

SOROPTIMIST INTERNATIONAL OF BENICIA STANDING RULES

1. Board of Directors: attendance at board meetings is mandatory unless the President is notified in advance.
2. Attendance:
 - a. Requirements:
 - i. To be a member in good standing, hold office and vote, a member must meet membership requirements as outlined in club bylaws; participate in fundraisers and service projects.
 - b. Leave of Absence:
 - i. A leave of absence may be granted by the Board of Directors for a period of no more than the current fiscal year in case of applicant's illness, travels, temporary removal from the community or other just cause. Requests for leave of absence must be in writing to the Board of Directors.
 - ii. All mandatory fees and dues must be paid by a member on leave of absence.
3. The Chair shall be addressed at all times as President (first name) and members shall stand to be recognized.
4. Any group or person wishing to promote or sell anything to the club members during club meetings must first obtain permission from the Board of Directors or the President.
5. Annual dues will include the total of Federation and Founder Region dues plus an additional \$20. The Treasurer shall remit all dues and fees to the Region and Federation no later than July 31st. Payment arrangements may be made through the club treasurer.
6. All club officers are encouraged to attend District meetings and Regional Conferences.
7. All incoming officers are encouraged to attend District Leadership meetings.
8. The club shall pay registration fees and conference costs for the three delegates, and all first-time attendees. For all other members attending conference, the club shall pay for registration and one meal. If a registered member fails to attend conference, she will be required to reimburse the club the registration fees.

9. Two hundred dollars (\$200) may be spent by the President with Board approval. Expenditures of more than \$200 must have club approval.
10. A guest should not be introduced as a “prospective” member.
11. A guest’s lunch is paid for by the club on the day of her first visit.
12. Participation in the club fundraisers is mandatory. Unexcused non-participation will result in a fine to be determined by the Board of Directors.
13. The proper method for self-introduction is:
 - Name
 - Classification
 - Title
 - Company Name
 - Slogan
14. Self-introductions of the members will be called for at the discretion of the presiding officer.
15. These procedures may be amended at any regular business meeting of the club by a majority vote of those present with previous notice.
16. The regular meeting of this club shall be held every Thursday, except for July and August, Thanksgiving Day, and as determined by club vote in December, and the first Thursday of the month shall be the business meeting. In cases where business cannot wait until the first Thursday of the month, then the fourth Thursday may be used as a business meeting.

**STANDING RULES SECTION B
DELEGATES AND ALTERNATES**

1. Delegates shall attend Region Conference, District Meetings and District Caucus.
2. Delegate(s) shall present to the club an oral report at one of the club meetings within the next calendar month, and a written report to the Board of Directors.
3. Delegate(s) shall present to the club all proposed resolutions, amendments and nominations, at which time the club shall instruct the delegate(s) on the voting procedures.
4. The club may defray the expenses of the delegate(s) to the Federation Convention, Region Conferences, District Meetings and District Leadership Meetings, and of representatives attending

Leadership Meetings in amounts to be suggested by the Finance Committee. Federation Convention expenses will be reviewed bi-annually.

5. The incoming President shall be a nominee for delegate to the Federation Convention in the year of the Convention or another member able to attend, if the President is unable to attend.

Revised October, 2014