

**SOROPTIMIST INTERNATIONAL OF THE AMERICAS  
WESTERN CANADA REGION  
OPERATING PROCEDURES  
Adopted May 4, 2007**

**OP-I Name and Territorial Limits**

See by-laws

**OP-II Purpose**

See by-laws

**OP-III Members**

See by-laws

**OP-IV Officers**

Governor

- Preside over all meetings of the Board of Directors. (the Board).
- Prepare and distribute the agenda for all meetings of the Board at least two weeks in advance of the meeting.
- Prepare the agenda for conference as per the by-laws.
- Preside over the annual Conference.
- Prepare a written report for Conference.
- Along with editor of the Action Line, chooses the winner of the Marguerite Watson Bulletin Award.
- Attend Governor's Round Table in the first year of the biennium.
- Attend SIA Convention, or designate a substitute.
- Attend SI Convention, or designate a substitute.
- The Governor or her designated representative endeavour to pay an official visit to every club in the Region at least once during the biennium.
- Work with the Governor-elect in the second year of her term to ensure a smooth transition at the end of the biennium.
- Plan the leadership retreat in the first year of the biennium.

Governor-Elect

- Attend meetings of the Board
- Attend Conference.
- Work with the Governor and other Board members to ensure a smooth transition at the beginning of her term as Governor.
- Plan the leadership retreat in the second year of the biennium.
- Oversee the Frances Wagner Women of Achievement Award, and the Elsie Garlick Award.
- Attend Governor's Round Table in the non-convention year.

Secretary

- Attend meetings of the Board
- Attend Conference.
- Send out a draft agenda to each Board member two weeks before any scheduled meeting of the board.
- Take minutes of all meetings of the Board and distribute them within 30 days to all members of the Board and the Parliamentarian.

- Take minutes at Conference and distribute them within 45 days to all members of the Board, Club Presidents and the Parliamentarian. In the second year of the biennium, the incoming Board shall all be sent copies of the minutes from conference.
- In January of an election year invite all clubs in the region to make contribution towards a gift for the outgoing Governor.

#### Treasurer

- Attend all meetings of the Board.
- Attend annual conference.
- Make sure all accounts payable are paid in a timely manner.
- Advise the Board of all accounts payable that are unusual and therefore require verification prior to payment.
- Maintain the region roster, and ensure that the Membership chair has the updated information.
- Report membership statistics at every meeting of the Board, and at other times as requested by the Governor.
- Tabulate membership statistics for the Isobel Gilhespy Award.
- Order items for the Region Sales table.
- Organize the Club's sales tables at Conference.
- Responsible for the bid sheets for the silent auction at Conference and for collecting the money from the silent auction.
- Recommend the professionally designated accountant for approval by the Board.
- On behalf of the Region, retain the professionally designated accountant.
- Provide the professionally designated accountant with all financial information necessary to ensure the engagement can be completed on time and accurately.
- Ensure the professionally designated accountant has a current copy of Region Operating Procedures and Bylaws.
- Provide a copy of the financial statement to the outgoing Board for approval.
- Send a copy of the approved financial statement, within thirty days of its receipt to all members of the Board, each club President, the Chairperson of the Finance Committee and Federation Headquarters.

#### Board Member-at-Large

- Attend all meetings of the Board.
- Attend annual conference.
- Tabulate the Joyce Blake Visit Exchange Award.
- Tabulate the Marguerite Duguid Award.
- In January of each year, the Board Member-at-Large shall send information to all clubs regarding these awards.
- Arrange the First Timers Reception and Region Team Reception at Conference.
- Chair the Laws and Resolutions Committee.
- Ensure By-laws; Operating Procedures and Conference Manual are kept current, as per the by-laws.
- Submit updated By-laws to Federation Headquarters.
- Oversee the Memorial Book Committee

#### **OP-V Nominations and Elections**

See by-laws

#### **OP-VI Meetings**

##### Conference

- A Region Conference shall be held once a year as per the by-laws.

