



SOROPTIMIST INTERNATIONAL OF TRUCKEE MEADOWS

Policies and Procedures

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Together, the SITM Bylaws, current revision, and the SITM Policies and Procedures, current revision, define the rules, roles and responsibilities of the organization and its members.

A. DELEGATES

1. Federation Convention Delegate
 - a. The president of the club year preceding the Federation Convention shall serve as club delegate.
 - b. The current president shall serve as alternate delegate to the Federation Convention.
 - c. If a delegate is unable to attend the Board of Directors shall immediately, following notification, elect a member(s) in good standing to represent the club.
2. Region Conference and District Meeting Delegates
 - a. Delegates to Region Conferences and District Meetings shall be the president, the president-elect, and the delegate.
 - b. If a delegate is unable to attend the Board of Directors shall immediately, following notification, elect a member(s) in good standing to represent the club.
3. Reimbursement
 - a. The club shall defray expenses of the Federation Biennial Convention delegate in amounts to be recommended by the finance committee and approved by the club.
 - b. The club shall defray expenses of delegates to Region Conferences and District Meetings in amounts to be recommended by the finance committee and approved by the club.
 - c. Budget permitting, the club will reimburse registration expenses for first time attendees to region conferences, or district meetings.

B. MEMBERS

1. Members are encouraged to participate in a minimum of one program committee and one additional committee as a requirement of membership. Committee members and coordinators terms are for one year and there is no limit to the number of years a member can serve on or coordinate a committee.
2. Members are required to make lunch reservations per the club's agreement with the current lunch provider.
3. Perfect Attendance
 - a. While attendance at meetings is not a requirement, members may choose to follow the guidelines in this section to achieve Perfect Attendance recognition.
 - b. Each member shall be allowed two weeks' vacation each year for perfect attendance purposes.
 - c. Make-up meetings must be made within the club year during which the absence occurred and shall be credited as follows for perfect attendance only as follows:

One Make-up

 - club board meetings
 - meetings of other Soroptimist clubs
 - district meetings
 - winter council meetings
 - leadership meetings

- working on a club project at another location on a club meeting day
- working on a major project or fundraiser (one make-up for each shift worked)
- participating as an official representative of SITM in any club-approved function where all members are invited to attend
- Venture Club meetings
- S Club meetings
- Region board meetings
- Region Conference (one make-up for each day attended)
- Soroptimist Development Retreat (one make-up for each day attended).

Five Make-ups

- Federation Biennial Conventions
 - International Quadrennial Conventions.
- d. Except for club board meetings, club projects or major fundraisers, each member shall be responsible for notifying the Attendance Coordinator of authorized make-ups. Details shall include name of meeting, date and location. On club projects and major fundraisers, the committee coordinator will submit a list of participants to the Attendance Coordinator.

C. COMMITTEES

1. PROGRAM COMMITTEES

a. Community Outreach and Advocacy

The Community Outreach Committee hosts local SITM projects such as “Beads of Strength” and Afghans to donate. This committee also coordinates requests for support from other organizations, such as product drives, or members’ time. These requests may be brought to the committee by an individual member.

b. STEAM

This program targets pre-8th grade girls, preferably elementary school girls. The concept is twofold—first, to identify the obstacles to high academic achievement and bring the necessary resources to eliminate the obstacles, and second, to bring the resources needed to increase the number of girls that ultimately pursue STEAM (Science, Technology, Engineering, Art and Math) related college degrees and careers.

c. Women’s Scholarships and Awards

The Women's Scholarships and Awards committee represents Soroptimist’s strong commitment to the ideal of quality education for women and girls. The committee presents information and opportunities for engagement to address barriers to education, programs which offer academic and vocational support, career training and other related topics.

Since 1980, the Committee administers the recruitment, selection and awards process for the SITM Scholarship programs. In 2018, the scholarships were renamed Dreams Moving Forward Undergraduate and Dreams Moving Forward Graduate Scholarships.

The Committee plans and hosts the annual Women’s Scholarship luncheon.

