

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

SOUTHERN REGION



S O R O P T I M I S T[®]

Investing in Dreams

PROCEDURES

MARCH 2026

IMPORTANT

Southern Region Procedures are available on the Southern Region Website: www.soroptimistsr.org

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FORMS (SEE FORMS MANUAL)

- 1p Resolution and Amendment to Southern Region Bylaws and Procedures
- 2p Nomination Form for Officers and Directors – Clubs and/or Individual Members 2p
Reverse Bylaws & Procedures
- 3p Candidate Resume for Officers and District Directors 3p
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- 4p Conference Credentials Form
- 5p Credentials Summary Report 6p
Credential Report
- 7p Region Conference City Proposal 8p
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- 9p Policies and Fees
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Reverse Laurel Society Guidelines
- 17p Travel Expense Voucher (Non-Conference Expenses)
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- 20p Alicia Zachman Emerging Leader Award Application Form 20p
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- 21p Judging Form – Alicia Zachman Emerging Leader Award 22p
Judge’s Tally Sheet for Facebook Award
- 23p Human Trafficking Awareness Report 24p
Region Leadership Commitment
- 25p Region Leaderships’ Code of Conduct 26p
Region Leaderships’ Confidentiality
- 26p Reverse Acknowledgement of Confidentiality 27p
Region Leaderships’ Conflict of Interest
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Conflict of Interest Questionnaire
- 28 p Reverse Questionnaire
- 29p Whistleblower Policy/Reporting Financial Improprieties

CLUBS IN SOUTHERN REGION

DISTRICT I

Boca Raton-Deerfield Beach, Florida
Davie, Florida
Homestead, Florida
Pompano Beach, Florida
The Palm Beaches, Florida
Glades and Palm Beach North, Florida

DISTRICT II

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

DISTRICT III

Huntsville, 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 Meetings:

1. One or more persons may participate in a meeting of the Board or of a committee by virtual communications 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. Voting

1. The Region Board may vote by mail or email. The subject matter of a mail or email vote 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 mail or email vote, 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 vote 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 voting 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. Region Directory

The Southern Region Directory is kept on the SIA Member Portal and is easily accessible through the Southern Region Website: www.soroptimistsr.org.

E. Alicia Zachman Emerging Leader Award

The Governor shall appoint a Chair for the Alicia Zachman Emerging Leader Award 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. The Region Treasurer shall serve as Chair of this committee.
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. Budgets

- a. 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 biennium General Fund and Service Fund budgets for inclusion in the Consent Agenda for Conference Body approval. The proposed budget must be submitted to the board 60 days before conference for a recommendation vote. The board should vote at least 7 days before the Consent Agenda deadline.
 - b. Each year of the biennium, this committee, together with the Region Governor, Region Treasurer, Region Governor-elect, and Finance Chair, shall prepare the proposed Conference budget for inclusion in the Consent Agenda. The proposed budget must be submitted to the board 60 days before the conference for a recommendation vote, which shall occur at least 7 days before the Consent Agenda deadline.
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 website 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 Awareness

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 Awareness 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 Awareness 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 and Resolutions

1. The Region Parliamentarian shall serve as Chair of this committee. The Parliamentarian shall choose committee members as needed.
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

Distribute Region Bylaws and Procedures (including the Forms Manual) via the Southern Region website: www.soroptimistsr.org.

- a. Review Region Bylaws for any recommendations to the Board and update as needed.
- b. Interpret the bylaws upon request from any member.
- c. Review bylaws of Clubs as requested.
- d. Notify Clubs via the website or e-mail at least six (6) months prior to Conference to submit amendments or resolutions by December 1. (See Form 1p).
- e. Prepare and submit proposals on Form 1p for inclusion with Call to Conference.
- f. Review the Region Procedures (including the Forms Manual) for any recommendations to/from the Board; update as required; and communicate via the Region website, www.soroptimistsr.org.

J. 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 a Region office. (Standing Committee Bylaws Article VIII, Section 8.1.a.).

