district director.
- f. Fundraisers: must receive prior approval of the district director.
- g. Meeting shortage: shall be reviewed by the governor and the region board and reimbursement may be issued from general funds.

G. Club Officers and Member Training Retreat

1. District meeting procedures shall apply except there shall be no payment of registration fees from region funds.
2. Fees to be set by the Founder region board.

H. Presidents' Round Tables

1. These meetings shall be held in each district for club presidents and, by invitation, vice presidents and/or presidents-elect.
2. The district director is responsible for all arrangements; place, time, cost and notice of the meeting 30 days in advance, with approval of the governor. Presidents' Round Tables are to be self-supporting.

I. Other Meetings

1. District directors and region committee chairmen may call meetings as necessary with prior notification given to the governor. In the event a meeting is called by a region committee, the governor-elect and district director of the district where the meeting will be held, shall be notified.

J. Committees

1. SIA Programs

- a. Violet Richardson Award
- b. Women's Opportunity Award: A region award of not less than \$500 and a certificate of merit shall be presented annually by the governor at the region conference to each district awardee.

2. Sponsored Organizations

- a. Venture Committee: The chairman shall serve as the official representative of Founder Region on the region board of the Venture Region.
- b. "S" Club Committee:
 - 1) The chairman shall coordinate the region activities of "S" clubs and the site of the annual "S" Club conference shall be chosen by the chairman with approval of the governor and the region board.
 - 2) The "S" Club chairman shall announce the annual Barbara Stevenson "S" Club award(s) winner(s) at Region conference and the Governor shall present the monetary award(s).

- c. Grants may be provided to "S" clubs, Sigma Societies, and Venture clubs for special projects, not to exceed \$500. Criteria for such grants shall be established by the region board.
- d. A grant from the region of up to \$150 may be requested by a club who decides to sponsor a "S" club, Venture club, or Sigma Society. The money may be used for expenses entailed in organization but not for pins or charter party.

3. Laws and Resolutions Committee shall:

- a. Maintain a master copy of region bylaws and procedures. It shall reflect all changes made by the region board and region conference.
- b. Confer with the governor after federation vote as to action taken which impacts region bylaws and procedures, making necessary revisions. Refer to the most recent Federation Laws Book so that all necessary corrections have been made in the region laws and procedures.
- c. Submit, as requested by the region board, the revised region bylaws and procedures to the region secretary for printing and distribution.
- d. Process proposed amendments and resolutions when submitted by the deadline for region conference consideration, casting them in proper form and order, preparing copy for the region secretary to send out in the call to conference. The order shall be that of effect on federation bylaws, federation procedures, region bylaws, region procedures, resolutions. In the event of changes to the same section of law, they shall be in order of receipt. Proposed amendments shall be presented by the chairman at the region conference.
- e. Review each club's bylaws annually for consistency with authorized options and higher law. Clubs may use Appendix H as a guideline for writing club bylaws. Two copies of bylaws from each club shall be submitted for review at the district meeting. Within three months of receipt, the committee shall respond in writing with recommendations or corrections. Approval will be given with receipt of corrected copy. Upon approval, the club shall send one copy each to the governor, governor-elect, district director, and the laws and resolutions chairman. If a club has a difference of opinion on interpretation with the committee, it may appeal the decision to the region board, whose decision shall be final.

4. Redwood Memorial Grove Committee shall:

- a. Coordinate the service at the memorial grove annually on the second Sunday in June.
- b. Be chaired by a member of Soroptimist International of Eureka.
- c. Arrange the service including time, music, program with approval of the region governor.
- d. Mail notice on or before May 1.

- e. Receive copies of the form for deceased member in order to place them in the memorial book.

5. Legislative Advocacy Committee shall:

- a. Coordinate the accumulation and dissemination of information in the programs of service areas.

6. Roster Committee shall:

- a. Coordinate the arrangements for a region roster, secure estimates for typesetting, printing and binding; and arrange for the production and distribution of the region roster.

