



SOROPTIMIST®
Investing in Dreams

Soroptimist is a global volunteer organization that provides women and girls with access to the education and training they need to achieve economic empowerment.

SOROPTIMIST INTERNATIONAL OF THE AMERICAS, INC.®

Soroptimist International of the Americas Procedures

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A. GENERAL

1. Clubs, districts and regions may take public positions:
 - a. in implementation of any adopted position of the Federation;
 - b. in support of the objects and purposes of the Soroptimist organization upon a two-thirds vote of those members, clubs, districts or regions advocating such support; however,
 - c. the Federation, its regions, clubs or members in their capacity as a Soroptimist shall not participate or intervene, directly or indirectly, in any political campaign on behalf of, or in opposition to, any candidate for elected public office.
2. Within the Federation, regions, districts, clubs and members have the privilege and responsibility of voting for candidates of their choice. There shall be no circularization of information or campaign materials by anyone for a candidate or nominee including but not limited to electronic and postal mail, facsimile, telephone, printed materials, brochures or leaflets. Only information about the nominees or candidates circulated by their respective nominating committees is allowed. While it is appropriate to have a presentation of all candidates and/or a reception hosted by the region, any social event to promote an individual candidate is prohibited.
3. There shall be no cross solicitation of Soroptimist clubs outside the region on subjects of policy, project promotion or requests for funds without authorization of the Federation Board. Cross solicitation includes sending of postal mail, email, petitions, telephone calls, posts on websites (including hosting online auctions on public sites using the club's name as the seller), or other forms of requests for project or fundraising support. Regions may adopt procedures for the canvassing of clubs within the region.
4. The Federation shall publish an official newsletter, *Best for Women*. There shall be at least two issues each year. The newsletter shall be available by annual subscription.
5. English is the official language of the Federation. Budgetary provisions will be made for appropriate materials, as established by the Board, to be translated into other languages used within the Federation. Clubs may choose to receive these translated materials rather than the English version. All appropriate Federation material that must be translated shall be authorized through Headquarters. If a region or club translates any material used by the Federation, it shall provide a copy to Headquarters.
6. Policy and Position Statements on behalf of Soroptimist International of the Americas may be made only by the elected Federation officers and the Executive Director. Statements made by other Soroptimists do not necessarily represent the official views of the Federation. However, members may utilize the information found in Soroptimist International of the Americas' "Be It Resolved" or Soroptimist International's "Where We Stand" published material.

It is at the sole discretion of SIA's board of directors to develop, release, or endorse public statements related to political or social current affairs or events, provided they meet the

- requirements of SIA Procedure A. 1. c. Public statements will be limited to those directly related to SIA's mission and the purpose of the work SIA is doing now, in the past, and in the future.
7. Establishing a strong visual identity is an important component of SIA's branding strategy. Clubs and regions are urged to implement SIA's visual identity in a careful and consistent manner. SIA's logo consists of a stylized "S" and the word "Soroptimist". Use of the logo is authorized and encouraged on all club or region stationery, websites, bulletins, programs, and educational materials, as well as on badges, decorations and printed matter for region conferences, district meetings, workshops and any other official Soroptimist function. The federation has available, free of charge, the logo (in various formats) as well as stationery, business card and envelope templates for use by regions and clubs. They are available from the members-only website at www.soroptimist.org. The logo should be printed in PMS 659 (blue) or black.
 8. SIA has registered the Soroptimist International emblem, SIA logo, translation of Soroptimist (Best for Women), tagline (Investing in Dreams) Live Your Dream logo and various federation programs for service and/or trademark protection in the United States of America and other Soroptimist countries. Use of the registered marks are governed by the "Use of SIA Registered Marks Policies", available on the SIA website www.soroptimist.org
 9. SIA Headquarters shall be the sole supplier of all Soroptimist jewelry, including those items that employ the SI emblem, SIA logo, Live Your Dream logo or other registered marks. Non-jewelry items are subject to SIA's non-exclusive limited use license. Every Soroptimist should ensure that the official Soroptimist-owned registered marks continue to enjoy the respect they have earned over the years.
 10. The membership pins shall be available only through federation headquarters. By custom in our federation, the membership pin is worn on the left, close to the heart. Members may choose to wear other Soroptimist jewelry in lieu of or with the membership pin, keeping in mind that headquarters is the sole supplier of jewelry. Members wear the pin that shows their highest rank at official functions and may simultaneously wear recognition pins such as the Laurel Society pin. Pins bearing the Soroptimist logo may be used for daily use to encourage conversation about Soroptimist and its mission and may be worn anywhere that is appropriate and in good taste.
 11. Club or region websites must utilize the website templates or adhere to SIA's Web Site Development Guidelines available without charge from the members-only section of www.soroptimist.org. Specifically, such web sites shall not publish the name or contact information of any Soroptimist member on a publicly accessible site without the specific permission of that individual. In order to maintain SIA's club and member database, all club or member directory information must be obtained through Headquarters. No advertising or portal to purchase goods or services shall be established on a club or region web site without first obtaining the written permission of SIA. There shall be no replication of SI or SIA program information, applications or forms. Instead, links should be established to such sites that ensure that the information is kept current at its origin. Failure to comply with these guidelines will require that a club or region remove or modify the site upon request of Headquarters or jeopardize the club's good standing, or region's relationship with federation, until such time as the site is in compliance.

12. Personal contact data (directory information) shall be maintained by headquarters in a secure and confidential manner. Its use for commercial or solicitation purposes shall be denied to all. Requests from non-Soroptimists for contact information shall also be denied. Only the Federation board of directors may grant exceptions. Soroptimists have access to directory information through the secure members only section of the SIA website. Soroptimists agree to protect and use SIA's member data solely for SIA-related business. Further, Soroptimists agree not to share, sell, or otherwise disclose SIA member data to solicit funds, participation, or goods and services unrelated to SIA. Regions may request electronic rosters or mailing labels of clubs and/or members in their own region. Headquarters shall maintain a full privacy policy that complies with the highest ethical and legal standards concerning the collection and security of data obtained. This policy will be updated as changes are made within the organization and the business community. The full policy is available on the external part of the Federation's website at www.soroptimist.org.

B. PROCEDURES GOVERNING CLUBS

1. Charters are granted by the Federation according to guidelines available from headquarters to a club that has a minimum of 12 regular members. Club names shall reflect distinct geographic place names and represent the community served, and are subject to approval by SIA headquarters.
2. Officers of a club shall be a president, secretary, treasurer and such additional officers and/or directors as the club may provide in bylaws.
3. Meetings and Voting
 - a. Clubs shall hold a minimum of one general membership meeting each month except during regularly scheduled vacation periods of the clubs. Clubs may hold their meetings in any format, including face-to-face, audio or video conferencing, or social media.
 - b. Clubs may hold their regularly scheduled meetings of the club board of directors, officers, or committees in any format, including face-to-face, audio or video conferencing, or social media.
 - c. Clubs may undertake any regular business, including but not limited to elections of officers, voting to amend club governing documents, approve budgets, or any other regular business of the club by voting at meetings (held face to face, by audio or video conference, or social media) or by mail ballots or electronic balloting. Results of mail ballots or electronic balloting should be communicated to all members of the club by the club officer or committee chair responsible for the vote upon the conclusion of the vote. The results should be noted in the minutes of the meeting where the voting took place or reported at the next meeting of the club for inclusion in the meeting minutes.

