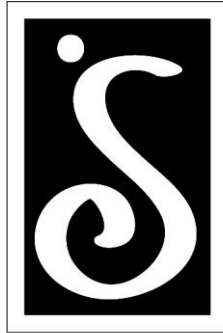


**SOROPTIMIST INTERNATIONAL
OF THE AMERICAS, INC.**

SOUTHERN REGION



S O R O P T I M I S T

Best for Women

PROCEDURES

MAY 2020

IMPORTANT

PRESIDENT: This document is a permanent record. Keep it in the President's Handbook to be given to each new President.
DELEGATES: Relinquish your copy to the Club President after your term.

Revised: 2/12/2014; 8/22/2014; 5/22/2015; 4/23/2016;
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CLUBS IN SOUTHERN REGION

DISTRICT I

Boca Raton-Deerfield Beach, Florida
Coral Gables/Miami, Florida
Davie, Florida
Greater Fort Lauderdale, Florida
Homestead, Florida
Pompano Beach, Florida
The Palm Beaches, Florida

DISTRICT II

St Lucie, Florida
Stuart, Florida
Tampa, Florida
Greater Daytona Beach, Florida

DISTRICT III

Huntsville, Alabama
Montgomery, Alabama
Music City Nashville, Tennessee
Tuscaloosa, Alabama

BOARD

A. Committee Appointments

1. Unless otherwise provided by these or by the Region Conference, the Governor-elect, no later than the Conference immediately preceding the conclusion of her term as Governor-elect, shall appoint the Chair of committees for the biennium that the Governor-elect becomes Governor, with additional members of committees to be named by the appointed Committee Chair after conferring with the Governor.
2. All members may serve on all committees except Nominating which is restricted to regular members.

B. Conference Telephone Meetings:

1. One or more persons may participate in a meeting of the Board or of a committee by conference telephone or similar communications equipment provided all persons participating in the meeting can hear each other. Participation in a meeting pursuant to this section shall constitute presence in person at such meeting.

C. Mail Ballot

1. The Region Board may vote by mail ballot or email ballot except when a meeting will be held within thirty (30) days. The subject matter of the mail ballot may be initiated by any member of the Region Board, by Region Committees, by a Club or District of the Region or by the Federation President. The ballot, prepared and distributed by the Region Secretary upon the request of the Governor, shall contain background information concerning the subject matter. The question shall be stated clearly and be capable of an affirmative or negative response. If the action proposed requires use of Region funds that exceeds twenty percent (20%) of the budgeted expense category, the ballot shall be sent to the Clubs and Board members and shall state from which account it is proposed to draw such funds. Response to any ballot shall be made to the Region Secretary within a time limit set by the Governor. The Region Secretary shall report the results promptly to the Governor and provide a written report to the Board members on the results of the vote within fourteen (14) days following the time limit.
2. If an emergency requires a vote between Conferences, the Region Board members and the delegates of each Club shall vote by mail ballot or email ballot.

D. Term Limits

A member who has served more than half a term in any office shall be deemed to have served a full term.

COMMITTEES

A. Chairs

1. Shall appoint committee members as required by the Bylaws or Procedures after conferring with the Governor.
2. Shall be provided specific instructions or information by the Governor.
3. Shall be provided budgeted funds for committee expenses.
4. Shall be provided committee files from the previous Chair at the beginning of each biennium.
5. Shall review SI Constitution, SIA Bylaws, SIA Procedures, Region Bylaws and Region Procedures, which include Committee Guidelines, and all current material in the *Best For Women* Magazine, Region Newsletter, Region website, SIA website and SI website.
6. Shall prepare committee objectives, plans, goals, duties, calendar for the biennium.
7. Shall keep a complete file of activities for annual report.
8. Shall communicate to the Governor any actions or results from committee activities.
9. May, on behalf of the committee, recommend amendments to the Bylaws and/or Procedures to the Board and Laws and Resolutions Chair for action by the Conference Body.
10. Shall prepare annual report prior to Spring Conference with recommendations, if any, for Board and Conference action. Send copies to Governor, Secretary and Host Club.
11. Shall present a workshop at District Meetings or Conference if requested by the District Director or Governor.
12. Shall give a complete committee file to the next Chair.

B. Awards

An Awards Chair shall be appointed by the Governor and will coordinate Conference Awards and programs and will prepare certificates appropriate to these activities.

C. Conference

A Region Conference Chair shall be appointed by the Governor and will be responsible for the oversight, planning and execution of the Conference.

D. Directory

1. A Directory Chair shall be appointed by the Governor for the preparation, and publication of a Region Directory to be distributed to the Clubs no later than September 30 each year.
2. The District Director will be responsible for collecting information from Clubs in her district and forwarding to the Directory Committee. Information will include the Club President and Treasurer names/addresses, Club meeting times and places, Club e-mail and mailing address if different than the Club President's address.
3. The Club President shall submit Form 200 to the Federation with a copy to the Southern Region Treasurer by July 1.
4. The Directory Committee will assemble address and contact information from Region Board, Past Governors, Club Presidents, Club Treasurers, Region Committee chairs and Federation headquarters for inclusion in the Directory.
5. The Directory Committee will distribute copies via email to Federation headquarters, Region Board members, Parliamentarian, Region Committee Chairs, Club Presidents and Past Governors.

