

Soroptimist International of Lakeview, Inc.

By-Laws

ARTICLE I

NAME AND TERRITORIAL LIMITS OF THIS CLUB

The name of this club shall be Soroptimist International of Lakeview, Inc., and the territorial limits of this club shall be the territorial limits of the Northwestern Region.

ARTICLE II

ADMISSION TO MEMBERSHIP

1. A member of this club may propose for membership any individual who supports the mission, vision, and core values of Soroptimist International and who lives or works within the territorial limits of this club.
 - a. *Mission* – Soroptimist improves the lives of women and girls through programs leading to social and economic empowerment.
 - b. *Vision* – Women and girls have the resources and opportunities to reach their full potential and live their dreams.
 - c. *Core Values* – Soroptimist International of the Americas is committed to:
 - i. *Gender Equality*: Women live free from discrimination.
 - ii. *Empowerment*: Women and girls are free to act in their own best interest.
 - iii. *Education*: Women and girls deserve to lead full and productive lives through access to education.
 - iv. *Diversity & Fellowship*: Women from varied backgrounds and perspectives work together to improve the lives of women and girls.
2. Membership enrollment shall be completed through the Membership Committee.
3. The new member shall be enrolled upon payment of all required dues and fees.
4. Members shall be either a “regular” member or a “life” member.
 - a. Regular members are those who support SIA’s vision, mission, and core values.
 - b. Life members are those members who were designated as Life Members by the Federation prior to July 1, 2001, and, if they choose, may retain this type of membership for their lifetime.

ARTICLE III

CLUB OFFICERS AND DIRECTORS

The officers of this club shall be as follows: President, Vice President, Treasurer, Secretary, two “at large” Board Members and the immediate Past President. The President will designate delegates to the District Meeting, Regional Conference and Federation Convention. The President will appoint the Parliamentarian who should have a good understanding of Robert's Rules of Order Newly Revised.

ARTICLE IV

TERM OF OFFICE

All officers of this club shall hold office for a one- or two-year term, except for the Treasurer who may serve a maximum of three consecutive years consecutive terms. At-large Board Members shall hold office for two years, one to be elected each year.

ARTICLE V

VACANCY IN OFFICE

1. In the event of a vacancy in the office of President, the Vice President shall assume the office of President.

2. A resignation of any other officer or Board Member shall be sent to the President who shall present it for action at the next Board meeting.
3. Vacancies other than the President shall be filled in the following manner: The Board of Directors shall act as the Nominating Committee and shall report at the next business meeting or at any special meeting called for the purpose of filling the vacated office. Nominations may then be made from the floor and the club shall elect the new officer or Board Member.

ARTICLE VI NOTICE OF SPECIAL BOARD MEETINGS

Notice of special board meetings shall be given to each Board Member forty-eight (48) hours in advance either personally, by e-mail, telephone or in writing.

ARTICLE VII NOMINATIONS AND ELECTIONS

1. The Nominating Committee shall be formed in February of each year and will consist of three members: one appointed by the President, one appointed by the Board, and one elected by the membership.
2. The committee shall invite each member to suggest names for consideration.
3. The committee shall nominate one or more candidates for each open position.
4. The consent of a nominee must be obtained before the name is placed in nomination.
5. The report of the Nominating Committee shall be read to the club in March at the club meeting preceding the meeting when the election is held.
6. The election shall be held at the business meeting in April. The report of the Nominating Committee shall be read again at this meeting and additional nominations may be made from the floor.
7. Election shall be by ballot for any office for which there is more than one nominee.

ARTICLE VIII REGULAR CLUB MEETINGS

1. The first Tuesday of each month shall be a business meeting. Unless otherwise ordered by the club, regular meetings of the club shall be Tuesday noon of each week.
There shall be no meetings during July and August, and the first meeting of the year shall be the second Tuesday in September.
2. The Board of Directors shall hold one regular board meeting per month at a date and time called by the President.

ARTICLE IX NOTICE OF SPECIAL MEETINGS

Notice of special meetings shall be given to each member forty-eight (48) hours in advance either personally, by e-mail, telephone or in writing.

ARTICLE X PLACE OF MEETINGS

The place of regular meetings of the club shall be determined by the club.

ARTICLE XI QUORUM/ATTENDANCE/VOTING

Thirty percent (30%) of the voting members of the club shall constitute a quorum. To be in good standing, hold office and vote, a member must have all fees paid. Regular attendance at meetings is encouraged. Monthly committees shall keep attendance records.