- d. Should an emergency arise resulting from warlike damage or an attack on the nation in which the clubs exist, any nuclear or atomic disaster, large-scale natural disaster, public safety or public health crisis that makes it inadvisable or illegal to hold a face-to-face meeting, the club board may postpone or suspend the meeting, or may change the format of any meeting or club voting from what is stated in the club bylaws to any format supported in this procedure to ensure the continuing conduct of club administration and essential business. In these cases, the club board shall notify their members and region of these changes.
4. Clubs should maintain 12 or more regular members. Headquarters shall monitor club membership on a monthly basis and direct letters to those club presidents with 11 or fewer regular members (copies to the Region Membership Chair and Region Governor). No club shall forfeit its charter due to having 11 or fewer regular members.
5. In order to be in good standing, a club must remain current in all financial obligations to the region and Federation, have submitted all required final reports from Federation club grants, have met (or are working to meet) the goals set forth by SIA's strategic plan and club road map, and have submitted any annual filings regarding affiliated businesses. Clubs not in good standing are not eligible to vote in Federation elections or mail ballots, cannot receive grants or awards from the Federation, and are subject to charter forfeiture.

Clubs in the United States that lose their Internal Revenue Service tax-exempt status will forfeit their charters, must recharter under a different name, following Procedure B.1., apply for a new federal EIN Tax-ID Number, and apply for federal IRS status through SIA's group exemption.

6. Dues for new members and charter members of a new club shall be prorated. The member's month of induction shall be the date used for proration. Club treasurers should use the chart below to determine the amount to remit along with the new member fee and the 5008.

Beginning July 1, 2023

Members inducted into existing or chartering clubs July 1 through December 31 pay \$76.00

Members inducted into existing clubs January 1 through June 7 (or annual dues billing for the upcoming year) and members inducted into chartering clubs January 1 through March 31 pay \$38.00

Members inducted into chartering clubs April 1 through June 7 pay \$19.00 in dues for the period April 1 through June 7, and full SIA dues of \$76 (\$95 total)

7. Clubs working with youth
SIA is committed to providing a safe and secure environment for youth participating in Soroptimist activities. Soroptimist has zero tolerance for any inappropriate behavior or abuse when working with children or any vulnerable population. SIA also seeks to minimize vulnerability to accusations of improper behavior that Soroptimist members and other volunteers may experience in carrying out Soroptimist project work that involves youth. The "SIA Standards for Working with Youth" enumerates the steps required for volunteers to engage in youth projects in clubs in any SIA country, without exception. The standards apply to any new

or existing youth projects. (see SIA website under the Program Resources and Federation Information pages)

All Soroptimist clubs working with youth agree to:

- a) Training
Prior to beginning a project involving youth all participating volunteers must read, sign, and submit to the club the “SIA Standards for Working with Youth”. All participating volunteers must complete a training module available on the SIA website, on working with youth, and reporting suspected abuse or allegations of abuse.
- b) Conform to all applicable local, state/province, and national requirements pertaining to background checks/clearances for working with youth. SIA requires clean background checks/clearances for all adults working with youth. Background checks must be completed and submitted to the club prior to any activity with youth commencing.
- c) Maintain the signed standards and any background checks/clearances submitted in a secure location, and maintaining the strictest confidentiality and access to these documents.
- d) Reporting of Suspicions or Allegations of Injury, Abuse, or Molestation
 - i. Anyone who witnesses or has reasonable suspicion of inappropriate behavior, suspected injury, abuse or molestation connected with any club activity must immediately inform the club president or treasurer who will follow applicable legal requirements for reporting to appropriate agencies or law enforcement.
 - ii. At the same time, an information report must be submitted to the SIA Chief Financial Officer and the SIA Executive Director/CEO. SIA staff will be responsible for contacting SIA’s legal counsel. For clubs in the United States, SIA staff will contact SIA’s insurance broker and/or carrier. For clubs outside the United States, the club should contact the region governor, who is responsible for contacting the region’s insurance broker and/or carrier.
 - iii. Under no circumstances should a club officer or member undertake any inquiry or investigation of such situations.

SIA, with the assistance of their legal counsel, will regularly review the SIA Standards for Working with Youth. If necessary, the standards will be modified in accordance with current laws and insurance requirements. When changes are made, SIA will communicate the changes to all clubs.

8. Merging clubs will receive a new charter and new club number for the club. Merging clubs shall agree on the name of the merged club, which shall reflect distinct geographic place names and

represent the community served, and are subject to approval by SIA headquarters. Merging clubs must complete the steps outlined in the current version of Form 205-Merging Clubs and submit the form for region and SIA approval.

9. Online Clubs

New clubs may choose to charter as an "online club." Online club members choose to meet and conduct SIA mission-focused business primarily through technology (i.e.: telephone, video conferencing, social media). Delivery of Soroptimist programs may be conducted as determined by the online club – using technology and/or face-to-face methods.

Online clubs will be assigned to one region determined by the residence of 75% of their charter members. An online club with 12 members must have at least 9 of those members residing within one region at the time of chartering. Other charter members may reside in other areas, but must reside within the countries and territories within SIA (See SIA Procedures Appendix 1: Territorial Limits of the Regions).

Online clubs should follow the naming convention outlined in Procedure B.1. for all Soroptimist clubs, and must include the word "online" in their club name. Clubs who currently follow a traditional model and wish to move to an online club model may do so by completing Form 204: Application for Change of Name of a Soroptimist Club.

10. Clubs may not use their government-issued charitable tax-exempt status as an agent to collect funds for another group or project that seeks to provide its donors with tax relief or deductibility from income by using the Soroptimist club's tax status.

11. **Affiliated Businesses** An Affiliated Business is defined as a club activity to carry out SIA's mission that involves owning and/or operating an ongoing activity. This does not include discrete fundraising events conducted periodically such as annually that are of short-lived or time-bound duration. Characteristics of an Affiliated Businesses are defined as an activity of a club other than regularly scheduled meetings of members to address club business, whether it is part of the club or in a separate entity where:

- the club controls or shares control of the activity with another club or entity, or
- the staffing or participants of the activity are primarily club members, or
- the activity supports the club financially or receives support from the club, financial or other, or
- uses the Soroptimist name or mark(s).

Any club that has or seeks to create an affiliated business to support the club in carrying out Soroptimist's mission must ensure the business is structured so that the club, its members and Soroptimist International of the Americas, Inc., does not assume any risk for the club's business endeavors.

Soroptimist clubs with affiliated business must adhere to the following guidelines:

- The affiliated business is created as a separate entity from the club.