- It may be held on any weekend except when a statutory holiday occurs immediately before, during or after, but is normally held on the first weekend in May, and is not to be held on Mother's Day weekend.
- A budget must be prepared by the host club and submitted to the Board for approval at least six months before conference.
- A Conference Manual shall be available to all clubs hosting conference.
- The Call to Conference including a tentative agenda, proposed budget, proposed by-laws amendments and résumé's of all candidates letting their names stand for office, must be sent at least 60 days prior to conference.
- The voting delegates at conference shall be three accredited delegates from each club in good standing, and the Board.
- A voting delegate must be a regular member, and may only represent her own club.
- A club-voting delegate may not be on the Board of the Region.
- Conference Minutes are to be distributed within 45 days of Conference. These minutes will contain a record of all conference actions, plus reports from the various committees.
- At the installation of the Board held during the closing banquet, the incoming Governor shall be presented with the Governor's pin and the chain of office. (The chain of office is sterling silver, and was presented as a gift to the Region by Past Governor Marian Pocock on April 28, 1988. It is a symbol of the office of the Governor and identifies the Governor as the senior elected representative in the Region.)
- Other members of the incoming Board will be presented with a pin designating their office.
- Any profits from Conference will be held in a designated reserve account for two years, to help defray the losses (if any) of subsequent conferences. Before the books are closed on June 30<sup>th</sup> of the second year, any money not used will be transferred into Growth and Development..

#### Leadership Retreat

- A Leadership Retreat will be held to develop leadership in the Region.
- Funding will be available to attendees from clubs outside the Lower Mainland to the extent provided for in the budget, up to \$500.00 for S.I. Winnipeg, up to \$400.00 for S.I. Saskatoon, up to \$300.00 for each of the clubs in Alberta, and funds towards fuel costs for the remaining clubs outside of the Lower Mainland area.

#### **OP-VII Board of Directors**

- Minutes of all Board meetings shall be sent to the Board members within 30 days of each meeting.
- In the second year of the biennium, incoming Board members shall also be sent copies of the minutes from the meetings held at conference that year.
- Expenses for the Board shall be paid as provided for in the budget.
- The Board may vote by mail, email, or fax as agreed upon by the members of the Board. The information sent to the Board shall contain the pros, cons, budget impact, voting instructions and deadline for voting.

#### **OP-VIII Committees**

##### Standing Committees - See Bylaws

- Standing Committee expenses shall be paid to the extent provided for in the budget.
- The Membership Committee, in conjunction with the Board will oversee the distribution of money from the Growth and Development Fund.
- The Chairperson of the Program Committee is the Region representative on the Federation Program Council.

##### Special Committees and Appointments

1. Memorial Book Committee
2. Elections Committee
3. Archives Committee
4. Parliamentarian

1. Memorial Book Committee

- A Memorial book recording the deaths of Soroptimists in the Region shall be maintained.
- Committee chairperson is responsible for ensuring the book is taken to conference each year.
- Committee chairperson is responsible for ensuring the names are entered into the book before the Memorial Service, which is held during opening ceremonies.

2. Elections Committee

- An elections committee of at least three regular members in good standing shall oversee the elections in the second year of the biennium.
- No member of the committee may be a voting delegate.
- No member of the committee may be running for office.
- As long as they qualify, members may also have served on the Nominating Committee.

3. Archives Committee

- The Board shall appoint an Archivist.
- The archivist shall be responsible for preserving important documents for the Region. These shall include, but not be limited to the conference minutes, minutes of the Board, photos, and club histories.
- As well as preserving documents for use in the Region, the Archivist may also send materials to the Archives in Winnipeg.

4. Parliamentarian

- Shall be appointed by the Governor
- Advise on parliamentary laws and procedures at conference.
- Provide advice at other times as required by the Board
- Attend the Board meetings held at conference.
- Will have her conference registration, food and lodgings shall be paid to the same extent as that of the Board
- If requested, shall attend all Board meetings.
- Work with Laws and Resolutions Committee to ensure that all proposed motions to be considered at conference are in order.
- Work with Credentials Committee to ensure proper accreditation and reporting of attendees.
- Work with the Elections Committee to ensure correct elections procedures are followed.

**OP-IX Finance**

- Budgets presented to the membership for approval must be balanced.
- Expenses will be paid, to the extent allowed in the budget.
- Expenses will be based on the most economical transportation costs, accommodations costs, meals, registration fees etc.
- If the projected income is less than the original budgeted amount, expenses will be revised accordingly.
- Two signatures are required on every cheque.
- The Reserves may only be spent with the permission of the membership at a vote taken at conference.

Board of Directors

- Travel expenses for the Board will be paid to the extent provided for in the budget.
- Board members traveling with others shall have their travel expenses pro-rated, based on the number of travel companions.

### Governor

- Each biennium, funds shall be budgeted for the Governor or her alternate to attend the International Board Meeting. The amount designated may not pay all of the delegate's expenses.
- Funds shall be designated for the Governor to attend Federation Convention. The amount designated may not pay all of the delegate's expenses.
- Funds shall be designated for Governor's Round Table. In a non-convention year, the amount designated may not pay all of the Governor's expenses. In a convention year, the Governor will have her flight, food and hotel paid for by federation.