ARTICLE XII
FINANCIAL REVIEW

The Treasurer's books/records shall be reviewed within thirty days of the close of the fiscal year by the Review Committee. A year-end financial report and current fiscal year budget shall be provided to each member in September.

ARTICLE XIII
STANDING CLUB RULES

(See Addendum I attached hereto.)

ARTICLE XIV
ADDITIONAL COMMITTEES AND THEIR RESPONSIBILITIES

(See Addendum II attached hereto.)

ARTICLE XV
CLUB DUES AND FEES

1. Dues are payable annually in advance of June 1 and become past due on June 15 of each year. The Federation and Regional dues shall be sent in by the first of July. Any member who fails to pay dues by June 15 will be excluded from active club membership and is obligated to notify the treasurer of her intentions to remain as a member in good standing. An additional fee will be charged for reinstatement.
2. In addition to the amount designated for club expenses, the local dues will include Founders' pennies, club liability insurance, Federation dues and Regional dues. The dues shall be determined as approved in the annual budget.
3. A member in good standing whose transfer from another club is accepted by this club shall pay one full year's dues if the Federation/Regional dues were not paid by the former club. If the Federation/Regional dues were paid, then the new member pays pro-rated dues to this club only.

ARTICLE XVI
EXPENSES OF DELEGATES

The club shall defray the expenses of four delegates to Regional Conferences and District Meetings in amounts as set forth in the approved budget.

ARTICLE XVII
AMENDMENTS TO BYLAWS

These Bylaws may be amended at any regular business meeting with a quorum present and by a two-thirds (2/3) vote of the members present and in good standing. Notice of any amendments shall be given to all members at the preceding business meeting.

ARTICLE XVIII
TERMINATION OF MEMBERSHIP

1. The following shall be reason for termination of membership:
 - a. Resignation.
 - b. Failure to fulfill financial obligations.
 - c. Failure to fulfill ideals as expressed in the Soroptimist Pledge.
2. No membership may be terminated for reasons other than resignation without an opportunity for a hearing before the Board of Directors within thirty (30) days after written notice to the member of such termination. A two-thirds (2/3) vote of the Board is required for termination of such membership when grounds for termination have been determined to exist. The decision of the Board shall be final.

ARTICLE XIX
ROBERT'S RULES OF ORDER

Robert's Rules of Order shall be the parliamentary authority for all matters of procedure not specifically covered by the Bylaws of this organization.

These Bylaws are hereby adopted on June 7, 2016.

SOROPTIMIST INTERNATIONAL OF LAKEVIEW, OREGON

By: *Susan McNeley*

Susan McNeley, President

ADDENDUM I (ARTICLE XIII)
STANDING CLUB RULES

1. Each member shall pay for one senior girl at the Senior Girls' Luncheon held in May, whether or not the member attends. This fee shall be included in the member dues each year.
2. The club shall make a memorial contribution of \$25.00 to the SIA Fund for each member who passes away. A contribution of \$25.00 shall be made to the memorial of the family's choice for each member, member's father, mother, husband, or child that passes away.
3. The secretary shall compile a list of motions that have been passed during the year that would affect these Bylaws and/or Standing Club Rules.
4. The club shall pay for lunches, not to exceed five per month, for guest speakers who present programs at club meetings.
5. Members will be assessed the cost of one admission for two Fun and Fellowship events. This amount will be determined by the Budget Committee and will be included in the member's annual dues. The Fun and Fellowship Committee will assess the cost for guests which will be paid by the member.
6. The club shall pay annual dues for membership in the Lake County Chamber of Commerce.
7. There shall be such committees as these Bylaws provide and such others, standing or special, as the Federation, the Region, or the club may authorize.
8. Unless otherwise provided in these Bylaws, or by the club, each committee shall be appointed by the President.
9. Each fundraising committee is expected to meet the financial requirements as set forth in the current budget. All monies, bills and receipts collected by committees shall be given to the Treasurer who will pay all expenses.
10. The treasurer shall provide annual verification of the filing of IRS Form 990 to the club's board of directors.
11. Monthly committees, offering a raffle to the members, have the option of deducting their expenses prior to donating the proceeds of the raffle to the club.

ADDENDUM II (ARTICLE XIV)
COMMITTEES

1. ARCHIVES AND PROPERTY. This committee shall maintain all property of the club that is not in the cabinet or in possession of an individual member. The committee shall also make arrangements for storage, maintain an updated list of stored property annually and retain a copy of that list in the committee notebook.
2. BUDGET COMMITTEE. This committee shall submit the proposed operating budget for the succeeding year at the business meeting in April. This budget, subject to such revisions as may be necessary, shall be presented for adoption by the club at the May business meeting. The Treasurer shall be an ex-officio member of this committee.

