

Soroptimist International of the Americas (SIA), Inc.
North Atlantic Region (NAR)
Policies and Procedures

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I. CLUBS

The NAR Board (Board) in accordance with SIA regulations is responsible for the assignment of Districts and Clubs of Region territorial limits. The Board shall maintain the Club list and the Region Secretary(s) shall distribute the Club list annually to all Board members and Club presidents. Clubs shall be assigned to their appropriate District based on the territorial limits set forth in the NAR Bylaws.

II. MEMBERSHIP

A. **Composition.** Each Club within the territory of the Region shall be a member of the Region.

1. Region members may take public positions in implementation of any adopted position of the Federation.
2. NAR, Clubs or members in their capacity as a Soroptimist shall not participate or intervene, directly or indirectly, in any political campaign on behalf of, or in opposition to, any candidate for elected public office.

3. Within the Region, Districts, Clubs and members have the privilege and responsibility of voting for candidates of their choice. There shall be no circularization of information or campaign materials by anyone for a candidate or nominee including but not limited to electronic and postal mail, facsimile, telephone, printed materials, brochures or leaflets. Only information about the nominees or candidates circulated by their respective nominating committees is allowed. While it is appropriate to have a presentation of all candidates and/or a reception hosted by the Region, any social event to promote an individual candidate is prohibited.
4. NAR may adopt procedures for the canvassing of Clubs within the Region.
5. Establishing a strong visual identity is an important component of SIA's branding strategy. Clubs and Regions are urged to implement SIA's visual identity in a careful and consistent manner. SIA's logo consists of a stylized "S" and the word "Soroptimist". Use of the logo is authorized and encouraged on all Club or Region stationery, websites, programs, and educational materials, as well as on badges, decorations and printed matter for Region Conference, District Meetings, workshops and any other official Soroptimist function. The Federation has available, free of charge, the logo (in various formats) as well as stationery, business card and envelope templates for use by Regions and Clubs. They are available from the members-only website at www.soroptimist.org. The logo should be printed in PMS 659 (blue) or black.

III. MEETINGS

Spring Conference and District Meetings shall be the responsibility of the -Board. All contracts shall be approved by the Board and executed by the Co-Administrative Officers and Region Treasurer(s). Agendas for Spring Conference and District Meetings are set by the Board and may not be altered without Board consent.

1. Spring Conference:

Spring Conference shall be hosted by the Region Board. The date of Spring Conference shall be approved by the Board after consultation with the Region Conference Committee. The Board will identify Chairs for the Region Conference Committee, who will work with the Co-Administrative Officers or the Governor-Elect on the Conference planning, as outlined in the Spring Conference Guide. The Region shall hold one Conference annually in the first half of the calendar year. The last Conference of the biennium shall be held prior to May 15. The Board shall select the location at least one (1) year prior to a Conference. The agenda shall be determined by the Board. Notice of Conference (Call): The

Region Secretary(s) shall send, to the official mailing list, a Call to Conference to be received no later than February 1 of each year, at least sixty (60) calendar days prior to the event.

A. The Spring Conference Call shall include:

1. Date, time, location, and registration form
2. Tentative agenda
3. Proposed amendments and resolutions
4. In the second year of the biennium, a proposed budget
5. In the second year of the biennium, the report of the Nominating Committee including resumes of candidates
6. Such additional information as the Governor chooses

B. Quorum and Spring Conference Voting Privileges.

Delegates representing a majority of Clubs in the Region shall constitute a quorum.

1. The voting members of the Conference shall be:
 - a. Region Officers shall have a vote within their respective District.
 - b. District Officers shall have a vote within their respective District.
 - c. Three (3) accredited delegates of each Club in good standing. A Club is in good standing if it's Region and Federation financial obligations have been met at the time its delegates register. Delegates shall be the Club president or alternate and two (2) regular members. A delegate shall represent only the Club in which membership is held.

C. Spring Conference Honorees.

The Region will honor the following persons at Conference:

1. Dream It, Be It, club recognition, annually
2. Live Your Dream Award winners; the minimum number to be awarded annually will be determined by the number of awards appropriated by Federation. Each District is to submit their winner and their runner up.

3. Ethel F. Lord Fellowship winner, **in compliance with Financial Policies and Procedures**. ~~at least one (1) per biennium, as funds permit.~~

D. Minutes of Spring Conference.

The minutes of the Conference shall be recorded by the Secretary(s). Within thirty (30) calendar days of the close of Conference the minutes shall be submitted for approval to a panel of three (3) Region members who were appointed by the Region Secretary(s) and approved by the Governor prior to Conference and who attended the meeting. If no comments or corrections are made within ten (10) calendar days of their receipt, the minutes shall be accepted as presented. The approved minutes shall be distributed to the official mailing list, and approved by the Conference delegates at the next Spring Conference.