Checklist

- a. Prior to District meetings in odd numbered years, the Governor appoints a Chair for the Nominating Committee. At the District meetings, it is announced that the committee is being formed and requests for nominees are forthcoming via email to each Southern Region Club President.
- b. In November in odd numbered years, the Nominating Chair invites:
 1. Each club to suggest names of members for consideration by the Nominating Committee, and invites individual members in good standing to express interest and/or request consideration for an office. This invitation shall include "Duties" as listed in Bylaws Article IV, Section 4.6 a-e.
- c. On or before December 31, Clubs and/or individual members shall submit names expressing interest including a statement of member qualifications (Form 2p) to the applicable District Nominating Committee member or Nominating Committee Chair.
- 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.

J. Nominations and Elections (continued)

- e. If there is a vacated office with no nominees, the Nominating Committee asks potential qualified candidates from Southern Region to submit the appropriate nomination paperwork for the purpose of completing the slate of officers.
 - f. At least 45 days before conference, the Nominating Committee Chair sends to the Southern Region Secretary and Southern Region Governor 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 Southern Region Conference.
2. Members of the Nominating Committee shall serve for a term of two years or until their successors are appointed or elected.
 3. 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.
 4. The official Program Agenda shall indicate the day of the nomination report and balloting.
 5. The Southern Region Parliamentarian shall conduct the election. If there are two or more nominees for any office or position, the election shall be by printed or paper ballot.
 6. The Governor will appoint two non-delegate members that are present as Tellers to form the Election Committee. The Election Committee shall verify results and the Parliamentarian shall present the voting results to the Governor and submit a signed report of the voting results to be included in the meeting minutes.
 7. The Governor shall announce the results of the election and the election of officers to The Conference Body. Once the election is completed, the results shall be recorded in the minutes.

K. Soroptimist Orientation and Leadership Training (SOLT)

The SOLT Committee is comprised of all Past Governors of Southern Region. The immediate Past Governor shall serve as the Chair of this Committee. The purpose of this Committee is to educate Club members about the heritage, purpose, objects, policies, programs and districts of the Soroptimist organization.

L. 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.

M. 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. Proposed Budget(s) and Financial Statement
 - c. Reports – Region Districts and Committees
 - d. Treasurer’s Report, and
 - e. Any other Items as may be routine, informational, and self-explanatory.

C. Credentials/Registration Committee

1. The Credentials Committee shall be composed of 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 a 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. Clubs wishing to be considered as the location for a future Southern Region Conference should prepare and submit a proposal (See Form 7p) at least eighteen (18) months prior to Conference at which proposal(s) is to be considered.
3. Proposals should 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 The Treasurer will remit meal package fees for all board members and the Parliamentarian.
 2. Admission to any business/workshop session requires payment of a registration fee. (See Form 9p for current fee schedule.)
 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 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 funds are to be used for Conference expenses, such as programs, badges, meal tickets, copies, etc. shall be paid by the Region Treasurer as per the approved budget. Any reimbursement of expenses request should be made to Treasurer using Form 10p.and should be approved in advance. Individual member registration fees are paid to the Region Treasurer. .
 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. Region Conference minutes shall be distributed to the Board by the Secretary for approval within sixty (60) days after the close of the Conference or by the end of the Secretary's term of office, whichever is sooner. Approved minutes will then be posted to the Southern Region website www.sosoptimist.orgroptimistsr.org.
2. 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 pursuant to Roberts Rules of Order and SIA recommendations/guidelines.

G. Reports

All committee reports shall be forwarded to the Secretary and Governor 60 days prior to conference. These reports will be included on the call or consent agenda, if a vote to approve is required.

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 as required
8. The appointed Tellers will assist with all voting results as applicable.
9. The Governor must approve all official publicity releases.
10. 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.
11. The Proposed Budget and Financial Statement will be distributed to delegates prior to the opening business session.
12. 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.
13. Presidents or their Alternates shall attend the Governor's 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. 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 dated stated in the Call to Conference.