E. Emerging Leader Award

The Governor shall appoint an Emerging Leader Award Chair who shall be responsible for the solicitation and selection of Emerging Leader nominees.

F. Finance

1. The Governor shall appoint a Finance Committee of no more than 3 persons.
2. The Finance Committee, a Standing Committee established by Bylaws Article VIII, Section 8.1.c. shall review the financial affairs of the Region and make recommendations to the Board and/or Conference Body relative to financial planning and policies.
3. In the second year of the biennium this committee together with the Region Governor, Region Treasurer, Region Governor-elect and incoming Finance Chair shall prepare the proposed Region Conference, General Fund, and Service Fund budgets to be included in the Conference materials for Conference Body approval.
4. The Treasurer shall provide SIA Headquarters with the Region year-end financial statements within 60 days following the year-end. These financial statements will include a balance sheet showing assets, liabilities and net worth, a detailed income statement reflecting the activities of the current year, and the budget.

G. History - Archives

1. The Governor shall appoint a History-Archives committee of two members who shall serve staggered terms of four years. Should a vacancy occur on the committee, the Governor shall appoint a member to fill the unexpired term.
2. Outline of requirements and responsibilities for the History follow:
 - a. Each Governor will submit, preferably electronically, a History of her biennium to the History-Archives Committee and the Web Manager within six months after leaving office.
 - b. The History report shall be no more than 2 pages and shall include a separate picture of her Board. The picture will be inserted in the History by the Web Manager.
 - c. The Committee shall edit the History with changes to be approved by the submitting Governor.
 - d. The Southern Region History will be on the web site grouped in decades.
 - e. The Committee shall maintain an updated list of all Region Club charter dates and sponsors and an updated list of Governors and Conferences dates and locations.

H. Human Trafficking

1. The Governor shall appoint a committee of one to three persons to encourage Clubs to sponsor and/or participate in at least one human trafficking awareness activity or event during each Club year.
2. Each sponsoring and/or participating Club shall complete a Human Trafficking Report and send it to the Human Trafficking Committee Chair no later than the date stated in the Call to Conference. (See Form 23p).
3. The Human Trafficking Committee chair shall summarize all submitted Human Trafficking Reports showing the total commitment from Southern Region to stop human trafficking. A copy of the summary shall be sent to the Southern Region Governor and SIA.

I. Laws, Resolutions and Procedures

1. The Governor shall appoint a committee of three persons from three different Clubs, one of whom shall be named the Chair. .
2. The Laws and Resolutions Committee, a Standing Committee established by Bylaws Article VIII, Section 8.1.b., shall review all proposed resolutions and amendments to the Region Bylaws and Procedures and ensure their inclusion in the Call to Conference each year.

Checklist

- a. Distribute Region Bylaws and Procedures (including the Forms Manual) via the web site or e-mail by September 1st at the beginning of each biennium to Club Presidents, Region officers, Parliamentarian, Past Governors, Federation headquarters, Region Committee chairs.
- b. Review Region Bylaws for any recommendations to the Board and update as needed.
- c. Interpret the bylaws upon request from any member.
- d. Review bylaws of Clubs as requested.
- e. Notify Clubs via the web site or e-mail at least six (6) months prior to Conference to submit amendments or resolutions by December 1. (See Form 1p).
- f. Prepare and submit proposals on Form 1p for inclusion with Call to Conference.
- g. Review the Region Procedures (including the Forms Manual) for any recommendations to/from the Board; up date as needed; and communicate same to recipients in a. above.

J. Leadership

The Governor shall appoint a Leadership Chair who shall prepare members for leadership within Southern Region and in their own communities.

K. Newsletter

1. The Governor shall appoint a Newsletter Chair, who shall receive news and information from Clubs and Regions, edit and publish a Region newsletter titled *Southern Accent* and distribute same via the web site and e-mail to Club Presidents, Board members, Region Committee Chairs, Past Governors, Federation headquarters, and other SIA Region Governors.

Checklist

- a. Publish a newsletter a minimum of three times a year.
- b. Encourage Club Committee Chairs to submit information.
- c. Excerpt pertinent information from Club bulletins when received.
- d. Publish Governor's message.
- e. Publish verification of the Region compilation/review report.
- f. Publish request to Clubs for invitation for conference location.
- g. Publish notice to Clubs to file amendments to bylaws, procedures or resolutions.
- h. Publish notice of amendments to procedures by Board other than at conference.
- i. Publish information of interest from Districts, Federation, and other Regions.

L. Nominations and Elections

1. The Governor shall appoint the Chair and one member from each District shall be elected in odd-numbered years for the purpose of proposing candidates for election to Region office. (Standing Committee Bylaws Article VIII, Section 8.1.a.).