- The affiliated business has a separate federal/national, state/provincial, or local tax status and its own tax identity number separate from the Soroptimist club.
- The affiliated business holds the proper permits to operate in its locality in its name.
- The affiliated business must have its own general liability insurance, and must name Soroptimist International of the Americas, Inc., as additional insured with coverage of \$1 million per occurrence and \$2 million aggregate per policy period.
 - Language for general liability additional insured must read: Soroptimist International of the Americas, Inc., its directors, officers and employees and the region board, governors, officers, and employees are named as Additional Insureds under Commercial Liability endorsement #CG 20 10 (04/13) and Commercial Automobile Liability (if applicable) policies. Additional insured coverage is on a Primary and Non-contributory basis with a Waiver of Subrogation in favor of the Additional Insureds under Commercial General Liability and Commercial Automobile (if applicable) policies.
- Clubs must file annually with SIA headquarters the additional insured general liability Certificate of Insurance within 30 days of the policy's renewal date. If the club is a property owner, they must also file annually evidence of insurance for property coverage with SIA headquarters within 30 days of the policy's renewal date. Failure to do so within 30 days of the policy renewal date will place the club in "not in good standing" status until the insurance documents are filed. The club must also file the annual Use of "Marks" permission and affiliated business information sheet at the same time it files the renewed Certificate of Insurance. (See SIA Procedure B.5.)
- Clubs seeking to set up a new affiliated business should be in contact with the risk department at SIA headquarters before establishing the affiliated business.
- Clubs newly identified as having an existing activity that qualifies as an affiliated business will have 90 days to provide the following information. Failure to do so will place the club in "not in good standing" status. The club must:
 - sign the Soroptimist Affiliated Business agreement and show proof of separate general liability insurance coverage through a certificate of insurance noting the coverages and additional insured information as provided above, and proof of property insurance if the club is a property owner; or
 - provide proof of operational changes to the existing activity that would remove the affiliated business status definition from that activity.

C. FEES

1. A new member fee of \$10 shall be assessed to any incoming new, charter, or former member being added to or returning to membership.
2. A licensing fee of \$50 per item will apply to non-jewelry items for sale by clubs or regions as outlined in the Use of SIA Registered Marks Policies.
3. Each club shall pay an annual mandatory assessment for club liability insurance in an amount established by the Board based on the annual premium charged to the Federation. A fee of \$9 per capita shall be paid for members living in the United States, Guam and Puerto Rico.

4. No later than March 15 immediately preceding the biennial convention, each club shall remit a convention fee which will be billed to each club no later than January 15. Clubs chartered from April 1 to the end of convention in a convention year are not required to pay the mandatory club registration fee for that convention.
5. Clubs that have not remitted the convention fee on or before March 15 shall also remit a late fee equal to 10% of the Convention Fee.
6. Annual dues are payable on or before July 1. Clubs that have not remitted dues by August 1 shall also remit a late fee of \$100. Clubs that have not remitted dues by September 1 shall also remit a late fee of \$150. Those clubs whose dues payments are not received by September 1 will receive a letter from the Executive Director stating that the club charter will be forfeited unless dues and late fee of \$150 are received by October 1. Annual dues/fees paid to SIA headquarters are non-refundable.
7. A \$75 processing fee will be charged for cancelled convention registrations.

D. REQUESTS FOR REDUCTIONS OF DUES, FEES, ASSESSMENTS

1. The Board of Directors shall consider an adjustment in club dues, fees or assessments upon request from the club or Region Governor.
2. Requests should be sent to Headquarters (with a copy to the Region Governor) within 30 days prior to the original due date of the invoice and should include information that substantiates the amount of reduction requested.
3. Headquarters will mail notification of the Board's decision to clubs requesting reduction, with copies to the Region Governor.
 - a. Those clubs whose requests for reduction have been approved, must remit payment to Headquarters within 60 days of the notification.
 - b. Those clubs whose requests for reduction have been denied, may make no further requests for reduction unless there is a substantial change in circumstances. The outstanding obligation must be paid in full within 60 days of notification.
4. Those clubs that do not fulfill the outstanding obligation within 60 days of notification will forfeit their charter.
5. When dues are waived by the SIA Board, the count of those members shall not be reported to SI nor shall per capita dues be paid to SI for those members.

E. FAILURE TO FULFILL FINANCIAL OBLIGATIONS

1. When any financial obligation of a club is not paid within 30 days from the due date, Headquarters shall send a notice of delinquency to the club's president and treasurer with a copy to the Region Governor.
2. The Board of Directors shall declare a club's charter forfeited if the financial obligation remains unpaid 60 days following such notice. At its discretion, the Board of Directors may grant a reasonable extension of time for payment of such financial obligations.

F. PROCEDURES GOVERNING REGIONS

1. Each region shall adopt bylaws for the effective operation of the region that promote the aims, objects and programs of Soroptimist, provided that such bylaws are not in conflict with the SIA Bylaws or Procedures. Proposals to revise the region bylaws must be submitted to headquarters for review prior to publishing the information in the call to the meeting at which they are to be considered.
2. A region may be divided into districts in accordance with its bylaws.
3. Any member who meets the qualifications in accordance with SIA and region bylaws is eligible to serve as region governor. There shall be no rotation of the office of region governor based on districts, countries, or any other subdivision of the region. A Region Governor position description that outlines SIA expectations of a Region Governor can be found on the Governors web page on the SIA web site.
4. Conferences, Meetings, and Voting
 - a. Each region shall hold at least one region conference annually at a time and place to be determined by region bylaws. Regions may hold their conferences in any of the following formats to be considered a region conference for the purpose of this procedure: face-to-face, audio or video conferencing, or live-streamed social media. Clubs must have the ability to interact with each other and with region leaders through real-time audio or chat features in a session or multiple sessions of all clubs in order to be considered a region conference.
 - b. Regions may hold their regularly scheduled meetings of the region board of directors, officers, or committees in any format, including face-to-face, audio or video conferencing, or social media.
 - c. Regions may undertake any regular business, including but not limited to elections of officers, voting to amend region governing documents, approve budgets, or any other regular business of the region by voting at meetings (held face-to-face, by audio or video conference, or social media) or by mail ballots or electronic balloting. Results of mail ballots or electronic balloting should be communicated to all members in the region by the region officer or committee chair responsible for the vote upon the conclusion of

the vote. The results should be noted in the minutes of the meeting where the voting took place and/or reported publicly to all members of the region.

- d. Should an emergency arise resulting from warlike damage or an attack on the nation in which the region operates, any nuclear or atomic disaster, large-scale natural disaster, public safety or public health crisis that makes it inadvisable or illegal to hold a face-to-face conference, the region board may suspend (cancel, postpone or reschedule) the conference, or may change the format of any conference or voting from what is stated in the region bylaws to any format supported in this procedure to ensure the continuing conduct of region administration and essential business. In these cases, the region board shall request the federation to approve the change, and then notify their members of these changes.
5. The President shall call a Leadership Round Table meeting of SIA's region and club leaders annually. Every region governor is required to attend the Leadership Round Table, which aims to develop them as SIA leaders. Each region governor must attend two Leadership Round Tables, once during their second year (odd year) as a governor-elect and once during their first year (even year) as governor at their own or their region's expense. Governors are encouraged to attend the Leadership Round Table during their second year as Governors.
 6. The SIA Board is responsible for the assignment of region territorial limits. Regions affected by proposed changes to territorial limits will be consulted, however the final determination of changes to territorial limits is at the sole discretion of the SIA Board of Directors. (see SIA Procedures Appendix 1: Territorial Limits of Regions.) A new region may be formed from existing region(s) under the following conditions:
 - a. Significant increase or decrease membership in a region.
 - b. Expansion of clubs in an existing region in a geographical area where there are few or no Soroptimist clubs, and clubs cannot be guided by the current region board because of geographic, cultural, economic or other considerations. New regions created from an existing region territory will be considered a Board Directed Region (see Procedure F.7.)
 - c. A region determines it cannot sustain itself under its current configuration because it is too large and seeks to divide into two or more region. Regions shall follow the guidelines and timelines laid out by the SIA Board of Directors in its Board Policy on Regions, Appendix 3, available from the Executive Office of SIA Headquarters. The following Parliamentary requirements shall be followed:
 - i. The Region Board shall propose a motion at one of its board meetings 30-36 months prior to the effective date for the proposed division. The motion is to: study whether to recommend dividing the region; to obtain the SIA Board's approval to consider a division of the region; and to place a request to consider dividing the region before the region's delegates assembled at its annual