### Growth and Development

- The Growth and Development Fund shall be capped at \$10,000.00 each biennium.
- At the end of each biennium, all money in excess of \$10,000.00 shall be transferred to the General Reserve.
- Money from this fund is to help clubs in low membership with recruiting new members, and to help defray the costs of chartering new clubs.
- Clubs may request \$300.00 to investigate the development of a new club. Proof of expenditures must be submitted to the region treasurer by June 30<sup>th</sup> of the year in which the funds are disbursed.
- Clubs may request a further \$300.00 towards the chartering of the new club. Proof of expenditures must be submitted to the Region treasurer by June 30<sup>th</sup> of the year in which the funds are disbursed.
- Members of the Board and the Membership Committee will be reimbursed, to the extent provided for in the budget, for expenses incurred in travelling to help a club increase membership.
- A president's pin shall be presented to new clubs in the Region, the cost of which shall be paid from the Growth and Development Fund.
- Clubs with 16 or less regular members may apply for a grant of up to \$600.00 (per biennium) to help with their recruitment efforts.
- Clubs with 18 or less regular members may apply for a grant of up to \$500.00 (per biennium) to help with their recruitment efforts.
- Under exceptional circumstances, clubs with 19 or more regular members may apply for a Growth and Development grant.
- Funding of programs that will promote the leadership and growth in the region

### Action Line

- A Region bulletin, entitled the Action Line shall be produced at least four times during each year of the biennium.
- The purpose of the Action Line is to educate, motivate and inform members of the Region in matters relating to Soroptimist.
- The production and distribution of the Action Line shall be funded through Region dues.
- A copy shall be emailed to each member in the Region who has provided the Region with her email address.
- The Action Line shall be posted on the Region website.
- A copy of the newsletter shall also be sent to SIA Headquarters, and the SIA President.

### Website

- The purpose of the website is to simplify communication in the Region, provide information to members, and to promote awareness of our organization to non-Soroptimists.
- The maintenance of the web site shall be funded through Region dues.
- The Governor shall approve all postings to the website.

### Advocacy

- The Advocacy Fund is capped at \$1,000.00.
- Funds may be used to purchase materials for the Region Library, or for material to be distributed to the clubs.
- Funds may not be used for individual club projects.
- Funds may be used for memberships in related organizations.

### Region Awards

- From time to time the Region may adopt awards or programs.
- These should closely follow the ideals of Soroptimist.
- Requests for new awards shall be submitted to the Board for consideration.
- Requests will be based on the following criteria:
  - a. financial implication
  - b. duration
  - c. benefits to the Region
  - d. fulfilment of Soroptimist mission
  - e. unity of clubs within the Region
  - f. recognition of club achievements.
- The cost of all Region Awards shall be funded through dues.
- Awards will be reviewed on a timely basis to ensure they are fulfilling the desired function.
- The conference body must ratify any additions and deletions to Region Awards.
- Present awards are:
  1. The Isobel Gilhespy Membership Award
  2. The Marguerite Watson Bulletin Award
  3. The Joyce Blake Visit Exchange Award
  4. The Frances E. Wagner Soroptimist Woman of Achievement Award
  5. The Marguerite Duguid Award
  6. The Elsie Garlick Foundation Award
  7. The Western Canada Region Making a Difference for Women Award

#### 1. Isobel Gilhespy Membership Award

- This award is presented annually.
- The club which achieves the highest percentage of net increase in regular membership from March 16<sup>th</sup> to the following March 15, as reported to the Region Treasurer by April 15<sup>th</sup>, shall receive the Isobel Gilhespy Membership Award.
- The minimum base on which increase may be calculated is 15.
- This award shall be engraved with the name of the club winning the award. The award will be replaced by a certificate once no further names can be added.

#### 2. Marguerite Watson Bulletin Award

- This award is presented in the second year of the biennium.
- The club whose bulletin is considered to be the best throughout the biennium shall receive the Marguerite Watson Bulletin Award.
- The Governor and the Editor of the Action Line shall judge the bulletins.
- The award is based on information (40 points), education (20 points), inspiration (10 points), format (10 points), identification (10 points), and regularity (10 points).
- This award shall be engraved with the name of the club winning the award. The award will be replaced by a certificate once no further names can be added.