Checklist

- a. In August of the year preceding the SIA Convention, Nominating Committee Chair invites:
 1. Each Club to suggest names of members for consideration by the Nominating Committee, and individual regular members in good standing to express interest and/or request consideration for an office.
 - b. September 15, Nominating Committee Chair sends a reminder to Clubs.
 - c. On or before October 15, Clubs submitting names and individual members expressing interest send a statement of member qualifications (Form 2p) to the applicable District Nominating Committee member.
 - d. Each District Nominating Committee member contacts all persons in her District whose names are submitted to ascertain willingness to serve in an office if nominated and requests resumes (Form 3p) from members agreeing to be nominated.
 - e. November 15, each District Nominating Committee member sends resumes (Form 3p) of members agreeing to serve to Nominating Committee Chair for committee discussion and selection.
 - f. At least 45 days before conference, Nominating Committee Chair sends to The Secretary a camera-ready copy of the qualifications (Form 3p) of each nominated member to be included with the Call to Conference which immediately precedes the Federation Convention.
2. District Nominating Committee members shall be elected at the conference in odd numbered years.
 3. Members of the Nominating Committee shall serve for a term of two years or until their successors are appointed or elected.
 4. At the Region Conference the Nominating Committee may meet, if necessary, to fill a vacancy on the slate. If a Nominating Committee member is not in attendance, the Region Board may appoint an eligible substitute.
 5. The official program agenda shall indicate the day and hour of the nomination report and of the balloting.
 6. An Election Committee, appointed by the Governor, shall conduct the election. If there are two or more nominees for any office or position, the election shall be by printed ballot. The Election Committee shall verify results and the Chair shall present the Committee signed report to the Conference Body announcing the number of votes cast for each candidate. The Governor shall declare the election of officers, delegates, and nominating committee. The results shall be recorded in the minutes.

M. Orientation (S0LT) Past Governors

An Orientation Chair shall educate Club members about the heritage, purpose, objects, policies, programs and districts of the Soroptimist organization.

N. United Nations

The Governor shall appoint a United Nations Chair to report on the Advocacy activities of the major UN centers around the world where SI holds General Consultative Status and has a network of SI representatives.

O. Website

The Governor shall appoint a Web Manager to maintain the website according to SIA Guidelines.

CONFERENCE

A. Call

1. The Call to Conference shall include: (a) tentative agenda; (b) consent agenda, (c) all Proposed amendments and resolutions; and (d) such additional Region and/or Federation information as may be deemed necessary. In a Convention year it shall also include the proposed Region budget and a list of candidates for Region and District offices, together with their qualifications and such other documents as required.
2. Call to Conference shall be distributed via email to Club Presidents, Region Officers and Board members, Parliamentarian, Past Governors, Region Club members, Federation headquarters and Region Committee Chairs.

B. Consent Agenda

1. Consent Agenda may include:
 - a. Financial Compilation – Prior Biennium
 - b. Minutes of the prior Region Conference.
 - c. Proposed Budget(s) and Financial Statement
 - d. Reports – Region Districts and Committees
 - e. Treasurer’s Report, and
 - f. Any other Items as may be routine, informational, and self-explanatory.

C. Credentials/Registration Committee

1. The Credentials Committee shall be composed of five members, one of whom shall be a Region Board member, appointed by the Governor prior to each Conference. The Committee shall verify the credentials of the voting members of the Conference (See Form 4p) and report each day the number of voting members and others Registered. (See Form 5p).
2. In verifying the credentials of voting members of the Conference, a Club shall be considered in good standing if all requirements of Federation, Region, and Club bylaws, including financial obligations, have been met.
3. The Credentials Committee will assist with registration at Region Conference. The Treasurer will provide the Credentials Chair with a list of Clubs in good standing. The chair of this committee will present a preliminary report at the opening business session and will present a final report at the last business of the conference. (See Forms 6p & 5p).

D. Location

1. Final dates and venue will be approved by the Region Board.
2. Proposals will be requested from Clubs wishing to be considered. (See Form 7p) at least six (6) months prior to Conference at which proposal(s) is to be considered.
3. Proposals shall be sent to the Board at least thirty (30) days prior to Conference at which the proposal is to be considered.
4. Proposals may include consideration of hotels or motels stating adequate meeting facilities and sleeping rooms on site, locations, and also may include rates and any other pertinent information.

E. Conference Planning Guide

1. A Conference Planning Guide shall include the duties and responsibilities of the Conference Committee. At the conclusion of each biennium, the Conference Chair together with the Governor shall review and update, if necessary, the Conference Planning Guide which shall be available on the Region website.
2. The following conference committees should be appointed in addition to any others at the discretion of the Governor:
 - a. Celebration of Life/Devotional Service**
 1. A Soroptimist member who has passed away within the year following a Region Conference will be honored the next year at a Celebration of Life Service.
 2. By the deadline date in the Call to Conference, Club Presidents shall submit the name of the deceased member and a picture for the Program booklet. (Form 8p).
 - b. Credentials/Registration**
 1. Credentials (See Form 5p) and Registration are included with the Call to Conference and distributed by the Region Secretary. The Treasurer will remit meal package fees for all board members and the Parliamentarian. Non-voting members will remit a \$25.00 registration fee. (See Form 9p).
 2. Admission to any business/workshop session requires payment of a registration fee.
 3. Region policy provides that no refunds of conference fees may be made unless the request is received by the Region Treasurer 14 days before the opening session of the Conference. The deadline for refunds shall be stated in the Call to Conference.
 - c. Finance**
 1. The Finance Committee shall prepare a self-sustaining budget, supported by established fees and revenues.
 2. The budget will be sent to the Governor and the Region Conference Chair for review and subsequently shall be approved by the Conference Body. The budget may be amended as necessary.
 3. The Conference Committee will receive one-half of the Mandatory Conference fee up front. These funds are to be used for Conference expenses, such as programs, badges, meal tickets, copies, etc. Individual member registration fees are paid to the Region Treasurer. These fees plus the remaining one-half of the Mandatory fees will be deposited to the Southern Region General Fund/Conference Expense (See Form 10p) to cover hotel meeting expenses.
 4. Any remaining funds, after the final financial report of the Conference Committee will be returned to Region for future conference expense.
 - d. Hotel Accommodations and Contract**

This committee functions directly with the conference chair. It is the duty of this committee to make room reservations for the Board and Parliamentarian. The Board shall be housed on the same floor, if available, of the Conference hotel.
 - e. Program**

The Conference Committee provides meal arrangements and activities, introductions at the opening ceremony, and welcomes to city and Sunday morning devotions.