2. District Meeting

Each District shall hold yearly meetings in the fall, prior to November 15. The Board shall select the locations at least one (1) year prior to the meeting. The agenda shall be the same for all Districts and shall be determined by the Board. District Meetings shall be hosted by a Club or Clubs within each District. It will be the responsibility of the District Director and the host Club Meeting Chair to obtain presenters for workshops and other speakers as required by the agenda.

The responsibilities of the District Meeting host Club are set forth in the District Meeting Manual. When possible, Districts will attempt to hold combined meeting.

A. Quorum and District Meeting Voting Privileges.

Delegates representing a majority of Clubs in the District shall constitute a quorum.

1. The voting members of the District shall be:
 - a. Region Officers who hold membership in a Club within the District.
 - b. District Officers within their respective Districts.
 - c. Three (3) accredited delegates of each Club in good standing. A Club is in good standing if its Region and Federation financial obligations have been met at the time its delegates register. Delegates shall be the Club president or alternate and two (2) regular members. A delegate shall represent only the Club in which membership is held.

B. Minutes of District Meeting.

Within thirty (30) calendar days following the meeting, the District Secretary shall distribute the minutes, approved by the District Director, to the official email list.

3. Standing Rules for Spring Conferences and District Meetings:

A. The following rules shall be adhered to at all Spring Conferences and District Meetings:

1. Voting delegates shall be seated in a designated section at the front of the room. Persons acting as delegate alternates must present to the Credentials Chair authorization in writing from the delegate's Club or email from the Club President to the Credential Chair to act in such capacity.
2. When addressing the Meeting Body speakers shall rise, announce their name and the name of their Club.
3. **Delegates may speak for no** more than two (2) minutes at any time, unless granted permission by the Meeting Body. The Board shall assign a timekeeper for all General Sessions.
4. All motions must be submitted in writing to the Region Secretary(s) at the time they are made. Motion forms shall be available at the head table. When a vote by mail or email has been authorized, the Region Secretary(s) prepare the ballot. If the proposed action requires the expenditure of funds, the ballot shall state from which account funds are to be drawn. The Region Secretary(s) distribute the ballots and collect the ballots for tabulation.

IV. BOARD MEETINGS

The Region Secretary(s) shall notify Board members of meetings at least fifteen (15) calendar days before the meeting date. When it is necessary to vote between meetings the following procedure shall be followed: The subject matter may be initiated by a member of the Board. If the action proposed requires the use of funds, the proposer will state from which account funds will be drawn. The Governor authorizes the ballot, which shall be prepared and distributed/communicated by the Region Secretary(s). Responses shall be returned to the Region Secretary(s) within a time frame set by the Governor. The

Region Secretary(s) shall tabulate the votes and notify the Governor and send a written report of the action taken to all members of the Board. Voting may be done by mail, email or conference call.

V. INTERNATIONAL PROGRAM DELEGATE

The delegate shall submit a written report to the Board within forty-five (45) calendar days of the close of the Convention or Interim Board Meeting. The report shall be delivered at the next District Meeting.

VI. COMMITTEES

The following are committees for the Region:

A. Programs (including the following committees)

1. Live Your Dream Award
2. Dream It, Be It
3. Laurel Society
4. Ethel F. Lord Fellowship Award

B. Fundraising

C. Public Awareness

D. Membership

- 1.

E. Merchandise

F. Remembrance

G. NAR Peace Garden

H. Scrapbook (Selected member of the Region to complete a scrapbook to be presented to the Governor at the end of her Biennium as a remembrance.)

I. Region committees for the following when needed:

1. Nominating
2. Credentials and Elections
3. Laws and Resolutions
4. Finance
5. Region Conference Committee

J. Special committees may be appointed to perform specific tasks as needed.

- K. The Co-Administrative Officers or the Governor-Elect shall assist the Governor in selecting members to serve on the committees. District Directors shall recommend members to serve as Vice-Chairs within their Districts as needed.

- L. At the beginning of the biennium the Committees shall receive the following from the Region Secretary(s):
 - 1. Statement of biennium goals
 - 2. Region Board contact list
 - 3. Committee contact list
 - 4. Club Presidents/Treasurers contact list
 - 5. Procedure for reimbursement

VII. POSITIONS AND INDIVIDUAL APPOINTMENTS

- A. **Governor** - Any member who meets the qualifications in accordance with SIA and NAR Bylaws is eligible to serve as Region Governor. There shall be no rotation of the office of Region Governor based on Districts, counties, or any other subdivision of the Region. A detailed Region Governor Position Description that outlines eligibility and SIA expectations of a Region Governor can be found on the Governors web page on the SIA web site.

- B. **Co-Administrative Officer(s)/ Governor Elect** - Any member who meets the qualifications of Governor-elect in accordance with SIA and NAR Bylaws is eligible to serve as Region Co-Administrative Officer and Governor-elect. There shall be no rotation of this office based on Districts, counties, or any other subdivision of the Region.

- C. **Region Treasurer(s)** – Any member who meets the qualifications in accordance with SIA and NAR Bylaws is eligible to serve as Region Treasurer. There shall be no rotation of this office based on Districts, counties, or any other subdivision of the Region.

