

Soroptimist International of The Americas, Inc.

North Atlantic Region

STANDING RULES

I. CLUBS

The Board shall maintain the club list and the Region Secretary 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 Bylaws. The club list is attached as Schedule “A”.

II. MEETINGS

Spring Conference and District Meetings shall be the responsibility of the Region Board. All contracts shall be approved by the Board and executed by the Governor-Elect and Treasurer. Agendas for Spring Conference and District Meeting are set by the Board and may not be altered without Board consent.

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. All fees collected as part of the Conference shall pass to the Region Treasurer, who shall act as the Finance Chair for the conference. Efforts to obtain sponsorships to offset costs of the Conference are encouraged. Due to the large geographic area of the Region, Conference sites shall alternate between locations so as to offer minimal travel for clubs from time to time. At least three site locations will be used for this purpose, which shall be determined by the Board.

The Region Board will identify chairs for the Region Conference Committee, who will work with the Governor Elect on the Conference planning, as outlined in the Spring Conference Guide.

District Meeting: District Meeting 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.**

Starting in 2010, all fees collected as part of the District Meeting shall pass to the Region Treasurer, who shall act as the Finance Chair for the meeting.

Standing Rules for Spring Conference and District Meeting: The following rules shall be adhered to at all Spring Conferences and District Meeting:

1. Voting delegates shall be seated in a designated section at the front of the room.

2. Persons acting as delegate alternates must present to the Credentials Chair authorization in writing from the delegate's club to act in such capacity.

3. When addressing the Meeting Body speakers shall rise, announce their names and the name of their club.

4. No club member may speak more than two minutes at any time, unless granted permission by the meeting body .

· The Board shall assign a timekeeper for all General Sessions.

5. All motions must be submitted in writing to the Secretary at the time they are made. Motion forms shall be available at the head table. When a vote by mail has been authorized, the Secretary prepares the ballot. If the proposed action requires the expenditure of funds, the ballot shall state from which account funds are to be drawn. The Secretary distributes the ballots and collects the ballots for tabulation.

Vendor Rules and Fees: Vendors who are not members of Soroptimist purchasing sales space at Conference or District Meeting shall pay a fee of \$100. Individual club members purchasing sales space Conference or District Meeting shall pay a fee of \$50. Clubs purchasing sales space at Conference or District Meeting shall pay a fee of \$30. Fees may be changed by approval of the Board and shall be provided by notice in the official Call.

During General sessions, clubs may delegate a non-member to remain with sales table.

III. BOARD MEETINGS

The Secretary shall notify Board members of meetings at least fifteen (15) 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, any member of the Region, or the President of the Federation. 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 Secretary. Responses shall be returned to the Secretary within a time frame set by the Governor. The Secretary 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:

1. Mail
2. Email
3. Conference Call

IV. INTERNATIONAL PROGRAM DELEGATE

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

V. COMMITTEES

The following are committees for the Region:

- Programs (including the following committees)
 - **Live Your Dream**
 - Violet Richardson Award
 - New Girl Program**
 - Laurel Society**
 - Ruby Award
 - Ethel F. Lord Award
- Fund Raising
- Public Awareness
- Membership
- Region committees for the following when needed:
 - Nominating
 - Credentials and Elections
 - Laws and Resolutions
 - Finance
 - Region Conference Committee

Special committees may be appointed to perform a specific task as needed.

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.

At the beginning of the biennium the Committees shall receive the following from the Secretary:

- Statement of biennium goals
- Region Board contact list
- Committee contact list
- Club Presidents/Treasurers contact list
- Procedure for reimbursement

VI. INDIVIDUAL APPOINTMENTS

In addition to the duties outlined in the bylaws, the following are responsibilities associated with specific appointments:

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Bulletin: The Bulletin will be issued at least twice per year, by August 31st prior to the 1st

Fall District meeting and by February 28th prior to Spring Conference, and additional dates as determined by the Board.

VII. FINANCES

The Treasurer shall allocate receipts and expenditures to the proper fund. The following expenditures shall be deemed authorized expenditures from the Operating Fund:

1. Transportation costs to and from Board meetings (mileage, parking, tolls) and daily expenses during the Board meeting for all Board members in attendance.
2. Expenses of the District and Region Officers making an official club visit (mileage, parking, tolls).
3. Expenses of delegate attending the SI Convention as budgeted.

4. Expense allowance of Committee Chairs and Vice-Chairs as approved by the Board and not provided for by another account.
5. Transportation allowance and a per diem for committee members attending committee meetings, as approved by the Board.
6. Parliamentarian's Fee and expenses if in attendance at the Board meeting.
7. Expenses for the Governor or Governor-Elect in attendance at the SIA Convention, which shall include registration, transportation, lodging, meal package and per diem for additional meals. The allowance for transportation and daily expenses shall be in such amounts as determined by the Board and in accordance with the budget.
8. Expenses for supplies, postage and any other expense necessary for the day-to-day management of the Region. Any expense not considered a normal operating expense should be reviewed and approved by the Board.
9. **All vouchers should be submitted with-in 30 days to the treasurer (declined payment may be written across voucher)**

VIII. OFFICIAL MAILINGS

Official mailings may be made by regular mail, fax or email.

Call for Conference and District Meetings: The official Call to Meeting shall be distributed by the Secretary to the Region Board, District Secretaries, Region Committee Chairs, Club Presidents, Federation Officers, Headquarters office and posted on the NAR website.

Conference Minutes: The approved Spring Conference minutes shall be distributed to the Region Board, District Secretaries, Region Committee Chairs, Club Presidents, Federation Officers as well as any other individual approved by the Board.

District Meeting Minutes: The approved District Meeting minutes shall be distributed to the Region Board, Committee Chairs, and Vice-Chairs and Club Presidents within the District. **Minutes must be submitted no later than 30 days after meetings and conferences.**

IX. PROTOCOL

Refer to Soroptimist Protocol from SIA for any questions on protocol.

The following is a guide to proper procedures in protocol.

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 Conferences and functions. Past governors in attendance shall be recognized by the presiding officer at the formal opening of the Conference.

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.

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.**

X. AMENDMENTS TO THESE STANDING RULES

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

Revised: January 3, 2017