- conference. The Region Board shall approve that motion by a regular majority. Once approved, the Region Governor shall forward the region's agenda item, motion, and the minutes of the region board meeting which document the region board's approval to the SIA President and Executive Director at least 90 days prior to the next meeting of the SIA Board.
- ii. Before the region can move forward, the SIA Board shall give its initial approval to the region request to study whether to recommend dividing the region.
 - iii. The Region Board shall bring a proposal forward at its annual conference (generally 25-26 months prior to the effective date of the proposed division.) The proposal is a request to consider dividing the region. The region shall provide notice of that topic and documentation of the results of the study (first report) thus far in its call to conference. On the SIA Board's behalf, SIA Headquarters shall approve the proposal and materials to be presented in the call to conference 30 days prior to the date the region is required in its bylaws to send out the call to conference.
 - iv. The Region delegates shall approve the resolution to continue the study to divide by a 2/3 vote at the region conference.
 - v. A report of the study results to date (second report) shall be made to the region delegates at the annual conference approximately 14-15 months prior to the effective date of the proposed division, with notice of the report's contents available through the call to conference. On the SIA Board's behalf, SIA Headquarters shall approve the report and materials to be presented in the call to conference 30 days prior to the date the region is required in its bylaws to send out the call to conference. The report shall contain:
 - Suggested territories for the resulting regions, with number of clubs and members, and a recruitment plan for continued growth of the region.
 - Proposed names for each resulting regions.
 - Timeline for the upcoming year to:
 - Determine final configuration of resulting regions.
 - Nominations for new region board members in each resulting region.
 - Plan for the division of the current region's assets.
 - Proposed three-year budget for each resulting region.
 - Any country specific legal or tax work that must be undertaken.
 - A motion to move forward with the proposed division.
 - vi. The second region report with motion shall be accepted by a 2/3 vote of delegates.
 - vii. A final report of the proposed division must be approved by the SIA Board of Directors at its Winter meeting prior to the effective date of the proposed

division, and must be sent in the region call to conference as required by the region's bylaws. The report should contain proposals for:

- A business meeting of the current region, and a business meeting for each subsequent region to be held after the official vote to divide is approved.
- The final list of regions and clubs-to be voted on by the existing region, which shall be approved by a 2/3 vote.
- How the assets will be divided-to be voted on by the existing region, which shall be approved by a 2/3 vote.
- Slate of nominees for each region's board—to be voted on by each subsequent region.
- Proposed bylaws for each region—to be voted on by each subsequent region.

viii. The region shall provide regular communication with and updates to the SIA Board throughout the entire process.

d. When two or more regions are merged, reorganized or integrated into one or more regions (Refer to Board Policy Appendix 1).

7. The SIA Board may determine a region shall be administered by the Federation for a period of one to five years as a Board Directed Region, under the following circumstances:

- a. Establishment of clubs in new countries or territories.
- b. Established regions that are unable to maintain the desired numbers of clubs or members, and/or are experiencing economic or leadership difficulties.
- c. Extension of clubs into an existing region where there are few or no Soroptimist clubs, and clubs cannot be guided by the current region board because of geographic, cultural, economic or other considerations.
- d. Any merger or division of a region where additional time or oversight is necessary to successfully launch the affected regions.

8. Insurance

All Soroptimist regions must have the appropriate insurance coverage to mitigate headquarters risk.

- a. All regions based in the US and its territories are required to have General Liability, liquor liability and sexual molestation insurance coverage and Directors' & Officers' insurance coverage through SIA's broker of record.
 - i. The Liability coverage will be made available as part of the club and region liability insurance coverage procured by SIA headquarters.
 - ii. The Directors' & Officers' insurance will be purchased by each region from SIA's broker of record for the policy period established by headquarters.

- iii. SIA is to be named as an additional insured on these insurance policies with a cross-liability clause (i.e. the region and SIA are treated as separate insureds for claim purposes).
- b. All regions outside of the U.S. and its territories are required to purchase all appropriate insurance policies as is necessitated by the country they operate in. These insurance policies are to be purchased by the region with an insurance broker of their choice. All regions (whether within or outside the U.S.) are to forward certificates of insurance (in English) to SIA headquarters when each insurance policy issues or is renewed or upon request of SIA headquarters.

9. Reporting

- a. All Soroptimist regions are required to provide SIA Headquarters with their year-end financial statements within 60 days following of their year-end. These financial statements will include a balance sheet showing assets, liabilities and net worth and a detailed income statement reflecting the activities of the current year and their budget.
- b. All Soroptimist regions based in the US, its territories and Canada are required to provide SIA Headquarters with a copy of any future contracts with a value of \$10,000 or more at the time of their execution.
- c. All Soroptimist regions must submit to Headquarters their call to conference at the same time it is available to their clubs.

10. Fundraising by Regions

- a. Any region seeking donations from members or the general public, will be guided by the following:
 - i. Recognition of a philanthropic gift as the act of giving by a donor. and promptly acknowledging their gift.
 - ii. Following the direction of the donors by using their gifts in accordance with their wishes Transparency through accurate, honest reporting about the use of contributions in all region communications.
 - iii. Proper registration with any governmental agencies in order to seek donations from the public and adhering to the highest standards of accountability.
 - iv. Region fundraising shall be confined to the areas defined by their territorial limits in the SIA Procedures Appendix 1: Territorial Limits of the Regions.
- b. In order to carry out proper registration with governmental agencies as listed above in a. iv. Immediately above , regions operating in the United States may gain benefit from and use SIA's charitable registrations in the U.S.A. states where it is registered and that region operates by meeting all of the following conditions:
 - the region must be unincorporated;
 - the region must be a subordinate of SIA's 501(c)(3) group exemption with the IRS;

- the region must raise funds under the following name: Soroptimist International of the Americas, Inc. (Insert Name) Region.
11. Regions may not use their government-issued charitable tax-exempt status as an agent to collect funds for another group or project that seeks to provide its donors with tax relief or deductibility from income by using the Soroptimist region’s tax status.