The Committee administers the Soroptimist Live Your Dream Award and hosts the annual luncheon honoring the awardee.

d. Youth Awards

The Youth Awards Committee has long been committed to opportunities and education for the young and focuses on the needs of youth in our community. The committee establishes goals at the beginning of the school year, works to achieve them and encourages SITM members to participate.

The Committee administers the application and selection process for Youth Scholarships and Thanks to Youth (Unsung Heroes) Awards which are presented during the annual Thanks to Youth Luncheon. The Committee receives all proceeds from the Thanks to Youth event and uses them to fund all youth programs including, but not limited, to youth scholarships and shopping sprees for the unsung heroes. The committee meets with and supports the Thanks to Youth Committee during planning and execution of the Thanks to Youth Luncheon.

e. International Connections

Soroptimists emphasize the international relationships of individuals and clubs throughout the world. The Committee generates member awareness, advocacy and action regarding issues and projects, especially as they relate to the United Nations.

The Committee develops and maintains club Friendship Links.

2. MEMBERSHIP COMMITTEES

a. Attendance

The Attendance Committee is responsible for:

- Monitoring the main club email (currently info@sitmnv.org)
- Updating weekly attendance sheets, noting any cancellations, etc.
- Recording attendance at weekly meetings and maintaining accurate records of attendance for each member for "perfect attendance"
- Coordinating attendance and meal commitments with the meal provider
- Issuing make-up slips to visiting Soroptimists
- Issuing lunch receipts as needed
- Administering perfect attendance awards
- Maintaining a list of members who attend eligible make-up events and meetings.

b. Finance/Governance Committee

The Finance/Governance Committee is managed by a Finance Committee coordinator and a Governance Committee coordinator, both who serve for two years with staggered terms to ensure continuity. The two coordinators shall work in cooperation, communicating all issues related to the financial and club operating regulations, to ensure effective, accurate and timely functions of the committee and the club. The committee is considered the authority on financial oversight and governance and should assist all officers, committees and members. The appropriate federation or region committee or region parliamentarian shall be consulted as needed.

Finance functions include implementing the yearly club budget process, developing internal control and accountability policies and is responsible for financial oversight. The respective treasurer presents the proposed annual budget to the board and membership for approval.

Governance functions include reviewing all proposed amendments to the club bylaws and policies/procedures, creating suggested language and making recommendations to the club. This includes any amendments required to ensure alignment with Federation and Region updates.

c. Hospitality

The Hospitality Committee plans and organizes club functions and social events to promote interaction and friendliness among members. The committee maintains a current list of members' birthdays and coordinates birthday celebrations during the monthly business meeting. Additionally, the committee sends out various greeting cards as appropriate. The committee coordinates with other committees to help make guests and new members feel welcome.

d. Membership

The Membership Committee is responsible for creating opportunities to attract and recruit new members through a variety of marketing and networking strategies. The Committee is responsible for reviewing applications of proposed members for eligibility, making recommendations for membership to the SITM Board, conducting new member orientation and education meetings, making a special effort to make new (and current) members feel welcome at meetings and events, and sharing new member information with other appropriate committees and Club officers for the purpose of updating their records.

The Committee is responsible for tracking and encouraging member retention. Such efforts may focus on Soroptimist education, leadership training topics, member surveys, coordinating special social events in cooperation with the Hospitality Committee, and other activities.

The Committee is responsible for administering member nominations for the annual Ceec Abrahams Award and selecting the member who best exemplifies actions above and beyond the call of duty in support of the club and its activities. It also arranges for a recognition ceremony and presentation of the revolving trophy.

e. Newsletter and Roster

The Newsletter serves as the voice of SITM through its monthly newsletter *SITM Update*, distributed to Club members and other Soroptimists. The Committee Coordinator serves as the editor of the newsletter. Committee members serve as newsletter reporters, gathering the news stories, preparing the articles and serving as assigned liaisons to various other Club committees.

