



SOROPTIMIST
Best for Women®

*Improving the lives of women and girls
through programs leading to social
and economic empowerment.*

SOROPTIMIST INTERNATIONAL OF THE AMERICAS

Northwestern Region Sample Language – Role of District Directors

The following are various sections from the Northwestern Region Bylaws and Standing Rules related to the role of the District Directors (and Secretaries). Northwestern Region Districts have smaller club groupings (Areas) within them (about 5 clubs on average in an area) that meet annually on a Saturday for an informal meeting. This allows those attending (with the District Director and/or District Secretary in attendance) to share amongst themselves about club projects, hear from the District Director on current goals/efforts, and for the District Director to lead discussion on strategies for membership and program development. Because of the geography, the Area and District Meetings allow those members who can't attend Region Conference the opportunity to get together in a shorter time requirement.

District directors shall:

- 1) attend region conferences and meetings of the region board of directors;*
- 2) plan and preside at district meetings;*
- 3) coordinate with the district secretary the issuance of a call to district meeting at least 60 days prior to the date of the meeting;*
- 4) keep in close communication with all clubs in the district, reporting upon conditions or problems within the district to the region governor;*
- 5) attend charter banquets as the official representative of the district;*
- 6) attend area meetings within the district;*
- 7) visit individual clubs within their district, if necessary, after receiving approval from the governor;*
- 8) perform such other duties as may be assigned by the governor, the board, or prescribed by the bylaws, standing rules, and procedures of the region.*

District secretaries shall:

- 1) attend district meetings;*
- 2) record the minutes of district meetings;*
- 3) coordinate with the district director the call to district meetings at least 45 days prior to the date of the meeting and the issuance of minutes within 45 days after the close of the meetings;*
- 4) preside at district meetings in the absence of the district director; and*
- 5) perform such other duties as may be assigned by the governor, the district director, the board, or prescribed by the bylaws, standing rules, and procedures of the region.*

Section 7.2

Each district shall hold annual meetings in the fall at a place and date determined by the region board for the purpose of providing Soroptimist education and leadership development. All Soroptimists shall be encouraged to attend.

e. Each district may establish a District Leadership Committee in order to facilitate the work of the district director and to increase leadership opportunities within the district. Leadership committees shall be established and operate per guidelines established in the region's procedures.

DISTRICTS

1. The region shall be divided into four districts as follows:

- a. District 1: To include all of western Washington, extending from the Pacific Ocean eastward to the 121st parallel which runs from a point approximately five miles east of where the Skagit River enters Washington State from Canada; directly southward to the vicinity of Fort Simcoe; then west to the northwest boundary line of Skamania County; then south along the Skamania County line to the Clark County line; then west along the Clark County line to the Columbia River; AND the State of Alaska.
- b. District 2: To include all of Oregon except the counties of Baker, Malheur, Morrow, Umatilla, Union and Wallowa; PLUS that area in the State of Washington from the City of Wishram north along the 121st parallel to the vicinity of Fort Simcoe; then west along the northwest boundary line of Skamania County; then south along the Skamania County line to the Clark County line; then west along the Clark County line to the Columbia River.
- c. District 3: To include all that portion of Washington east of the 121st parallel and all of Northern Idaho now included in Northwestern Region, PLUS the counties of Baker, Morrow, Umatilla, Union and Wallowa in the State of Oregon.
- d. District 4: To include all of the State of Montana.

2. Annual meetings of each district shall be self-supporting through the payment of a registration fee. The district director shall preside at the meeting.

SECTION G:

DISTRICT MEETINGS

1. District meetings shall be the equivalent of one and one-half days.
2. District meeting theme, agenda, and program shall be decided giving due consideration to the Soroptimist program, service activities, and club administration, recognizing that the purpose of district meetings is to provide an opportunity in an informal atmosphere for participation by the great number of members unable to attend region conferences, federation, and international conventions.
3. The call to the meeting should be made available to every club in the district at least 60 days before the meeting.
4. Voting members of a district meeting shall be the region delegates of clubs within the district, district officers, and any region officers from district clubs.
5. Expenses for the district director and district secretary in the performance of duties, including travel to and from district meetings, necessary phone calls, postage and supplies to send calls, minutes, notices, and other correspondence, shall be reimbursed from the district meeting funds.
6. District meeting registration fee, meal package, and accommodations, lodging at half room rate, shall be provided by the district for the district director and district secretary. Travel related expenses of the district director and/or site coordinator for one planning meeting (if needed) will be approved and reimbursed by the region

SECTION H:

AREA MEETINGS

1. Area meetings shall be the responsibility of clubs and shall be financially self-supporting. If there are leftover funds, the area representatives will determine its distribution.
2. Districts shall hold annual area meetings. Such meetings should be planned by each Area's group of club Area Representatives in coordination with the district director to address items of timely interest and region-wide concern, allow clubs to problem solve, and provide Soroptimist orientation. The dates for such meetings shall be coordinated by the district director. The district director's travel expenses to attend these meetings will be reimbursed by the region. The District Director's registration and/or meeting meal expense shall be covered by the Area Meeting budget. Any anticipated lodging expenses are to be approved by the Region Governor in advance.
3. The District Secretary may be reimbursed up to \$100 per year to cover registration and travel expenses to attend Area Meetings other than their own.