K. Region Emblem

1. The official emblem of Founder Region shall be circular disc with a bird in flight, and the words, Founder Region Soroptimist International, 1921.
2. Use of this emblem shall be subject to approval of the region board.

L. Founder Region Fellowship

1. Sufficient copies of the minutes of the Founder Region Fellowship annual meeting, held at the time of the region conference, shall be delivered to the region secretary by June 1, for distribution with the region conference proceedings, with acceptance to be by the same process as region conference proceedings.

M. Amendment

1. New procedures and amendments to these procedures may be proposed by the region board or any of its members, a region committee, a club, or the Founder Region Fellowship, Inc. board, or any of its members and shall state the name of the club(s), committee, corporate entity, or title of board member.
2. These procedures may be amended at any conference by a two-thirds vote provided the proposer has complied with Article XV of Founder Region bylaws.
3. These procedures may be amended at any region board meeting by a two-thirds vote of the board provided that any change which effect club procedures or operations shall not become effective until written notice has been given to each club in the region. Such notice shall specifically set forth the effective date of such change.
 - Revised Conference 1998
 - Amended November 21, 1998 Region Board Meeting
 - Amended Conference 2000
 - Amended November 4, 2000 Region Board Meeting
 - Amended November 5, 2001 Region Board Meeting
 - Amended November 2, 2002 Region Board Meeting

- Amended Conference, 2004
- Amended Conference, 2007

REGION AWARDS

1. JULIA "BESS" COMBS EXTENSION AWARD is awarded to the club having the largest increase in regular membership during the year April 1 through March 31 and shall include the membership of a newly chartered Soroptimist club sponsored by the club. This award may be presented by a member of the Member Services Committee at the Founder Region Conference. The winner is determined by the record of the Founder Region treasurer. The original award was donated by Soroptimist International of Santa Rosa.

2. JULIA "BESS" COMBS MEMBERSHIP INCREASE AWARD is awarded to the club having the largest net growth in regular membership during the year from April 1 through March 31st. This net growth is not to include that of a newly chartered Soroptimist club sponsored by the club. Net growth is understood to mean increase above and beyond current regular membership minus those who resign or regular membership terminated for other reasons. This award is presented by the Member Services Committee at the Founder Region conference. The winner is determined by the records of the Founder Region Treasurer. The original award was donated by Past Governor, Southwestern Region, Julia "Bess" Combs.

3. MAKING A DIFFERENCE FOR WOMEN AND WOMEN OF DISTINCTION AWARDS are 1) an award to honor a woman who has consistently and effectively used her resources, talents, and influence to help other women to achieve their potential; and 2) an award to honor a woman who has shown great achievement within her field of endeavor. These awards shall be presented annually at the region conference. The region chairman of this committee is responsible for distributing criteria forms to clubs and arranging for three outside judges to determine the region winners. The human rights/status of women region chairman shall present the awards, small gifts within the budget limits, and shall prepare certificates of recognition. These awards honor women who have worked to advance the status of women and may or may not be Soroptimist.

4. BARBARA STEVENSON "S" CLUB AWARD is an award used for the sole purpose of honoring outstanding high school senior members of "S" clubs of Founder Region. Nominations for this award are submitted by clubs with the selection to be made by the "S" Club committee. The dollar amount of the award is \$300. The number of awards to be determined by the region board. All contributions to this fund received by the region treasurer shall be added to the principal. The winners are announced at the "S" Club conference and are introduced by the chairman of the region "S" club committee at the region conference where they receive their monetary award from the governor.