Roster functions include maintaining, updating and distributing club roster information as appropriate. The SITM Roster shall not be reprinted or distributed in any way to individuals or groups outside the club without prior approval of the SITM Board except as required by the Sierra Nevada Region.

f. Photo/Scrapbook

The Photo/Scrapbook Committee chronicles the activities of the club throughout the year. Committee members also gather mementos and materials for the purpose of creating a memorable scrapbook for the club president. As the club's official library of photos, the Committee conducts the annual "Year in Review" meeting to celebrate the club's accomplishments and special memories.

g. Technical Support and Oversight

The Technical Oversight Committee is responsible for coordinating and managing all aspects of SITM's technical infrastructure. This includes:

- Training volunteers and maintaining instruction sheets for Zoom.
- Managing the club website and social media, in close coordination with the Public Awareness and other committees.
- Maintaining technical documentation.
- Providing technical support to officers and committees as needed

- Conducting a yearly assessment of all technical assets and apps and recommending changes

3. FUNDRAISING COMMITTEES

a. Fundraising

The Fundraising Committee is responsible for planning and supporting various fundraising events and activities each year. Funds raised from these events will supplement other funding sources to support club projects and operations as appropriate and as directed by the annual budget.

b. Thanks to Youth

The Thanks to Youth Committee presents an annual "Thanks to Youth" luncheon which honors young scholars and unsung heroes between the ages of 6 and 18. All proceeds will be used to fund youth-focused projects, including Youth Scholarships for high school seniors and shopping sprees for the unsung heroes, which are undertaken by the Youth Awards Committee.

4. PUBLIC AWARENESS

The Public Awareness Committee is responsible for developing and disseminating all forms of external communications regarding activities, events, committee announcements and other news, as well as for reinforcing and maintaining a favorable Club identity (brand) in the community. Committees and event organizers are responsible for providing content for media releases and other communication and the Public Awareness Committee assists in reviewing and developing media/promotion plans, event-specific promotional collateral, and other pertinent messages and materials. The Committee uses various communication tools, such as the SITM website, social media, print and broadcast media, special acknowledgments, signage and other forms of the use of the SITM logo, club brochures and other printed materials. The Committee encourages club members to share SITM good news via personal social media.

With assistance from the President-Elect and appropriate committees, submit the club's entries for awards at Region and Federation level.

5. NEPAL LIAISON COMMITTEE

This committee communicates with the Community Foundation of Northern Nevada (CFNN) and SI Sierra Reno as necessary regarding the Soroptimist International of Truckee Meadows IGU-Nepal Project Fund and the Nepal Project Income Fund. The SITM President, Service Fund Treasurer and Finance Committee Coordinator serve as members of this committee. The committee provides the club with periodic updates on the project.

6. SPECIAL COMMITTEES

A. Overview

A special committee may, from time to time, be appointed by the Club President, subject to Board approval, for a limited and specific purpose. A special committee is valid within the time frame of the club year in which it was formed, and it may be extended into the following club year upon Board approval. A special committee is required to present a written report of its completed work to the Club President, the Board and the Club, if appropriate, prior to its cessation.

D. FINANCE

1. Club Dues and Fees

- a. The annual dues of the club are payable June 1 for the period from July 1, - until June 30, of the following year
- b. The Finance/Governance Committee will review the proposed General Fund Budget each spring and make recommendations for a dues increase (or decrease), if any. With a goal of keeping dues as low as possible, the budget must cover SIA and region expenses, as well as necessary club expenses. Funding options include raising (or lowering) dues and supplementing dues through fundraising. Dues will increase by not more than 3% per club year unless suspended for that year on the recommendation of the Finance/Governance Committee.
- c. Dues for new members shall be prorated on a scheduled basis beginning with those joining after December 31. The amount of reduction for the 3rd quarter will reflect the amount of SIA's dues reduction plus SITM's reduction. The dues for joining in the 4th quarter of the fiscal year (April – June), shall cover the costs charged by SIA and SNR. The member's dues payment date shall be the date used for proration.

