

ATTACHMENT 1: PROCEDURES

SOROPTIMIST INTERNATIONAL OF NOVATO

CLUB PROCEDURES (or club “culture” unique to Novato)

INSTALLATION MEETING: Installation will be held yearly toward the end of the fiscal year (June), determined by the incoming President, to install the new officers for the next year. The Board usually decides the venue (as chosen by the incoming President), which is at a home with a potluck dinner. The Treasurer will purchase the Past President’s pin and/or gavel for presentation to the outgoing President. The Club President’s pin will be presented to the Incoming President by the Outgoing President. The incoming President will provide the following:

- Theme for the coming year
- Name of installing officer
- Names of any special guests to be invited to the installation

HOLIDAY MEETING: A meeting in December is often collapsed with another meeting. A pot luck meal and gift exchange result in a social event with no agenda or business.

PROGRAM: The Vice President shall be responsible for the program, but can delegate this duty. Objective and Duties include planning the non-business meeting programs of the club. This person has the responsibility of obtaining the restaurant and room for the meetings. One meeting each year should be scheduled to present information gained at SIA Convention.

MEETING INTRODUCTIONS: The custom of SI Novato is that members introduce themselves around the room sharing their names, their roles with the club, their jobs outside including other volunteer organizations, years as a member, and an explanation of any club project or event that they chair. Sometimes the President will ask for an additional item to be shared that helps members to better know each other.

HISTORIAN: An appointed member shall have the responsibilities of being Historian. The objective is to maintain records of the club activities. An official role is to house the minutes per regulations of being a 501(c)(3) organization. Duties include being responsible for the creation of a President's Book, which highlights the year's activities and present this President's Book to outgoing President at Installation of New President.

DUES: A new member joining after December 31 shall pay pro-rated dues for half of the year.

MEETINGS: In order to attend the organized meetings at restaurants, members need to pay for the meal. If no meal ordered, members are expected to pay \$5 as a cover charge. An initial meal for a prospective member is gratis, as the club pays for that meal.

CELL PHONES: Members should be respectful and turn off cell phones at all meetings.

APPOINTMENTS: Chair appointments are made by the President who appreciates input, but makes the final decision.

COMMITTEE CHAIRS: Attendance is expected at business meetings in order to provide updates and conduct business.

Above procedures approved August 2011

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Added Procedures in 2015:

PAULINE STUBER MEMORIAL SCHOLARSHIP: The Pauline Stuber Memorial scholarship will be awarded to one graduating female student from both San Marin and Novato High Schools planning to work towards a STEM (Science, Technology, Engineering, and Mathematics) related degree, beginning with the 2015-2016 school year. Pauline was a pioneer in the STEM field, a female civil engineer at a time when there were few, a tireless local and global volunteer, *and*

a charter member of Soroptimist International of Novato. This scholarship will honor Pauline as a trailblazer in her field and a pillar of the Novato community.

GUIDELINES FOR SELECTING SERVICE PROJECTS will respond to these questions: (1) What services will be provided? (2) To whom will the services be provided and where? (3) How will this service empower women and girls? A Continuum of Service Projects Aligned with Soroptimist Mission are ranked.

Service Projects Level 1 to 3 are for specific services for an identified group of recipients in our community. (1) Direct financial aid to individual women and girls who live, work, or go to school in Novato. (2) Financial support for specified services to women and girls in our community or country. (3) Financial support for programs that benefit both women and men in our community.

Service Project Level 4 may go to an administrative cost of an organization and may be used for unspecified services for an unspecified group of recipients.

Service Project Level 5 funds are one time only and are often honorariums for speakers at our meetings.

In considering a Service Project we should be careful of the following issues: Does it require a religious affiliation? Is it political in nature? Is there a conflict of interest? Is it an emotional decision and not based on practical thinking?

The process for requesting funds (using the published Yearly Request for Funding):

- A. A Funding Request can come from a member of Soroptimist International of Novato or an outside agency. While we do not solicit requests from the outside, we do accept them.
- B. Funding Requests are submitted yearly on the Soroptimist International of Novato form.
- C. Funding Requests go to the Board for review. Funding Requests can be discussed at a Business Meeting but need to go to the Board prior to voting on it.

D. Board reviews Funding Requests in light of the existing budget and funds available and makes a recommendation to the membership at the Business Meeting.

E. Members vote at a Business Meeting in accordance with the Bylaws.

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Added Procedures in 2018:

PUBLIC RELATIONS PROCESS

PURPOSE: to be consistent in our message, logo, image and accuracy of details to the public.

1. All items that go to the public need to be reviewed by PR committee
 - Online presence such as website, e-Newsletter, e-luminate
 - Press releases
 - Social media publications for Facebook and other sites
 - Flyers, postcards, and other printed material for every campaign
 - All letters sent to public such as fashion show letters sent out

2. Refer to SIA “Recognition and Branding Tools” for preferred logos, font styles, and other tools available online at <https://www.soroptimist.org/for-clubs-and-members/federation-information/recognition-and-branding-tools/index.html>

3. PR Committee will insure that the following people review and approve PR piece in a timely manner:
 - Chair of each campaign, such as Fashion Show Chair, e-Luminate Chair, Candy Chair, Lobster Chair, Garage Sale Chair
 - Speaker at each meeting
 - Club president

4. PR Chair will alert concerned members that items are final and ready for publication.

5. When producing a flyer or general publicity, make sure these items are included:

- a. Name of the event
- b. Date and time of the event
- c. Location with specific address
- d. Why we are holding the event
- e. Our non-profit 501(c)(3) status
- f. SI logo with registration mark (see Item 2 above)
- g. Our Soroptimist website address: www.soropnovato.org
- h. Our generic Soroptimist email: Slnovato@soroptimist.net
- i. Contact name, email, and phone
- j. Mailing address (if useful): P O Box 1267, Novato, 94948