F. Minutes

1. Conference minutes shall be distributed by the Secretary via email to Club Presidents, Region Officers, Board members, Parliamentarian, Past Governors, Federation headquarters, Region Committee Chairs, and the Official Federation Visitor.
2. Within sixty (60) days after the close of the Conference or by the end of the Secretary's term of office, whichever is sooner, the Secretary shall distribute Conference minutes as above. Conference proceedings will include only minutes. Written communications will be referenced and attached only to the minutes of the Secretary.
3. Minutes of the Conference shall be reviewed by a committee of three (3), appointed by the Governor. The Minutes shall be submitted to the Board for approval.

G. Reports

All committee reports shall be forwarded to the secretary and Governor 30 days prior to conference. These reports will be included on the consent agenda.

H. Resolutions, Recommendations, and Motions

Resolutions, recommendations and main motions shall be in writing signed by the maker and sent immediately to the Secretary. (See Form 11p).

I. Standing Rules

The Conference shall be conducted in accordance with the standing rules published in the Call to Conference and/or printed programs as follows:

1. Delegates shall present their credentials and be registered before being admitted to the business meeting.
2. Delegates shall be seated 5 minutes before each meeting convenes and shall sit in an assigned section by District.
3. Identification badges must be worn at all business sessions.
4. All meetings shall be called to order promptly.
5. The official agenda as adopted shall be the order of the day. If necessary, changes may be made by a majority vote and at the discretion of the chair.
6. No member shall speak in debate more than twice or longer than 2 minutes on the same questions without the consent of delegates, granted by two-thirds vote without debate.
7. Conference Pages shall pass notes and messages.
8. The Governor must approve all official publicity releases.
9. Board recommendations proposed at conference shall be presented in writing to delegates no later than the opening of business session at which they are to be considered.
10. The Proposed Budget and Financial Statement will be distributed to delegates prior to the opening business session.
11. Cell phones are to be turned off or set on silent mode throughout all conference proceedings including meals and breakout sessions or a fine of \$5 will be imposed. The fines will be deposited into the Southern Region service fund.
12. Presidents or their Alternates shall attend the Governor's meeting prior to the Opening Business Meeting.

CONFERENCE AWARDS

A. Alicia Zachman Emerging Leader Award

1. The Emerging Leader Award recognizes and nurtures leadership skills in a group of women who have demonstrated a commitment to the Soroptimist mission but have not yet held a leadership position above the Club level. Nomination(s) shall be submitted to the Alicia Zachman Emerging Leader Chair. (See Form 20p).
2. Judging will be based on the following criteria:
 - a. Strong belief in the Soroptimist mission
 - b. Interest and willingness to pursue officer/leadership positions above the Club level.
 - c. Has not held an elected position above the Club level.
 - d. An active Soroptimist member in good standing.
3. Judges will be chosen in advance by the Region Emerging Leader Chair. (See Form 21p).

B. Attendance and Mileage

1. The Attendance Award shall be given at the Conference based upon percentage of members from any one Club in attendance Saturday noon.
2. A Mileage Award shall be given at Conference based on attending members times miles.
3. Formula for judging:
 - a. Mileage is based on standard mileage between cities and calculated by each mile traveled round trip for each member attending.
 - b. Shall be open to all Clubs in good standing.

C. Club Facebook Award

1. The Award for Club Facebook recognizes the Club's creative "Facebooking" techniques. This allows the Club to highlight its accomplishments, events, projects, and publicity. Facebook is a visual marketing tool for each Club and reflects a Club's unique characteristics.
2. Clubs will submit their Facebook link prior to the yearly Region Conference.
3. Judging will be based on creativity, originality, neatness, organization, incorporation of Soroptimist mission, themes, projects, activities, and publicity.
4. Formula for judging:
 - a. Originality in presentation of the Club's stories 20 Points
 - b. Dynamic use of content and layout 20 Points
 - c. Frequency of Facebook postings 20 Points
 - d. Incorporation of current Soroptimist mission, themes, activities, and projects 20 Points
 - e. Incorporation of current publicity 20 Points
5. Judges shall be non-Soroptimists chosen in advance by the Region Conference Awards Chair. (See Form 22p).

D. Club Website Award

1. The Club Website Award recognizes the Club's website for its content, creativity, appearance and use of internet tools in communication.
2. In order to be considered, Clubs will submit their website addresses along with their Conference registration.
3. Judging will be based on content, creativity, artwork, overall visual appeal and effective use of the internet including links, availability of documents and information through the website (such as membership application forms, information on Soroptimist programs, etc.).
4. Formula for judging:
 - a. Content 25 Points
 - b. Creativity/Use of Pictures 25 Points.
 - c. Overall Appearance 25 Points
 - d. Effective Use of Internet Tools 25 Points
5. Judges will be chosen in advance by the Region Awards Chair. (See Form 13p).