Dues as stated above include region dues and fees, federation dues and fees, optional founder pennies and the per capita federation assessment for club liability insurance.
- d. The New Member fee shall be \$25.00 and may be waived for any year on the recommendation of the Finance/Governance Committee and approval by the club. The SITM fee shall cover the Cost of a membership roster binder, notebook, name badge, and pin. The New Member Fee charged by SIA shall also be included in the New Member base dues. This fee is subject to change annually by SIA.
- e. All members shall pay a luncheon fee when attending club meetings whether or not they eat.

2. Reserves

- a. Each spring The Finance/Governance Committee will calculate two years reserve for both service and general funds. The goal of the club is to hold these funds in reserve to cover operating and program costs in the event of extenuating circumstances.
- b. Any undesignated funds beyond the two years reserve in the Service Fund may be available upon request. These requests are to be managed by the motion process and approved by the club.

3. Financial Overview

- a. Each June, the board shall select a Certified Public Accountant who shall be responsible for conducting an overview of the financial records of the Club, preparing adjusting entries and providing such entries to the treasurers and preparing the annual federal tax Form 990 by the due date of the return or any applicable extension. The selection of the CPA shall exclude any member who is a signer on the club accounts.
- b. No committee may exceed the expenditures authorized by the annual budget without prior consent of the board. All monies collected by any committee shall be paid to the appropriate club treasurer within three (3) business days.

E. PUBLIC AWARENESS

1. Media Consent Form

- a. A Media Consent Form must be signed in order for SITM to use a person's name, likeness and/or voice for all publicity purposes and in any media format, relating to promoting and building awareness of the Soroptimist organization and its projects. Media formats include, but are not limited to: newspapers, magazines, television, radio, film, social media or on the Internet.

A Media Consent Form also ensures that the person has waived the right to any royalties or other compensation arising from or related to the use of their name, likeness and/or voice.

It is particularly important to have a Media Consent Form signed by their parent or legal guardian for individuals under the age of 18.

- b. Choosing not to sign a Media Consent Form will not disqualify an applicant from being considered for an award or scholarship, or from participating in any SITM program.
- c. The Media Consent Form may be incorporated into scholarship and other applications produced by SITM as long as the complete language of the consent form is included.
- d. A Media Consent Form is not required when the media is obtained in a public space or at public events where there is no reasonable expectation of privacy, or when the primary focus in a non-public environment and are not recognizable, such as when a silhouette, back view, or out of focus shot is taken.
- e. The current Media Consent Form is available in the Member's Area of the SITM website.

2. Social Media

Social media is a powerful means of electronic communication (primarily via the internet and mobile apps) to increase awareness of, and engagement with, SITM. Posts, images etc. by SITM members are encouraged but must adhere to the following guidelines:

- a. Must be relevant to SITM and Soroptimist in general, such as its mission, values, programs, awards, current events etc. (no personal posts).
- b. Must stay away from religion, racism, partisan politics and any other issue that may be offensive.
- c. SITM reserves the right to edit or amend any misleading or inaccurate content depicted in posts. SITM also reserves the right to delete posts that violate these guidelines.

F. RECORD MANAGEMENT AND RETENTION

1. This policy identifies the record retention responsibilities of the members of the board of directors, committees, club members and outsiders (independent contractors via agreements with them) of SITM. The organization's members of the board of directors, committee members, club members and outsiders (independent contractors via agreements with them) are required to honor the following rules:
 - a. Paper or electronic documents indicated under the terms for retention in the following section will be transferred to and maintained by SITM's archivist.
 - b. All other paper documents will be destroyed after six years;
 - c. All other electronic documents should be deleted from all individual computers, data bases, networks and back-up storage after one year;
 - d. No paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation.

- e. No paper or electronic documents will be destroyed or deleted as required to comply with government auditing standards (Single Audit Act).
2. The current Records Retention Schedule is found in Attachment A of this document.