G. CONVENTION

1. The convention dates shall avoid major national holidays.
2. Headquarters shall be responsible for registration, necessary contracts, physical arrangements and fiscal control.
3. The call to convention shall include a tentative agenda, information regarding registration and credentials, as required by Federation Bylaws, and such other information as the Board may determine necessary to advise clubs of matters to be considered.
4. Registration shall open at least 120 days prior to the beginning of convention. The fee structure may include an early, regular and late registration fee. Registration shall close 30 days prior to the beginning of convention, and all other registration functions will be handled at the convention site.
5. Refunds for convention registration must be requested in writing to SIA headquarters at least 30 days prior to the opening of convention. Refund requests received after that date will be considered on an individual basis for 30 days upon the conclusion of convention. No refunds will be made during the convention.
6. Visa invitation letters will be sent upon request with confirmation of paid registration in the registered member's name only.

H. NOMINATIONS AND ELECTIONS PROCEDURES

1. Board of Directors
 Electoral Areas are established in Article VIII of SIA Bylaws. The chart below shows the method of nomination and election chosen by the internal divisions:

Electoral Area 1 (Brazil)	At-Large
Electoral Area 2 (Eastern and Western Canada Regions)	Rotation
Electoral Area 3 (Japan Minami and Nishi Regions)	Rotation
Electoral Area 4 (Japan Higashi and Kita Regions)	Rotation
Electoral Area 5 (Korea Region)	At-Large
Electoral Area 6 (Mexico/Centroamerica and America del Sur Regions)	Rotation
Electoral Area 7 (Philippines Region)	At-Large
Electoral Area 8 (Japan Chuo Region)	At-Large
Electoral Area 9 (Camino Real, Desert Coast, Golden West Regions)	At-Large

Electoral Area 10 (Founder, Sierra Nevada, Sierra Pacific Regions)	Rotation
Electoral Area 11 (Midwestern, South Central, Southern Regions)	Rotation
Electoral Area 12 (North Atlantic and Central East Coast Regions)	Rotation
Electoral Area 13 (Northwestern and Peaks to Plains Regions)	Rotation
Electoral Area 14 (Taiwan Region)	At-Large

- a. By August 1, the Secretary/Treasurer shall invite each club in the internal division of Electoral Areas due for election to suggest names for consideration as candidates for director from their electoral area. Clubs desiring to present names shall send them to Headquarters on or before September 15. Headquarters shall verify eligibility and mail to each suggested member a form for a statement of qualifications, and acceptance of consideration for nomination, with the request that the form be returned no later than October 25. Headquarters shall send a mail ballot by November 10, to all clubs in good standing. All ballots will be returned to headquarters for counting.
 - b. If no nominations are received by the deadline, headquarters shall wait a period of 60 days and then solicit the clubs for nominations again. The process for nomination and election of the President-elect shall occur on schedule, without prolonged waiting, for the delayed election to be completed. In the event no candidates are proposed after the second solicitation, the current Board member shall remain in office for an additional year and the Electoral Area will resume the process the next year.
 - c. Electoral areas consisting of two or more regions may change their method of election between at-large and rotation. The proposing region should contact SIA headquarters and the other regions in the electoral area with their intent to request a change in election method no later than December 15. Headquarters will prepare the question, with rationale and other supporting information, for inclusion in each region's call to conference; all regions affected must vote on the same question, with the same supporting documentation. A majority of delegates present and voting (or clubs in the case of a mail ballot) will determine the region's position; a majority of regions in the electoral area will decide the question. If there is no clear order of rotation when the rotation method is chosen, SIA headquarters and the regions will determine the rotation order. Changes will take effect with the next election involving the electoral area.
 - d. The process to nominate and elect a successor for the electoral area seat will be delayed for one year when a board member is elected to the office of president-elect in the first year of their board term, in order to permit the president-elect to complete their term as president.
2. President - Immediately following the election of Directors for the forthcoming fiscal year, the President shall, according to the following schedule, provide for the nomination and election of the President-elect:
- | | |
|---------------|---|
| By February 1 | Invitation to eligible Board members to stand for election. |
| By March 1 | Headquarters sends ballots to clubs in good standing. |
| By May 1 | Completed ballots returned to Headquarters. |

3. Filling a vacancy on the Federation Board of Directors - Should a vacancy occur on the Board of Directors, the Electoral Area represented by the vacancy shall be instructed to conduct another election to replace the member. If the Electoral Area follows the rotation system of election, the replacement shall come from the same region as the vacancy. Time frames should be shortened so that a replacement is duly elected within 90 days.

If through the normal schedule of elections, the Electoral Area will complete the election of a successor within 90 days, or a Board member-elect from that Electoral Area has already been determined, that member will immediately fill the vacancy and complete the unexpired term in addition to the term to which they were elected.

4. Fundraising Council – By August 1, the SIA Secretary/Treasurer shall invite each club, current and incoming members of the SIA Board, current and incoming members of the Fundraising Council, Governors and Governors-elect in each region, current members of the Fundraising Council Nominating Committee, and current members of the Donor Relations Task Force, to suggest names for consideration as candidates for vacancies on the Fundraising Council. Names of nominees shall be sent to Headquarters on or before September 15. Headquarters will make the names of the nominees available to the nominating committee within three working days of the deadline. Headquarters shall mail to each suggested member a form for a statement of qualifications, and acceptance of consideration for nomination, with the request that the form be returned no later than October 25. By November 5, Headquarters shall prepare a list of the names and qualifications of all members who have consented to serve if nominated and elected. Copies shall be sent to each member of the Fundraising Council Nominating Committee.

The nominating committee shall be composed of five members: the SIA President, the SIA President-elect, and three members appointed by the SIA President (subject to their acceptance) chosen from the following categories:

- 1) SIA's Immediate Past President will be invited to serve on the Fundraising Council Nominating Committee in one of the three open positions;
- 2) current members of the Fundraising Council;
- 3) former Fundraising Council Chairs, whose term on the Fundraising Council was completed in the previous three years;
- 4) former Fundraising Council members, whose term on the Council was completed in the previous three years.

The nominating committee will be in place by September 1 and serve through August 31 of the following year; committee members may not seek appointment to the Fundraising Council during this appointments cycle. Ensuring the necessary skills and diversity are considered for representation on the Council, the nominating committee shall prepare a slate of recommended appointments, one for each position to be filled, in addition to 2-3 total alternates, ranked by the nominating committee, accompanied by their committee report.

- a. Appointments shall be made by the SIA Board at their first face-to-face board meeting each year. The term of office for each Council member shall be for two years beginning on

September 1 after appointment. Members who have served two consecutive terms may be re-appointed to the Fundraising Council after a break of at least 12 months.

- b. In accordance with SIA bylaws (section 9.02) the Board shall appoint the Fundraising Council Chair. Each year, the SIA Secretary/Treasurer shall invite every member who will be on the Council on September 1 and those seeking appointment to the Council beginning on September 1 to stand for appointment as Chair. Those who indicate an interest will be considered nominated. The Chair shall attend the meetings of the SIA Board at the invitation of the SIA President for the purposes of advising the Board. The Executive Director shall ensure the proper budgeting to enable the Fundraising Council Chair to attend the SIA Board meetings.
- c. Any Council member may be removed either for or without cause by the SIA Board of Directors, whenever in the judgment of the board the best interests of the federation will be served. Such removal shall be without prejudice to the contract rights, if any, of any person so removed. Removal shall occur only upon a two-thirds vote of the directors then in office and only after the Council member is given an opportunity to be heard at a meeting of the Board of Directors
- d. Vacancies in the Fundraising Council shall be filled by the Board of Directors upon recommendation of the remaining members of the Council and each person so selected shall serve as a Council member completing the balance of the unexpired term.