E. Governor's Service Award

1. Each participating Club will submit a brief written description of its project, the judging of which will be based on the following criteria: (See Forms 15p and 16p).
 - a. Made a Difference for Women and Girls. (Max. 30 points)
 - b. Impact on Community. (Max. 25 points)
 - c. Public Recognition of Club's Involvement. (Max. 20 points)
 - d. Meet specific identifiable community needs. (Max. 15 points)
 - e. Innovative/creative approach. (Max. 10 points)
2. At District meeting, Clubs submitting a service award project will be limited to a five minute presentation. A vote of Delegates at District meeting will determine the winner to compete at Conference for the award.
3. At Conference, each District winner will be limited to a 5-minute presentation. A member of the winning District Club is expected to present its project at Conference or it will be disqualified.
4. A vote of the Conference Delegates will determine the winner of the Governor's Service Award.

F. Laurel Society Honoree(s)

The Laurel Society is a recognition program of SIA for which Southern Region awards recognition as follows:

1. Nomination form will be included in the call to conference each second year of the biennium. (See Form 14p).
2. Must be a living member, in good standing, of a Southern Region Club.
3. The honoree(s) may not be a member of the Southern Region Board making the selection.
4. A current member of the Laurel Society is not eligible.
5. The honoree(s) should be an extraordinary member whose contributions of time, talent and belief in the Soroptimist mission to improve the quality of life by participating in programs of service. Soroptimists who believe in this mission, who have extended friendship and have demonstrated success in their personal, career and Club endeavors are ideal candidates.
6. The Board will select the honoree(s) from the nominees presented.
7. Form 14p shall be used to nominate a member(s).
8. Annually nominations must be received by the date stated in the Call to Conference.

G. Membership Gain

1. The Award shall be presented to the Club having the largest net gain in membership. A certificate will be presented at Conference to the winner.
2. Membership Gain Formula: Conference to conference being the period between the last date of the month prior to each Conference.

DELEGATES

1. Each Club shall be entitled to three (3) voting Delegates at any Region meeting.
2. Delegates shall register before being admitted and shall sit in an assigned section.
3. Each Delegate shall state clearly her name and Club name when addressing the chair.
4. Delegates shall be seated 5 minutes before meeting convenes.
5. Identification badges must be worn at all business sessions.
6. A Delegate may represent only the Club in which the Delegate's membership is held.

DISTRICTS

A. Clubs

Southern Region is divided into three (3) Districts. The Clubs within these three (3) Districts are as set forth in the Region Procedures, and reassignment of Clubs to Districts may be made by the Governor, with consent of the Region Board, such reassignment to be no more frequent than annually, and effective at the commencement of the next Region fiscal year.

B. District Director

A vacancy in the office of District Director shall be filled by a vote of the delegates of the Clubs within the District and such Region officers who are members of Clubs within the District, at a Region Conference or District meeting. However, if a Region Conference or District Meeting shall not be held within sixty days after the vacancy occurs, it shall be filled by the Region Board.

C. District Director Handbook

A District Director Handbook shall include the duties and responsibilities of the Host Club. At the conclusion of the meeting, the District Director together with the Governor shall review and update, if necessary, the District Director Handbook which shall be available on the Region website.

D. Financial Responsibility

1. The Region shall not be responsible for any District meeting expense not included in the meeting budget (Form 4h) approved by the Region Board. The Call and Minutes shall be sent electronically.
2. The Host Club shall not be expected to fund any part of the meeting with Club monies. Registration fees should enable the meetings to be self-supporting.
3. The Host Club shall submit a final financial statement (Form 5h) and Club check payable to Southern Region for income exceeding expenses to the District Director(s) for submittal to the Governor.

E. Meetings

Each District shall hold yearly meetings on a date selected by the District Director, with the approval of the Governor. The meeting location shall be in accordance with the established rotation of Clubs in each district beginning 2016 (see Rotation Schedule page 20) If a Club is unable to host the meeting on its designated rotation year, such Club shall be responsible for arranging with another Club in its District to substitute and shall so notify the District Director.

District meetings shall be devoted to workshop demonstrations, forums, seminars, discussion groups and like sessions; giving due consideration to the Soroptimist programs, service activities and Club administration; and recognizing that the purpose of District meetings is to provide opportunity, in an informal atmosphere, for participation by the greater number of Soroptimists unable to attend Region Conferences, Federation and International Conventions.

F. Voting Members

The voting members of a District meeting shall be the Region delegates of the Clubs in good standing within the District, the District Director and any Region officers from Clubs within the District. A Club shall be considered in good standing if all requirements of Federation Bylaws and Procedures, Region Bylaws and Club Bylaws, including financial obligations, have been met.

FINANCES

A. Bond

The Treasurer and any other member responsible for funds, shall be bonded in an amount as determined by Soroptimist of the Americas, Inc.