5. WOMEN'S OPPORTUNITY AWARD (WOA) One applicant from each district will be awarded not less than \$500 annually at the region conference. The WOA chairman shall introduce the awardees at the region conference and the governor shall present the monetary awards for the region and the federation. (Conference 1982, 1986)

NEW CLUBS

CHARTER PROCESS

A club, the Member Services Committee, or the Region may vote to sponsor a new club. Once a club or the Member Services Committee has voted to sponsor a new club, then the region board shall be notified in writing. The sponsoring club, the committee, or the region may request a grant to cover the expenses entailed in the chartering process. The grant is funded by the Recruitment/Retention/Extension/Soroptimist Orientation and Leadership Training Fund. The grant may be used for expenses involved in organizing the new club, including the Founder Region gifts to clubs of club banner, pole set, and traveling president's pin. The amount of the extension grants will be determined by the Founder Region Board. A financial report is to be filed with the Governor listing all expenses, within thirty (30) days of the charter, refunding any balance of the grant. Prior to the Board granting any funds to a sponsoring club, it will be determined that they have order SIA's resource kit "Ten Steps to Chartering a New Soroptimist Club", so they understand the process and time lines for chartering a new club.

Once the club is ready to be chartered, approval must be received from SIA. Once approval is received from headquarters, then the proposed date of the charter and the charter party program shall be approved by the Governor. Invitations to the charter party are sent by the region secretary. (See Appendix C., A GUIDE FOR MAILING).

A GUIDE FOR MAILING

CALL TO CONFERENCE CHARTER PARTY NOTICES

Send to: Region Board
 Parliamentarian
 Clubs of the Region
 Past Governors
 Fellowship Board
 SIA Headquarters
 Official Visitor

CONFERENCE PROCEEDINGS

Send to: Region Board
 Parliamentarian
 Clubs of the Region
 Past Governors
 Fellowship Board
 SIA Headquarters

DISTRICT AND LEADERSHIP MEETINGS

Send to: Region Board
 Parliamentarian
 Clubs of the District
 Past Governors
 Fellowship Board

NOVEMBER MAILING

Send to: Region Board
 Parliamentarian
 Clubs of the Region
 Past Governors
 Region Committee Chairmen

MEMORIAL TRIBUTE TO DECEASED SOROPTIMIST

We, the members of Soroptimist International of _____ are gathered here today to pay loving tribute to our member and friend _____. Though she has passed from this earthly place, the fond memories of her will continue in our hearts.

As a member of Soroptimist International of _____, (member name) joined with over 100,000 women worldwide in the promotion of service to her community, her country and the entire world.

Our emblem, adopted shortly after our founding in Oakland, California in 1921, symbolizes the high regard we hold for achievement. The central figure is of a woman with her arms raised upward in a gesture of freedom. She is holding our name, derived from two Latin words "Soro" and "Optima", translated to mean "best for women". Oak leaves and acorns symbolizing strength are to the right and the leaves of the laurel representing victory and achievement are to the left. Truly, _____, in her life on earth strived to help in many ways to create the best for others.

Service is our only objective. We eulogize _____ as a woman who chose high ideals and standards to live by. She was devoted to the highest ideals of friendship, understanding, human dignity and service. Through her service, _____ contributed much in the areas of **** (list offices held, favorite areas of service and special achievements).

Through this service, we, in our own small way, help our fellow human beings. In joining with her fellow members, _____ added to the enrichment of many lives in our community through service to children and youth, families and the elderly. Many people, who probably never knew her name, were touched by these wonderfully good deeds. She was an interested person, thinking always of ways to improve life and above all else responded to human hungers of mind and spirit.

A Soroptimist has been described by Mildred B. Berry, herself a Soroptimist from Birmingham, England, in the following manner:

A Soroptimist is an International figure embodying
efficiency with humanity to soften it;
Duty with grace to perform it;
Wisdom with humor to flavor it;
Success with modesty to shroud it;
Understanding with experience to express it;
And, above all, infinite kindness with
generosity to distribute it.

Our pledge symbolizes our commitment: (May be read in unison with members present)

We pledge allegiance to Soroptimism, and to the ideals for which it stands:

The Sincerity of Friendship
The Joy of Achievement
The Dignity of Service
The Integrity of Profession
The Love of Country

I will put forth my greatest effort to promote, uphold and defend these ideals for a larger fellowship in home, in society, in business, for country and for God.