3. FUN AND FELLOWSHIP COMMITTEE. The President shall appoint a chair person and/or co-chair for each of the Fun and Fellowship committees (Fall and Spring). At least two Fun and Fellowship events shall be held each fiscal year. The President shall appoint each member of the club to serve on one of these two committees.
4. WAYS AND MEANS COMMITTEES. The President shall appoint a chairperson and six members to a Ways and Means planning committee who will oversee the Ways and Means projects/events which will be held during the fiscal year to meet budget requirements. Each member of the club shall participate in these projects/ events. This committee shall meet early in the club year and submit to the club in October the projects planned for fund-raising activities to support the service projects.
5. LAWS AND RESOLUTIONS COMMITTEE. This committee shall report to the club with its recommendations of all proposed amendments to the Club Bylaws and Standing Club Rules, Federation and Regional Bylaws, and the International Constitution.
6. MEMBER COMMUNICATION COMMITTEE. This committee shall keep members informed by newsletters either delivered by mail, e-mail, or telephone.
7. MEMBERSHIP/SOLT COMMITTEE.
 - a. Membership. This committee shall encourage club members to propose names of persons eligible for membership and preside over the new member induction.
 - b. Soroptimist Orientation and Leadership Training (SOLT). This committee shall meet early in the year with the new members and their sponsors to explain the history, objectives, and activities of the Soroptimist organization. The committee shall also initiate programs to provide information which ensures understanding of the privileges and responsibilities of membership.
8. PUBLIC RELATIONS AWARENESS COMMITTEE. The committee is responsible for news releases submitted to the local media regarding Soroptimist functions, projects, installation of officers, induction of new members, special events, etc., which present a positive image to the community and notes the importance of Soroptimist services. The committee shall also maintain an image book containing newsletters, newspaper clippings and photos.
9. PROGRAMS OF SERVICE PROJECTS COMMITTEE. The Vice President shall chair this committee. Membership consists of the chairpersons of all committees, excluding the monthly committees. This committee will collect the requests for club service from the local community, the Region or Federation. At the May business meeting the committee will recommend to the membership how the funds raised will be allocated. The club members will then vote for the projects at the June business meeting.
10. REVIEW COMMITTEE. This committee shall review the Treasurer's books/records within thirty days of the close of the fiscal year and provide a written report to the presiding President.
11. SIA AWARDS COMMITTEE. This committee shall educate club members about the SIA Awards, how they are funded, and how the funds are used. The committee shall also encourage individual and club contributions to the Annual Club Campaign and the Laurel Society. The committee shall work with the directors of the SIA Programs to support the Live Your Dream Award, and locally, the Ruby Award (Women Helping Women), the Vo-Tech scholarship, and the Lakeview Soroptimist Scholarship. For informational purposes, each award/scholarship is listed and defined:
 - *Live Your Dream Award*: Educational support for any person who is the primary support of themselves and their family, is enrolled in a vocational/skills program or undergraduate program, and demonstrates a financial need.
 - *The Ruby Award*: Recognition only for a woman who has exemplified the Soroptimist ideals. Recipient is nominated and chosen by the Awards Committee.
 - *Vo-Tech Scholarship*: Given to students (or a student) who are enrolled or accepted in a vo-tech program or are pursuing an associate degree program.
 - *Lakeview Soroptimist Scholarship (formerly Violet Richardson)*: Given to a current high school senior who is enrolled in, or accepted to, a college.
12. VICE PRESIDENT'S PROJECT COMMITTEE. This committee is chaired by the Vice President who will organize the annual May Senior Girls' Luncheon with the assistance of the May committee.

13. MONTHLY COMMITTEES. Monthly committees will ensure one of six programs will be presented during an identified month that will focus on the following six topics:
- a. Economic and Social Development: Programs which promote economic understanding, training, and employment of youth and women.
 - b. Education: Programs promoting vocational-technical education and Girls' State Program.
 - c. Environment: Programs of current environmental concerns and issues.
 - d. Health: Programs promoting health awareness.
 - e. Human Rights and Status of Women: Programs on current issues affecting the human rights and status of women.
 - f. International Goodwill and Understanding: Programs that develop a spirit of friendship and contribute to international understanding.