I. BOARD OF DIRECTORS

1. Board members required to attend meetings or functions shall be reimbursed for transportation costs and expenses as budgeted, in accordance with financial policies.
2. Board actions will be shared with the members; however, Board deliberations and discussions shall be confidential. Current issues under consideration by the Board may be shared with the members.
3. Members of the Board of Directors will be made available to attend the annual conference of each region for the purpose of providing information and promoting the programs of Soroptimist International and the Federation, to maintain a linkage to the membership, and act as a resource to provide guidance in administration, direction and goals. The Federation shall pay transportation for the Board member. The region shall be responsible for the costs of registration, lodging and conference meals. The region should invite the Board member to attend any region board meetings occurring around the time of the conference and must provide adequate time on the agenda for the Board member to address the conference. Workshop presentations and installation of officers are additional duties that a region Governor may ask a Board member to perform.
4. Effective FY21/22, the board will include a governance review in their planning cycle every five (5) years.

J. DISBAND PROCEDURES

1. The Region Governor, in conjunction with the region membership chair, shall supervise the disbanding of a club and shall ensure that:
 - a. The club's governing body pays, or makes provisions for payment of all the liabilities of the club.
 - b. The club's governing body disposes of the assets of the club to its own organization - Soroptimist International of the Americas. In addition, the club may also make donations to other such organizations that support a similar mission of empowering women and girls that are organized and operated for charitable, scientific, literary, or educational purposes:
 - i. For clubs in the United States, such organizations must qualify at the time of the donation as a tax exempt organization under Section 501(c)(3) of the IRS Code of the United States of America.
 - ii. For clubs outside of the United States, such organizations should be of a charitable status or nature in the country where the club operates.
 - c. No surplus funds are used for the private benefit of any person.
 - d. Form 202 - Disbanding a Soroptimist Club – is completed and sent to headquarters within 30 days of official disband date. Clubs in the United States must include copies of the IRS' 501(c)(3) determination letter for any organizations that receives a donation from the club, excluding Soroptimist.

K. MAIL BALLOTS

1. The Board of Directors may take action by mail ballot in accordance with the following provisions:
 - a. All proposals for mail ballots must be accompanied by a financial impact statement and shall be submitted to the President and the Executive Director who shall determine that the subject matter presented does not conflict with current law, is timely and is a matter of Federation business that requires action by mail ballot. The President shall report to the Board, for its consideration, any request for ballots that were deemed improper for Board action, and give reasons for such decision.
 - b. The Executive Director shall prepare a ballot in accordance with the Federation's parliamentary authority. The source of the proposal and the rationale of the presenter shall be included on all mail ballots. The actual wording of the proposal may be edited,

provided the intent is not changed. All mail ballots are to be mailed in separate envelopes marked "Ballot" and are not to be included with other mailings.

- c. Directors shall have the right to change their vote up to the time the vote is finally announced.
- d. Ballots may be protested or challenged by any Director by sending a telegraphic or written notice of protest or challenge to the President, with a copy to Headquarters, within ten (10) days of the receipt of the ballot. This action is to be followed, within ten (10) days, by a letter, with evidence of delivery, setting forth the reason for protest or challenge. When a ballot is protested or challenged, another ballot shall be issued immediately to determine:
 - 1. the validity of the protest or challenge, and
 - 2. a final decision on the subject matter.

The reasons for the protest or challenge shall accompany the second ballot. Any action required by the initial vote shall be suspended until final disposition of the legal protest or challenge.

- e. The Executive Director shall advise the President as soon as a majority vote has been received. The Executive Director shall then notify all Directors and any others directly concerned within fifteen (15) days thereafter. Individual comments by voting members shall be included in the report.
 - f. A summarized report of mail ballots shall be included on the agenda of the next Board meeting. Electronic mail ballots require ratification by the Board. Ballots shall be destroyed thirty (30) days after the summary is presented to the Board of Directors.
2. Mail ballots to clubs shall be subject to the same criteria as mail ballots to the Board of Directors. In addition, the following shall apply:
- a. Clubs that are not in good standing on the day ballot materials are sent via postal or electronic mail are not eligible to participate in that ballot.
 - b. Preferential ballots (3 or more candidates) shall be confined to the candidates listed on the ballot.
 - c. The exact number of clubs in good standing and eligible to vote shall be recorded. The deadline for the return of ballots shall be at least sixty (60) days following the date ballot materials are sent via postal or electronic mail. The total number of executed ballots (i.e. ballots that are not blank) returned to Headquarters or the e-balloting vendor shall constitute the basis for determining the appropriate majority required.
 - d. Notification to clubs regarding the results of a club ballot shall be included on the Soroptimist members' website and the next issue of the newsletter. Ballots shall be retained at Headquarters for 90 days following the deadline for receipt of the ballots and then destroyed.

- e. For ballots conducted by e-balloting, the following shall apply:
 - i. The official link to enter the e-balloting system, unique to each club, shall be sent to the @soroptimist.net club email address. Only the official, link unique to each club can be utilized to enter the e-balloting system.
 - ii. Notification that the ballot system is open and accepting votes shall be distributed to the club president and club treasurer at their personal email address.
- f. For ballots conducted by paper, the following shall apply:
 - i. The return envelope or return ballot shall state the club number, name and region.
 - ii. In order to be valid and counted, the return envelope or ballot shall be signed by any two of the elected officers of the club (president, president-elect, vice president, secretary, treasurer).

L. SOROPTIMIST INTERNATIONAL

1. Nominees for Soroptimist International President shall be selected as follows:
 - a. When the Federation is responsible for such nomination, the Board of Directors shall ask eligible candidates who wish to serve to submit a resume. The board of directors shall review the qualifications of the candidates and may propose any number of candidates to be on the mail ballot to clubs. If the board decides to propose no eligible candidates for mail ballot, the Federation shall waive its turn to nominate for the office.
 - b. A ballot shall list the names of the candidates in alphabetical order. A statement of the qualifications of each member shall accompany the ballot. When three or more candidates are on the ballot, each voting club shall use preferential voting by ranking the preference for each candidate on the ballot.
 - c. Headquarters shall implement a mail ballot to clubs in accordance with Federation Procedures and the time constraints of Soroptimist International. The Executive Director shall submit the name of the nominee to Soroptimist International in compliance with its requirements.
 - d. Should the Federation's nominee decline or be unable to serve at any time before the election by the Soroptimist International board, the person next in order of preference in the voting results shall become the nominee. If there was only one name on the ballot, the SIA Board shall determine whether another eligible member, who then consents to serve, shall be the nominee, or if the Federation should waive its turn to nominate for the office.