#### 3. Joyce Blake Visit Exchange Award

- This award is presented annually.
- The club which has received the most visits from Soroptimists from other clubs and whose members have paid the most visits to other Soroptimist clubs from April 1<sup>st</sup> to March 31<sup>st</sup> shall receive the Joyce Blake Visit Exchange Award.
- The Board Member-at-Large sends each club the award entry form and rules.
- Deadline for club entries to be received by the Board Member-at-Large is April 15<sup>th</sup>.
- Points are awarded on a graduated scale for Soroptimists visiting club meetings or club sponsored functions in another club.
- Soroptimists visiting on official Region, Federation or International business do not count.
- This award shall be engraved with the name of the club winning the award. The award will be replaced by a certificate once no further names can be added.

4. Frances E. Wagner Soroptimist Woman of Achievement Award

- This award is presented annually.
- Nominees will be judged for achievements in their field of work and in the community.
- The nominee may be either a regular or retired member, but must be a member in good standing.
- Clubs may nominate more than one candidate.
- In January of each year, the Governor-Elect will send nomination forms to each club.
- Completed applications must be returned to the Governor-Elect by March 15<sup>th</sup>.
- The award will be judged by three non-Soroptimists, chosen by the Governor-Elect.
- This award shall be engraved with the name of the honouree and shall remain in her possession.

5. Marguerite Duguid Award

- This award will be presented annually at spring conference to the club attaining the highest number of points as per the scale for attendance at the Leadership Retreat. This will be a continuing award as long as leadership retreats are held in the region.
- The Board Member- at- Large will arrange for attendance forms to be supplied to each member at the Leadership Retreat, to be returned to her at the Retreat.
- Points will be awarded as follows:

Attendee with 1 year or less membership	20 points
Attendee with 2 years or less membership	15 points
Attendee with 5 years or less membership	10 points
Attendee with 5 years or more membership	5 points
Club president attending	10 points
Other Club officers attending	5 points each
Attendee traveling 500 to 1000 km return	5 points
Attendee traveling 1000 to 2000 km return	10 points
Attendee traveling over 2000 km return	15 points
- This award shall be engraved with the name of the club winning the award. The award will be replaced by a certificate once no further names can be added.

6. Elsie Garlick Foundation Award

- The Elsie Garlick Foundation Award will be presented in the second year of the biennium.
- It will consist of a plaque and will be engraved at the expense of the Region.
- Total points based on the sum of the following criteria:
  1. Contribution to Soroptimist Foundation of Canada in the last biennium (March 16, 200\_ to March 15, 200\_)
    - i. \$\$\$ Donated per member (all classifications) (\* see Note 1) \$ \_\_. \_\_ X 5 points  
e.g. \$ 200.00 contribution, 16 members = \$12.50 per member  
\$ 200.00 contribution, 24 members = \$ 8.33 per member
    - ii. Individual members contributions % increase (\* see Note 1 & 2) % X 5 points
    - iii. Non-member donations % increase (\* see Note 1 & 2) % X 5 points
    - \* **Note 1** - as determined by the Treasurer of the Soroptimist Foundation of Canada excluding bequests.
    - \* **Note 2** - if no money given in previous year, then increase is 100%
  2. Active Club Foundation committee as evidenced by education sessions, promotion, newsletter articles and reported to Region Chair 20 points
  3. Attendance at the Annual General Meeting of the Soroptimist Foundation of Canada

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|------|--|----------------|
| i.   | Per member attending (* see Note 3)            | 15 points each |
| ii.  | per proxy sent                                 | 5 points each  |
| iii. | per proxy taken for other clubs (* see Note 3) | 5 points each  |

\* **Note 3** - excluding Soroptimist Foundation of Canada board members  
Award to be calculated by the Governor-Elect.

7. The Western Canada Region Making a Difference for Women Award

- This Award is presented annually.
- The winner from each club in the Region shall be eligible for this award.
- Completed applications must be sent to the Region Making a Difference for Women Chair by January 15<sup>th</sup> of each year.
- The award will be judged by three non-Soroptimists, chosen by the Region Making a Difference for Women Chair.
- If funds available,, the recipient will be reimbursed to attend conference.
- The recipient will receive acknowledgement of her achievement.
- The charity of her choice (vetted by the Board to make sure it benefits the lives of women and girls) will receive a cheque for \$1,500.00.
- The application of the Region winner will be sent on to SIA, so she may compete at the next level.

**OP-X Operating Procedures**

See by-laws

**OP-XI Parliamentary Authority**

See by-laws

**OP-XII Amendments**

- Unless otherwise stated in the motion, all by-laws will become effective on July 1<sup>st</sup> of the year in which they are passed at Conference.