B. Budget: General Fund

1. Amounts are to be budgeted for each anticipated expense, including but not limited to the following:
 - a. Reimbursement of necessary Region travel shall not exceed the cost of economy airfare or current IRS charity mileage, whichever is less. B. Reimbursement for travel by personal vehicle will be at current IRS charity mileage rates. (Form 17p).
 - b. Reimbursement for cost of meals while on Region business will not include cost of alcoholic beverages.
 - c. Reimbursement of expenses of an interim Board Meeting.
 - d. Official visits of the Governor or her designated representative.
 - e. One visit by the Governor to each district meeting per biennium. Additional visits may be made if the budget permits.
 - f. Within budget limitations the Region may pay all or a portion of the expenses of the Region delegate attending the International Convention.
 - g. Reimbursement of check requests for Committee expenses. (Form 18p).
 - h. The Recruitment and Retention Chair may requisition funds as provided in the budget for growth and development work and for organizing Clubs. New Club organizational expense may include:
 1. Expenses of the Governor to attend the charter banquet.
 2. Reimbursement to sponsoring Club for purchase of a gavel and other necessary supplies up to \$75.
 3. President's pin.
 4. Other committee expenses as authorized by the Region Board.
 - i. Future expense amounts will be designated "Reserve Funds," if necessary, including but not limited to:
 1. History
 2. SI Convention
 3. SIA Conventions
 4. Second Governors Round Table
 5. Compilation/Review

C. Budget: Service Fund

1. A separate budget will be prepared for the Service Fund and may include:
 - a. The sum of \$500 to be given each biennium to the Federation Fundraising Council as a memorial in honor of deceased members. This budgeted sum, together with other funds raised during the biennium also may be used, at the discretion of the Board, to designate one or more members of Southern Region as a Laurel Society Honoree(s).

D. Compilation/Review

The books of the Region shall be subject to a compilation/review at the end of each biennium and at such other times as may be directed by the Board. This service shall be performed by a certified public accountant or professional bookkeeper who shall be independent of Soroptimist International of the Americas. Copies of this report shall be retained in the permanent file of both the Governor and the Treasurer. The Treasurer with the approval of the Governor will submit a summary of the compilation/review to be distributed to Clubs electronically.

E. Deposit of Funds

1. All funds of the Region shall be deposited in such banks, trust companies, or other investment accounts as the Board may approve or designate.
2. All checks issued by the Region shall require two signatures. Both the Governor and Treasurer must sign all checks, bank transfers or withdrawal requests. If either is unable to sign, the Governor-elect's signature will be substituted for the one unable to sign.
3. Funds will be allocated to Conference, General and Service Funds. None of the expenses of the Region shall be paid from the Service Fund money.
4. The interest or other investment return earned on each fund shall be allocated to the fund used for the purpose of that fund.

F. Dues and Fees

1. On July 1st of each year, the following amounts are due and payable from each Club:
 - a. \$ 20.00 annual dues for each regular member, retiring/unemployed member, and embarking member as of June 30. (\$19.25 will be deposited in the General Fund; \$0.75 will be deposited in the Service Fund).
 - b. \$200.00 Mandatory Conference Registration Fee per Club.
 - c. \$25.00 District Meeting Fee per Club. (See Form 19p).
2. Annual Dues and Fees are to be mailed to the Treasurer no later than July first of each year, together with copies of required forms reflecting any changes in membership and the SIA Club roster.
3. Yearly dues for new and reinstated members payable within thirty days, shall be prorated as follows:
 - a. \$20.00 July 1 – December 31
 - b. \$10.00 January 1 – June 30

G. Fundraising

1. To seek donations from members or the general public, the following guidelines are applicable:
 - a. Recognition of a philanthropic gift by a donor and prompt acknowledgement of the gift.
 - b. Use of the donor gift in accordance with donor's wishes.
 - c. Transparency through accurate, honest reporting of the use of contributions in all Region communications.
 - d. Proper registration with applicable governmental agencies to seek donations from the public and to adhere to the highest standards of accountability.
 - e. Limit fundraising to the Region's territorial limits.

2. To carry out proper registration with governmental agencies, Regions may gain Benefit from and use SIA's charitable registrations where such are registered and where the Region operates as follows:
 - a. The Region must be unincorporated.
 - b. The Region must be a subordinate of SIA's 501(c)(3) group exemption with the IRS.
 - c. The Region must raise funds under the following name: Soroptimist International of the Americas, Inc. Southern Region.

H. Records

1. Approved expense vouchers, canceled checks, bank statements, and financial journals including income and disbursements in the Treasurer's file shall be retained for a minimum of six (6) years after the compilation/review.
2. Compilation/Review reports, bond and insurance records shall be retained in the Treasurer's file for a minimum of six (6) years after compilation/review.

I. Reports

1. The Treasurer and the Finance Committee are authorized to close out their reports month ending prior to distribution of the Call to Conference. A copy of the proposed budget(s) and a copy of the financial statement are to be included in the Consent Agenda.
2. No later than November 15 of each year, the Treasurer shall submit Form 990N electronically to the IRS.

PROGRAMS AND SERVICE PROJECTS

A. Dream It, Be It: Career Support for Girls

1. Targets girls in secondary school who face obstacles to their future success.
2. Provides girls with access to professional role models, career education and resources for success.
3. Establish small group settings to include topics for career opportunities, setting and achieving goals, overcoming obstacles to success and how to move forward after setbacks or failures.

Note: Curriculum available January 2015.