G. AMENDMENTS

1. These Policies and Procedures may be amended by a majority vote of the membership at a business meeting.

Attachment A**Soroptimist International of Truckee Meadows
Records Retention Schedule**

#	Title	Description	Disposition
1	President's Binder	Binder compiled by club president during her year in office. May include contracts, agendas, meeting minutes, reports from treasurers, program coordinators, member information, emails, etc.	5 years from submission to archives. At the end of her term the president will transfer this binder to the incoming president. The previous binder is then transferred to archives.
2	Secretary's Binder	Binder compiled by club secretary during her year in office. Includes minutes of all club board and business meetings, submitted motion forms, committee reports, application for membership, etc.	Permanent. At the end of her term the secretary will transfer this binder to the incoming secretary. The previous binder is then transferred to archives.
3	Rosters	Yearly directory published by the club that contains officers, board members, club calendar, committees plus name, address, email, phone and other information for each member. Any rosters received from Federation or Region are also archived.	Permanent. Of historic value. Club roster committee will transfer one copy to the club archives at the end of the club year.
4	Treasurer's Reports	Reports compiled by the Treasurers on expenditures and receipts including monthly P&L and Balance Sheet reports. Dues roster received from federation.	Permanent. At the end of her term each treasurer will transfer their binder to the incoming treasurer. The previous binder will then be transferred to archives.
5	Financial Audit Reports	Annual financial statements compiled by an independent accountant.	Permanent. Treasurers will ensure that one copy is transferred to club archives.
6	Accounts Payable Records	Instruments used to pay the club's bills & expenses. Includes, bills, notes, invoices, member check requests etc. plus any correspondence made by the treasurers.	7 years. At the end of her term each treasurer will transfer their binder to the incoming treasurer. The previous binder will then be transferred to archives.
7	Bank Statements & Deposits	Monthly statements received from the bank accounts and Community Foundation. Shows money on deposit and monthly transactions.	7 years.
9	General Ledgers	Accounting records which are the main ledger of accounts and which combine summaries for all subsidiary ledgers and journals.	Permanent.

#	Title	Description	Disposition
10	IRS Tax Returns	Report required by the IRS to report income and expenses.	Permanent.
11	Club Bylaws and Policies & Procedures	Documents that contain the basic rules by which the club conducts its' business and describes how the club functions.	Permanent. When superseded, one copy is placed in the archive.
12	Applications for region awards, fellowships and scholarships (awarded)	Applications submitted for club awards, fellowships and scholarships by successful applicants. (Awards given to clubs in the region are not included).	Permanent. Original applications should be forwarded to the archives at the end of each club year by the appropriate coordinators.
13	Applications for region awards, fellowship and scholarships (submitted by unsuccessful applicants)	Applications submitted for club awards, fellowships and scholarships that were unsuccessful. (Awards presented to clubs in the region are not included).	1 Year. Not necessary to send to archives but may be destroyed by coordinators.
14	Awards & Certificates received	Includes plaques, certificates and other types of recognition.	Permanent.
15	Club Charter	Charter issued when the club was organized permitting the club to operate.	Permanent.
16	Memorabilia & photographs	May include gifts, programs of special events, photographs & videos and other items of historic value.	Permanent. Photographs may be stored digitally in the club Dropbox account.
17	Bylaws, handbooks & standing procedures from Federation or Region	These documents provide authority for the club to do certain things.	Of historic interest. When superseded, one copy is placed in the archive.
18	Club Newsletter	Monthly newsletter sent to members and published on the club website.	Permanent.

#	Title	Description	Disposition
19	Media Consent Form	Form that grants permission to SITM to use a person's name, likeness and/or voice for all publicity purposes and in any media format, relating to promoting and building awareness of the Soroptimist organization and its projects. Must be signed by the person or, in the case of a minor, their parent or legal guardian.	Permanent. Electronic copies are currently located in the club Dropbox account.
20	State documents	Examples include the Nevada Gaming Control Board approval of charitable lotteries and/or games, state tax documents, etc.	Permanent