2. The SIA President serving on January 1 each year shall serve as the Authorised Representative to all Soroptimist International Annual General Meetings (AGM) and Extraordinary General Meetings (EGM) in accordance with the SI's Articles of Association and Bye-laws, and shall serve through December 31 of that year. In the event the President is temporarily unable to fulfill the duties as Authorised Representative, the SIA President-elect shall serve in this position until the President can resume these duties.
3. SIA shall be represented on the SI Board of Directors by two members, serving staggered two year terms as SIA Appointed Directors to the SI Board. Annually the SIA board shall elect a new member to serve on the SI board beginning the next January 1 from among the following:
 - a current member of the SIA Board (retiring as of the upcoming August 31)
 - a past SIA Board member who retired from the board in the previous three fiscal years
 - the current SIA Appointed Director to the SI Board due to retire on December 31st
 - a previous SIA Appoint Director to the SI Board who has retired from that position in the previous three years.

No individual will serve more than four years (consecutive or cumulative) in the position of SIA Appointed Director to the SI Board. Election shall take place by mail ballot no later than August 15 before the voting delegate takes office. Interested eligible individuals will be invited to submit their names and resumes to SIAHQ no later than May 31 of that year. SIA shall advise SI of the new director in accordance with SI's timelines. In the case of a temporary inability to fulfill the duties, the SIA President may appoint a temporary position holder. In the case of a vacancy, the SIA President may appoint a temporary position holder until the SIA board can hold an election to fill the vacancy. In accordance with SI Bye-laws Section 8.1, Authorised Representatives and SI Board Directors cannot serve contemporaneously in both positions.

4. Federation Geographical Boundaries
 - a. For any country/territory assigned to SIA with no clubs operating within that country/territory, the SIA Board of Directors must approve by 2/3 to remove the country/territory from the Federation's geographical boundaries for the purposes of:
 - i. the reassignment of that country/territory to another currently existing Soroptimist federation (SI of Great Britain and Ireland, SI of Europe, SI of South East Asia Pacific, SI of Africa Federation);
 - ii. the formation of a new federation.
 - b. For any country/territory assigned to SIA with clubs operating within that country/territory, the SIA Board of Directors must approve by 2/3 to remove the country/territory from the Federation's geographical boundaries for the purpose of reassignment of that country/territory to another currently existing Soroptimist federation (SI of Great Britain and Ireland, SI of Europe, SI of South East Asia Pacific, SI of Africa Federation.) The SIA Board will seek the input of the affected clubs before making any decisions.
 - c. Any group of Soroptimist members, in SIA or other federations, seeking to form a new Soroptimist federation containing any country/territory currently assigned to SIA that

has SIA clubs operating within that country/territory must have the approval of 2/3 of the SIA Board of Directors to pursue the formation of a new Soroptimist federation with those clubs. The SIA Board will seek the input of the affected clubs before making any decisions.

- d. For the purposes of investigating the formation of a new federation with clubs currently in SIA, permission must also be granted by the SIA Board before:
 - i. initiating any process with Soroptimist International to form a new federation with existing SIA clubs;
 - ii. initiating contacts with any SIA regions/countries/territories, clubs, or members;
 - iii. initiating contacts any Soroptimist federation, union/region, club, leaders or individual members.

See also SIA Procedure A. General #3, which prohibits cross solicitation of Soroptimist clubs outside of any SIA region without the permission of the SIA Board.

M. PROCEDURES REGARDING FEDERATION RESOLUTIONS

1. Resolutions shall be related to matters of great importance, have broad concern and be international in scope. Topics should be of relevance and significance to the Soroptimist mission of improving the lives of women and girls. There shall be no resolutions on partisan political matters, resolutions commending living individuals or memorializing deceased members. Resolutions regarding Federation policy, administrative or structural matters will be referred to the Federation Board of Directors for prompt consideration and disposition.
2. Resolutions shall continue to be active until rescinded, or until their purpose has been deemed accomplished by the Laws and Resolutions Committee, with the concurrence of the Federation Board of Directors.
3. Clubs and regions are encouraged to review all resolutions and submit comments and recommendations to the Laws and Resolutions Committee. In addition to receiving all new proposals, the Laws and Resolutions Committee shall review all existing resolutions that have been in force for ten years for relevance to Soroptimist programs, timeliness, change of opinion and new information. By recommendation of the Laws and Resolutions Committee, notice to reaffirm, amend or rescind such resolutions shall be included in the call to convention at which action is to be taken. Resolutions in force for fewer than ten years may also be reviewed and recommended for action by the clubs.
4. When drafting proposed resolutions, the preparer should be aware of germane existing resolutions and Soroptimist International position statements listed in "Where We Stand" to avoid redundancy. Include measurable objectives and timeframes. Questions to be answered when considering topics include:
 - What, precisely, is the concern, problem or opportunity implied by the topic?
 - How does the topic relate to the objects of Soroptimist?
 - What specific awareness, advocacy or action by Soroptimist clubs is needed?

- How would accomplishing the resolution benefit women or girls or the organization?
5. Resolutions of an emergency nature that may arise after the deadline for submission, may be introduced for consideration at convention in accordance with Federation Bylaws, Article XII, Section 12.02.

N. PROGRAMS AND AWARDS

1. The Federation will design, manage, evaluate and report on organization-wide programs promoting access to education that help disadvantaged women and girls achieve economic empowerment. The Federation will provide clubs and regions with tools, resources and support to conduct the programs in their local communities.
 - a. **Live Your Dream: Education and Training Awards for Women.** The Live Your Dream Awards provide cash awards to disadvantaged women to support their education and training goals so they can be economically empowered, defined as an improved standard of living for themselves and their dependents. Since 1972, the Live Your Dream Awards have served as the cornerstone program of SIA. All clubs in SIA are encouraged to provide a cash award and additional support to a woman/women meeting the eligibility requirements of the program and report their participation to the region annually.
 - b. **Dream It, Be It: Career Support for Girls.** Dream It Be it provides disadvantaged girls with education and access to role models, so they will be empowered to pursue their career goals and reach their full potential. All clubs are asked to participate or support a Dream It, Be It project for disadvantaged girls. They are asked to report their participation to the region annually and report the evaluation survey results directly to SIA.
2. The Federation presents the following awards:
 - a. **Best in Federation Club Awards:** Annually, upon meeting a percentage of the Club Roadmap Metrics, clubs will be invited to submit an application for this award. Entries should recognize the outstanding work of clubs as they provide women and girls with access to the education and training they need to achieve economic empowerment. This award celebrates the best practices of Soroptimist clubs in their support of SIA's strategic plan and should be able to be replicated in other clubs. A volunteer committee of current and former SIA leaders will review and select winners in the areas of Impact, Engagement and Philanthropy. Winners shall receive recognition.
 - b. **Best in Federation Region Awards:** Biennially, upon meeting a percentage of the Region Roadmap Metrics, regions will be invited to submit an application for this award. Entries should recognize the outstanding work of regions as they provide women and girls with access to the education and training they need to achieve economic empowerment. This award celebrates the best practices of Soroptimist regions in their support of SIA's strategic plan and should be able to be replicated in other regions. A volunteer committee

of current and former SIA leaders will review and select winners in the areas of Impact, Engagement and Philanthropy. Winners shall receive recognition.