- D. **Region Secretary(s)** - Any member who meets the qualifications in accordance with SIA and NAR Bylaws is eligible to serve as Region Secretary. There shall be no rotation of this office based on Districts, counties, or any other subdivision of the Region.

- E. **District Officer** - The officers of the Districts shall be District Director and District Secretary. To be eligible for District office, the member shall be a member of a Club within the District in which such office is held and shall have served a term as Club President. If no candidate meeting the eligibility requirements accepts the nomination another member may be selected that has not served as club president.

- F. **Terms of Office** - The Region and District officers shall be elected. They shall take office beginning July 1st following their election and shall hold office for two (2) years or until their successors take office. Officers shall not be eligible for more than two (2) consecutive terms in office, except for the Region Treasurer(s).
- G. **Regulations Governing Board Members** - Board members required to attend meetings or functions shall be reimbursed for transportation costs and expenses as budgeted, in accordance with financial policies. Board actions will be shared with the members; however, Board deliberations and discussions shall be confidential. Current issues under consideration by the Board may be shared with the members. Members of the Board will be available to attend the annual Conference and District Meetings for the purpose of providing information and promoting the programs of SIA and to maintain a linkage to the membership, and act as a resource to provide guidance in administration, direction and goals.
- H. **Official Club Visits** - An Official Club Visit of all clubs in the Region by a District or Region Officer shall occur at least once during each biennium and may include a Virtual Meeting if applicable. An Official Club Visit is classified as attendance at a business or board meeting of a Club. The purpose of an Official Club Visit is to provide an opportunity for the members of the Club to have questions about Soroptimist and the NAR answered, as well as provide assistance with the concerns of the Club.

VIII. OFFICIAL MAILINGS and VOTING

Official mailings and voting may be made by regular mail, email, electronic survey or any other Board approved voting platform.

- A. **Mail Ballots.** The Board may authorize a vote by mail, except when a Conference will be held within sixty (60) calendar days. The subject matter may be initiated by any member of the Board, a committee, a District, a Club, or the President of the Federation. The Governor shall authorize the ballot. The ballot shall be sent to all Clubs in good standing. Response to a mail ballot shall be made within forty-five (45) calendar days. The Region Secretary(s) shall notify the Governor as soon as a majority vote is received. A written report shall be sent, by the Region Secretary(s), to the members of the Board. The results shall be emailed by the District Directors to their respective Clubs and Club president's email accounts. All results of balloting shall be reported at the next Conference or District Meetings for the purpose of including the results in the minutes.
- B. **Voting:** The Board may take action by mail, email or survey ballot if applicable, and the Region Secretary(s) shall prepare a ballot in accordance with parliamentary authority to be sent. The source of the proposal and the rationale of the presenter shall be included on all ballots. The actual wording of the proposal may be edited, provided the intent is not changed. All mail ballots are to be mailed in separate envelopes marked "Ballot" and are not to be included with other mailings.

- C. Call to Conference and District Meetings:** The official Call to Meeting shall be distributed by the Region Secretary(s) to the Board, , Region Committee Chairs, Club Presidents, Federation Officers, Headquarters office and posted on the NAR website.
- D. Conference Minutes:** The approved Spring Conference minutes shall be distributed to the Board, Region Committee Chairs, Club Presidents, Federation Officers as well as any other individual approved by the Board. Minutes must be submitted no later than thirty (30) days after Conference.
- E. District Meeting Minutes:** The approved District Meeting minutes shall be distributed to the Board, Committee Chairs, and Vice-Chairs and Club Presidents within the District. Minutes must be submitted no later than thirty (30) days after meeting.

IX. PROTOCOL

Refer to Soroptimist Protocol from SIA for any questions on protocol. The following is a guide to proper procedures in protocol.

- A. Recognition:** The Governor is recognized as the chief officer and hostess of the Region. SI and SIA officers are recognized as honored guests in order or rank when visiting.
- B. Conferences and Functions.** Past Governors in attendance shall be recognized by the presiding officer at the formal opening of the Conference.
- C. Introductions:** Dignitaries present who are not expected to speak are introduced by rank in descending order. Guests expected to speak briefly are introduced by rank in ascending order. While the guest speaker may be introduced at the time other guests are introduced, formal introduction should be made just prior to the address.
- D. Seating:** The presiding officer is seated in the center or to the right of the lectern. The person of the highest rank is seated to the right of the presiding officer and the next highest to her left. The remainder of the persons to be seated at the head table will alternate from right to left accordingly. District Secretaries will be seated directly in front of the lectern table.
- E. Disbanding of Clubs:** in accordance with Policy and Procedure set forth by SIA.

X. AMENDMENTS

These standing rules may be amended at any Board meeting by two-thirds (2/3) vote of the Board members present provided prior notice of the amendment has been given to the Board.

Revised 10/03/20 ~~09/25/20~~