B. Live Your Dream: Education and Training Awards for Women

1. Recipients of the Region awards given each year by the Federation shall be invited to attend the conference.
2. Sponsoring Clubs shall arrange payment for expenses to cover travel, hotel and meals for each recipient's attendance. Sponsoring Clubs may be reimbursed by the Region the budgeted amount to assist with the expenses of an attending recipient.

Checklist

- a. Send each Club President the chair's name, address, phone number, email, and deadlines for judging.
- b. Select judges and plan judging procedures to meet Region deadlines.
- c. Notify winning Clubs and their district director to determine if the recipients will attend conference. Submit the winning application to Federation prior to the SIA deadline.
- d. Prepare a conference report and send a copy by mail, e-mail or facsimile to the Governor and to the Federation.
- e. Send thank you letters to the judges.

AMENDMENTS

A. Region Bylaws

1. Upon recommendation of the Region Board, the Region Laws and-Resolutions Committee shall present to the Conference any resolution (other than those involving funds) not sent with the call, but only upon approval by three-fourths of that body to consider such resolution.
2. Resolutions regarding Region administrative operations or for recognition or appreciation may be filed at any time with the Region Board. The Region Board may submit a resolution of an emergency or timely nature at any time. It shall be at the discretion of the Region Board whether it is of such nature that it should be submitted for Conference consideration even though not included in the Call to Conference.
3. Resolutions receiving Conference approval and requiring Federation action shall be filed in accordance with Federation bylaws and procedures.

B. Region Procedures

1. These Region Procedures may be amended by a 2/3rd vote of the Board. All financial consideration must be made by a 2/3rd vote of the Conference body. (See Form 1p).
2. Amendments to Procedures other than those made at Conference shall be effective upon being communicated to Clubs.

DISCIPLINE

- A.** Upon being reliably informed that a Club within its territorial limits has a problem of dissension or violation of Federation Bylaws, Region Bylaws or Procedures, the Region Governor shall refer the matter to the Region Board for investigation. If the Board's decision is a recommendation for the revocation of the Club's charter, the matter shall be referred to the Federation President for further consideration. A two-thirds vote of the Region Board is necessary for such purpose. All investigation and/or hearings on the matter shall afford to the affected Club all notice and rights required by due process.
- B.** The Region Board shall have authority to remove from office any elected officer or board member of the Region for failure to perform the duties of office or for conduct which adversely reflects upon the Soroptimist organization. Before action is taken, the Region Board shall notify the officer or director of the specific failure or charge and provide the opportunity for such officer or director to appear and answer. A two-thirds vote of the Region Board shall be required for removal.

ELECTORAL AREA

The SIA Board of Directors shall consist of at least 13 members, one from each Electoral Area. Southern Region is in Electoral Area 11. The election option for the Electoral Area board member shall be by vote of the Clubs in good standing at a Region Conference or by mail ballot.

EMERGENCY PROCEDURES

- A.** In the event of an emergency or disaster, the Region Board may, by a two-thirds vote, waive, postpone or reduce the Region or District obligations of the Club or Clubs affected.
- B.** If emergency prevents the holding of a Conference, the Region Board and the Nominating Committee shall determine the procedure for election of officers by mail, conforming as nearly as possible to requirements of these bylaws and the Region Procedures.

REGION LEADERSHIP COMMITMENT

- A.** Annually, each Region Officer and each Chairperson of Standing Committees shall shall acknowledge receipt and sign where required the following Region Leadership Documents:
 - 1. Region Leadership Commitment (See Form 24p).
 - 2. Region Leaderships' Code of Conduct (See Form 25p).
 - 3. Region Leaderships' Confidentiality (See Forms 26p and 26p Reverse).
 - 4. Region Leaderships' Conflict of Interest (See Forms 27p and 27p Reverse).
 - 5. Conflict of Interest Questionnaire (See Forms 28p and 28p Reverse).
 - 6. Whistleblower Policy/Reporting Financial Improprieties (See Form 29p).
- B.** Upon completion as required in A. above, the Region Leadership Documents shall be shall be retained by the Region Governor.

DISTRICT MEETINGS – CLUB ROTATION SCHEDULE

Districts 1 & 2 (Combined)

SI Coral Gables/Miami	2016
SI Pompano	2017
SI Stuart	2018
SI The Palm Beaches	2019
Combined District/Region Meeting - Tampa	2020
SI Homestead	2021
SI Davie	2022
SI St. Lucie	2023
SI Boca Raton/Deerfield	2024
SI Tampa	2025
SI Greater Daytona Beach	2026
SI Greater Ft. Lauderdale	2027
SI Coral Gables/Miami	2028
SI Pompano	2029
SI Stuart	2030
SI The Palm Beaches	2031

(Repeat order of rotation for subsequent years)

District 3

SI Huntsville, AL	2016
SI Tuscaloosa, AL	2017
SI Montgomery, AL	2018
SI Music City/Nashville, TN	2019
Combined District/Region Meeting – Tampa	2020
SI Huntsville, AL	2021

(Repeat order of rotation for subsequent years)