3. Soroptimist members, SIA employees and their immediate families are not eligible for any Soroptimist monetary award available to the public. Immediate family is defined to include spouse/partner, parents, siblings, children and grandchildren by adoption, blood or marriage.
4. SIA defines women and girls based on their gender identity. If a potential program participant states that they identify as a woman or girl, they are eligible to participate in the program.

O. FEDERATION VOLUNTEER POSITIONS

1. The Board of Directors of SIA, with input from the Executive Director, will develop outcome-based goals to be accomplished by a volunteer before establishing such a position at Federation level.
2. A Federation volunteer will generally work in liaison with a designated staff member as indicated in the volunteer job description.
3. The job description for each volunteer position will include:
 - a. title of position and areas of responsibility,
 - b. goals/outcomes,
 - c. specific duties,
 - d. position eligibility requirements,
 - e. to whom the volunteer is responsible,
 - f. reporting/monitoring,
 - g. term of assignment,
 - h. finances,
 - i. application process.
4. A procedure will be identified for publicizing the opening of such a position in a manner appropriate for the specific position, with a closing date noted. Such procedures may include club mailings, recommendations from Region Governors or other interested parties. The advertising and selection procedure will provide fair and equitable opportunities for qualified volunteers. The President, in consultation with the President-elect and the Executive Director, will make the selection from resumes submitted by interested volunteers, and will include a personal statement of qualifications compared to the job description.
5. There will be an annual evaluation of job performance which will be filed at SIA's Headquarters office.

P. LIVE YOUR DREAM PARTICIPANTS

1. SIA headquarters shall maintain a virtual engagement opportunity, the Live Your Dream community. Participation will be open to any individual interested in helping SIA deliver its mission, including current Soroptimist members. Invitations to participate also will be extended to former Soroptimist members who have terminated their membership, including those in disbanding Soroptimist clubs.
2. Participation in the Live Your Dream community is not considered membership in Soroptimist. Participation does not confer any benefits of Soroptimist membership on the community participants, including the right to vote or hold office in the Soroptimist organization.
3. There is no fee for participants to join the Live Your Dream community.

Q. AMENDMENTS

1. These Procedures may be amended without notice by the Board of Directors by a two-thirds vote of the members present and voting. Any change in procedures that affects region, district or club bylaws or operation, shall specifically set forth the effective date.
2. To ensure accuracy in the publication of the Federation bylaws, the outgoing and incoming chairs of the Laws and Resolutions Committee shall review the final version before publication. Such reviews are to be completed and returned to Headquarters within 14 days of receipt.

APPENDIX 1: TERRITORIAL LIMITS OF THE REGIONS

AMÉRICA DEL SUR -The countries of Argentina, Bolivia, Chile, Colombia, Ecuador, Guyana*, Paraguay, Peru, Uruguay* and Venezuela.

BRAZIL-Federative Republic of Brazil

CAMINO REAL-The Counties of Santa Barbara, Ventura and Los Angeles west of the San Gabriel River, in California.

CENTRAL EAST COAST- District of Columbia; Maryland; North Carolina; South Carolina; Virginia; and West Virginia.

MEXICO/CENTROAMÉRICA-Belize*, Costa Rica*, El Salvador*, Guatemala*, Honduras*, Mexico, Nicaragua*, and Panama

DESERT COAST-The Counties of Orange, San Diego, Imperial and Los Angeles east of the San Gabriel River in California; and Yuma County in Arizona.

EASTERN CANADA-The provinces of New Brunswick, Nova Scotia, Ontario, Prince Edward Island, Newfoundland and Labrador, and Quebec.

FOUNDER-The counties of Alameda, Contra Costa, Del Norte, Humboldt, Lake, Marin, Medocino, Napa, Solano, and Sonoma in California; Hawaii; Guam; the Northern Marianas Islands; and Palau*.

GOLDEN WEST-San Bernardino and Riverside counties in California; Arizona, except Yuma County; New Mexico; and El Paso County in Texas.

JAPAN CHUO-The prefectures of Aichi, Fukui, Gifu, Hyogo, Ishikawa, Kyoto, Mie, Nagano, Nara, Osaka, Shiga, Shizuoka, Toyama, and Wakayama.

JAPAN HIGASHI-The prefectures of Chiba, Gunma, Ibaraki, Kanagawa, Niigata, Saitama, Tochigi, Tokyo, and Yamanashi.

JAPAN KITA-The prefectures of Akita, Aomori, Fukushima, Hokkaido, Iwate, Miyagi, and Yamagata.

JAPAN MINAMI- The prefectures of Fukuoka, Kagoshima, Kumamoto, Miyazaki, Nagasaki, Oita, Okinawa, and Saga.

JAPAN NISHI-The prefectures of Ehime, Hiroshima, Kagawa, Kochi, Okayama, Shimane, Tokushima, Tottori, and Yamaguchi.

KOREA-Republic of Korea.

MIDWESTERN-Illinois, Indiana; Kentucky; Michigan; Ohio; and Wisconsin.

NORTH ATLANTIC-Connecticut; Delaware; Maine; Massachusetts; New Hampshire; New Jersey; New York; Pennsylvania; Rhode Island; and Vermont.

NORTHERN PHILIPPINES (SIA Board Directed Region)-The following provinces in the Republic of the Philippines: Batanes (Island), Ilocos Sur, Pangasinan, Aurora, Abra, Apayao, Ifugao, Kalinga, Mt. Province, Cagayan, Isabela, Nueva Viscaya, Quirino.

NORTHWESTERN-Idaho, north of Washington state line or 46 degrees latitude; Montana; Oregon except Malheur County; Washington and Alaska.

PEAKS TO PLAINS-Colorado; Idaho south of Washington state line or 46 degrees latitude; Iowa; Minnesota; Nebraska; North Dakota; South Dakota; Utah; Wyoming; Malheur County in Oregon.

PHILIPPINES-Provinces in the Republic of the Philippines not assigned to the Northern Philippines.

SIERRA NEVADA-Nevada and the counties of Alpine, Butte, Colusa, El Dorado, Glenn, Inyo, Lassen, Modoc, Mono, Nevada Placer, Plumas, Sacramento, Shasta, Sierra, Siskiyou, Sutter, Tehama, Trinity, Yolo and Yuba in California.

SIERRA PACIFIC-The Counties of Amador, Calaveras, Fresno, Kern, Kings, Madera, Mariposa, Merced, Monterey, San Benito, San Francisco, San Joaquin, San Luis Obispo, San Mateo, Santa Clara, Santa Cruz, Stanislaus, Tulare and Tuolumne in California.

SOUTH CENTRAL-Arkansas; Kansas; Louisiana; Missouri; Oklahoma; and Texas, exclusive of El Paso County.

SOUTHERN-Alabama; Florida; Georgia; Mississippi; Tennessee; Puerto Rico; and the Bahamas*.

TAIWAN-Republic of China.

WESTERN CANADA-The provinces of Alberta, British Columbia, Manitoba, Saskatchewan, Yukon Territory, Nunavut and that portion of the Northwest Territories situated west of Hudson Bay.

The countries of Cuba, North Korea and the U.S. Virgin Islands have been assigned to SIA by SI, but there are currently no clubs in these countries and this territory has not been assigned to any region.

* = No clubs in these countries at present