F. 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. One Delegate can be the Club President or a designee.
2. Clubs should annually elect such Delegates to serve in this capacity from among the members of the club.
3. If the Region Parliamentarian is chosen by her club as a conference Delegate, then a different Parliamentarian will be appointed by the Governor.
4. Delegates shall register before being admitted and shall sit in an assigned section.
5. Each Delegate shall state clearly her name and Club name when addressing the chair.
6. Delegates shall be seated 5 minutes before meeting convenes.
7. Identification badges must be worn at all business sessions.
8. 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. 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.

- a. After the District meeting, the District Director(s) shall prepare a Financial Report (form 5h) outlining all pertinent income and expenses and submit to The Governor and Region Treasurer for review.
- b. Once the Financial Report has been approved, the Host Club (via District Director) shall send a check payable to Southern Region for income, exceeding expenses.

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 receive the district fee paid by each club to help defray the cost of the District meeting.

Checklist:

- a. As soon as the meeting budget has been determined and approved by the Board a check for the District fees collected from each club will be remitted to the District meeting host club by the Region Treasurer.
- b. The Host Club shall not be expected to fund any part of the meeting with Club monies.
- c. Registration fees should enable the meetings to be self-supporting.
- d. After the District meeting, the District Director(s) shall prepare a Financial Report (Form 5h) outlining all pertinent income and expenses and submit to the Governor and Region Treasurer for review.
- e. Once the Financial Report has been approved, the Host Club (via District Director) shall send a check payable to Southern Region for income exceeding expenses.

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, may be required to be bonded in an amount as may be required by Soroptimist of the Americas, Inc. or requested by the Region Board.

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).
 - c. Reimbursement for cost of meals while on Region business will not include cost of alcoholic beverages.
 - d. Reimbursement of expenses of an interim Board Meeting.
 - e. Official visits of the Governor and members of the Board.
 - f. The Governor shall visit each District meeting during the biennium. if the budget permits.
 - g. Within budget limitations the Region may pay all or a portion of the expenses of the Region delegate attending the International Convention.
 - h. Reimbursement of check requests for Committee expenses (Form 18p) shall be for budgeted amount only.
 - i. The Membership Chair responsible for chartering a New Club 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 \$200.
 3. President's pin.
 4. Other committee expenses as authorized by the Region Board.
 - j. Future expense amounts will be designated "Reserve Funds," if necessary, including but not limited to:
 1. History
 2. SI Convention
 3. SIA Conventions
 4. Compilation/Review

C: Budget: Service Fund

1. A separate budget will be prepared for the Service Fund and may include:
 - a. The sum of \$1000 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 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. For new clubs, this fee is waived their first year.
 - 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 (no deposit to service account required).

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.

G. Fundraising (continued)

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.

C. **Region Forms**

Amendments shall be provided to the Region Parliamentarian. The Southern Region website: www.soroptimistsr.org shall be updated to include all updated forms.

Region Forms

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, by mail ballot, or email 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 or email, 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 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 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 Pasco County	2027
SI Pompano	2028
SI Stuart	2029
SI The Palm Beaches	2030

(Repeat order of rotation for subsequent years)

District 3

SI Huntsville, AL	2016
SI Tuscaloosa, AL	2017
SI Music City/Nashville, TN	2019

Combined District/Region

Meeting – Tampa	2020
Virtual Joint Meeting	2021
SI Huntsville, AL	2022
SI Tuscaloosa, AL	2023
SI Music City/Nashville, TN	2024
SI Huntsville, AL	2025
SI Tuscaloosa, AL	2026
SI Music City/Nashville, TN	2027
SI Huntsville, AL	2028
SI Tuscaloosa, AL	2029
SI Music City/Nashville	2030

(Repeat order of rotation for subsequent years)

ALL Districts Meeting and Southern Region Conference

SI Tampa 2020

ALPHABETICAL LIST OF CLUBS WITH CHARTER DATES

		<u>Sponsoring Club</u>
*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
Music City/Nashville, Tennessee	03/31/73	
(formerly Upper Cumberland Valley, Tennessee)		
*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
Pasco County, Florida	07/01/2024	Tampa, Florida
*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
*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