ALL Districts Meeting and Southern Region Conference

SI Tampa 2020

ALPHABETICAL LIST OF CLUBS WITH CHARTER DATES

		Sponsoring Club
*Atlanta, Georgia	12/11/47	Miami
*Birmingham, Alabama	03/20/54	Federation
Boca Raton-Deerfield Beach, Florida	03/26/60	Northwest Miami, FL
*Boynton Beach-Delray Beach, Florida	02/28/59	Lake Worth/Lantana, FL
*Brandon, Florida	08/26/72	Tampa, FL
*Citrus County, Florida	10/12/85	Ocala, FL
*Clearwater, Florida	03/29/57	Holiday Isles, FL
*Columbia, Tennessee	06/21/78	Nashville, TN
*Columbus, Georgia	01/06/67	Montgomery, AL
*Columbus, Mississippi	07/28/73	Birmingham, AL
Coral Gables, Florida	06/18/47	Miami Springs/Hialeah, FL
Davie, Florida	03/10/83	Ft. Lauderdale, FL
*Daytona Beach, Florida	06/12/65	Jacksonville, FL
*Dothan, Alabama	03/17/56	Montgomery, AL
Fort Lauderdale, Florida	10/18/46	Miami, FL
(now Greater Fort Lauderdale, Florida)		
*Fort Meyers, Florida	06/20/55	Miami Springs/Hialeah, FL
*Fort Pierce, Florida	10/20/49	The Palm Beaches, FL
*Franklin, Tennessee	11/29/77	Nashville, TN
*Gainesville, Florida	06/15/63	Jacksonville, FL
Gwinnett County, Georgia	05/21/92	Atlanta, GA
(now Atlanta, Georgia)		
*Greater Orlando, Florida	02/25/56	Jacksonville, FL
*Havana, Cuba	09-01/50	Miami Springs/Hialeah, FL
*Hernando County, Florida	10/19/91	Holiday Isles, FL
*Holiday Isles, Florida	04/14/56	St. Petersburg, FL
*Hollywood, Florida	03/10/50	Ft. Lauderdale, FL
Homestead, Florida	07/14/48	Miami Springs/Hialeah, FL
*Homewood-Vestavia Hills, Alabama		
Huntsville, Alabama	11/08/69	Montgomery, AL
*Jackson, Mississippi	01/20/86	Memphis, TN
*Jacksonville, Florida	02/27/54	Federation
*Jones County, Mississippi	08/27/81	Columbus, MS
*Kendall/Cutler Ridge, Florida	06/18/82	Homestead, FL
*Key West, Florida	09/01/50	Miami Springs/Hialeah, FL
*Lake County, Florida	10/14/59	Tampa, FL
(previously Leesburg, Florida)		
*Lake Placid, Florida	11/13/82	Miami, FL
*Lake Worth/Lantana/Boynton Bch, Florida	11/03/53	The Palm Beaches, FL
*Largo Mid-Pinellas County	07/20/05	Miami, FL
*Louisville, Kentucky	10/27/51	Federation
(moved to Midwestern Region 04/1957)		
*Macon, Georgia	10/21/49	Federation
*Manchester, Tennessee	12/04/77	Nashville, TN
*Melbourne, Florida	03/20/76	Ft. Pierce, FL
*Memphis, Tennessee	10/20/51	Federation

*Miami, Florida	11/13/43	Federation
*Miami Beach, Florida	03/17/48	Miami, FL
*Miami Springs/Hialeah, Florida	06/18/46	Miami, FL
Montgomery, Alabama	03/03/56	Birmingham, AL
*Murfreesboro, Tennessee	06/22/78	Nashville, TN
*Naples, Florida	05/05/01	Ft. Lauderdale, FL
Nashville, Tennessee	12/01/51	Federation
(merged with Music City, Tennessee)		
*Northeast Miami, Florida	06/28/48	Miami Springs/Hialeah, FL
*Northwest Miami, Florida	02/13/51	Northeast Miami, FL
*Ocala, Florida	09/08/62	Holiday Isles, FL
*Orlando Area, Florida	02/25/56	Jacksonville, FL
*Pinellas Park, Florida	11/02/74	St. Petersburg, FL
Pompano Beach, Florida	06/17/81	Ft. Lauderdale, FL
St. Lucie, Florida	10/12/95	Stuart, FL
*St. Petersburg, Florida	03/26/45	Federation
San Juan, Puerto Rico	02/25/78	Colon, Panama
*Savannah, Georgia	11/29/49	Federation
*Sarasota, Florida	11/29/49	St. Petersburg, FL
*Shades Valley, Alabama	04/07/73	Birmingham, FL
*South Montgomery, Alabama	03/28/70	Montgomery, AL
Stuart, Florida	11/13/54	Fort Pierce, FL
Tampa, Florida	04/19/56	Coral Gables, FL
The Palm Beaches, Florida	03/01/45	Federation
The Greater Daytona Beach Area	07/1/15	Stuart, FL/Bremerton, WA
*Tullahoma, Tennessee	06/29/78	Nashville, TN
*Tupelo, Mississippi	05/06/78	Columbus, MS
Tuscaloosa, Alabama	02/26/72	Montgomery, AL
Upper Cumberland Valley, Tennessee	03/31/73	Southern Region
(now Music City Nashville, Tennessee)		
*Upper Pinellas County, Florida	06/08/68	Holiday Isles, FL
*(now Pinellas County, Florida)		
*West Hernando County, Florida	0/24/81	Greater Orlando Area,

*Disbanded

FORMS

REFER TO FORMS MANUAL

Procedures Section