On this solemn occasion we have renewed our pledge, for it was these ideals that drew us together. Let them serve to commend our friend.

To the family and many friends, we extend our sincere sympathy. We thank you for sharing _____ with us. Though gone, she will not be forgotten. We are the richer for having had her among us, to share with us, laugh with us and be a part of our lives. May her good deeds inspire us to continue our search for greater service.

(If the family requests a reading of a favorite quotation, or a favorite Bible verse, it could end the service, preceded by "The family has requested this favorite (verse, quote), which means so much to _____. I would like to close with these special thoughts.)

NOTE: This text was adopted by the Conference body in 1979 as a "GUIDE" only. Individual situations may require tailoring to the needs of each person.

CREREDENTIALS PROCEDURE

The Credentials Committee, appointed by the governor, shall receive the delegate cards from clubs after distribution in the Call to Conference. Those pre-registered as delegates or alternates shall be validated for their status as regular members in the roster of members as listed by Federation Headquarters. The governor will obtain this listing.

At conference, each delegate shall register with the Credentials Chairman in order to receive their delegate card for voting.

The first credential report of the conference, which can include registrations only to such an hour as will enable the chairman of the Credentials Committee to present the first credentials report, which is the first item of official business of the conference. The chairman concludes the report by stating: "On behalf of the committee, I move the roll of delegates hereby submitted be the official roll of the voting members of the conference." She then hands her report to the governor who calls for a vote on the credentials report.

Supplementary reports are presented at the beginning of each business session and as requested by the governor. These reports shall reflect changes caused by additional registrations or by departure of delegates. Upon presentation of the report the chairman concludes by stating: "On behalf of the committee, I move the revised roll of delegates hereby submitted be the official roll of the voting members of the conference."

For the Elections Committee, the Credentials Committee shall prepare a roster of delegates registered, listed alphabetically by club in each district, with the names of officers whose membership is within that district at the top of the list. This list will need to be updated as changes in delegate registration occur.

SAMPLE FORM: Credentials Report No. _____ Date _____

Clubs in Founder Region

Clubs eligible to vote

Clubs not in good standing

Clubs registered

Delegates Registered

Region Officers

District Directors

Club Delegates

Total Delegates

Quorum for session

_____ Chairman

ATTENDANCE REPORT

DATE _____

Clubs in Region	_____
Clubs Registered	_____
Clubs Absent	_____
Federations Officers	_____
Region Officers	_____
District Directors	_____
Fellowship Directors	_____
Fellowship President	_____
Club Delegates	_____
Guests	_____
TOTAL ATTENDANCE	_____

FOUNDER REGION ELECTION PROCEDURES

PERSONNEL:

The governor appoints the Elections Chairman, committee and six tellers, one from each district. All tellers should remain in a specified area or room until the elections results are announced to the conference body. Confidentiality of voting procedures and results must be maintained by all members of the Election Committee.

ROOM ARRANGEMENTS:

The election room should have an entrance and an exit door. Tables at which delegates may register should be arranged across the front of the room close to the entrance door. Other tables should be placed behind the registration area for voting. Ballot boxes (boxes with lids with a slot for ballots) are to be placed near the exit door. Additional supplies needed are ruler, scissors, whiteout, paper clips, stapler and staples, pens, scotch tape, rubber bands, typewriter and a copy machine.

BALLOTS:

Ballots shall have candidates' names listed in alphabetical order for each position being elected. There must be one line to provide for write-ins for each office. The ballots are duplicated on paper of the color assigned to each district.

If there are more than two nominees for any office and no candidate receives a majority vote on the first ballot, balloting shall continue for two ballots on all nominees. If no nominee receives a majority of the votes, balloting shall continue automatically eliminating the nominee receiving the lowest number of votes. If an alternate is to be elected, all names, except that of the winner are listed on the ballot for the alternate position.

DELEGATE ROSTER:

The roster of delegates shall be prepared upon close of registration on Friday. Make several copies of each district roster. Region board members vote within their district and their names appear at the top of each roster, with clubs following in alphabetical order. The total number of eligible voters in each district is determined by the Credentials chairman from those registered, in attendance and eligible to vote.

VOTING PROCESS:

When polls open, two persons stand at the entrance door to verify name tags and credential cards, directing each person to their district registration area. Six tellers serve to register each delegate on the roster of credentialed delegates for their district, punch the voting card, hand out a ballot and direct them to the balloting area. One person directs the placement of ballots in the ballot boxes and gives directions to the exit door.

Ten minutes before the close of polls, the Elections chairman checks the voting roster and sends a list of those who have not voted, by district, to the governor.

BALLOT COUNTING:

1. Blank ballots are ignored.
2. If a blank and a filled-out ballot are folded together the blank is ignored and the filled-out ballot counted for each candidate.
3. If two or more filled-out ballots are folded together, they are ignored and counted as one illegal ballot.
4. If more than one candidate is checked for a given office that particular section is counted as an illegal vote.
5. Unintelligible ballots are treated as illegal.
6. If a delegate leaves one or more choices blank on the ballot, any spaces filled in are to be counted.

When counting the ballots, assign two persons per district:

One person counts and the other one tallies.

Reverse roles and check the results.

If there is a discrepancy, recount.

All legal and illegal ballots are counted in the total vote to compute the majority needed to elect.

GUIDELINES FOR CLUB BYLAWS

(See SIA website for sample format for Club Bylaws)

1. Name of Club and Territorial Limit
1. Objects
2. Members
 - a. Admission to membership
 - b. Membership privileges and responsibilities
 - c. Attendance requirements
 1. Number of meetings
 2. Make-up requirements
 3. Leave of absence
 4. Termination of membership
4. Officers and Directors (list officers)
 - a. duties of each officer
 - b. eligibility for office
 - c. term of office
 - d. vacancies
 - e. removal from office
 - f. Bonding of officers
5. Nominations and Election
 - a. selection of Nominating Committee
 - b. nomination procedures
 - c. election procedures
6. Club Meetings and Special Meetings
 - a. regular meeting day
 - b. special meetings
 - c. Annual Meeting
 - d. quorum
7. Board of Directors (list board make-up)
 - a. duties of board
 - b. meetings
 - c. special meetings
 - d. quorum of board
8. Committees and Responsibilities (may list here, define in procedures)
9. Fiscal matters
 - a. Fiscal year
 - b. dues, fees and assessments
 - c. budget
 - d. Financial Review
10. Parliamentary Authority - Roberts Rules of Order Newly Revised
11. Amendment of club bylaws
12. Dissolution

"S" CLUB CHARTER PROCEDURES

1. Order "S" Club manual from Federation headquarters.
2. Contact high school or middle school administration and explain opportunities such a club would bring to the school, the students, and the community. After approval request and agree upon a school advisor.
3. Request grant from Region Governor of \$150.00. The grant may be not be used for the charter ceremony and "S" Club pins.
4. Request an opportunity to talk with a small group of students who are service minded and might be interested in forming a club.
5. Seek membership through school notices and bulletin boards and by providing "S" Club application forms. Participate in a "Club Rush" at the beginning of the school year.
6. Establish an "S" Club budget.
7. Fill out the request for charter form (provided by Federation headquarters) and send to Federation headquarters along with a \$5.00 charter fee. Copies of the form are also sent to Founder Region Governor and "S" Club committee chair.
8. Order option supplies, such as "S" Club pins, through Federation headquarters.
9. Arrange a charter party and installation of new "S" Club officers. Contact a member of the region "S" Club committee for a sample charter ceremony format. Invite the Region Officers, the "S" Club committee, neighboring Soroptimist clubs, school administrators, parents and especially your club members.
10. Stay in touch with your new "S" Club, work with them as mentors and encourage them to participate in your Soroptimist activities when appropriate.