

Section 2: Guidelines for Committees

Section 1. Committees shall perform the duties set forth in these procedures and such other duties as directed by the President or the Board or prescribed in the adopted parliamentary authority, *Robert's Rules of Order Newly Revised*, current edition.

Section 2. The standing committees of this club shall include, but not be limited to, the following: Administration, Awards and Recognition, Home, Garden & Leisure Show, Membership, Nominations, Programs, Publicity and Communications, Service, Special Events, and Ways and Means.

Section 3. All committee coordinators will ensure the following:

- A. Coordinate with the Program Committee for committee sponsored programs early in the club year.
- B. Submit an article for each Tapestry;
- C. Update the SI Chico website calendar with committee meetings and activities;
- D. Facilitate open discussion in the committee, explore and clarify ideas, listen for and restate interests, and encourage participation. Summarize discussions and progress. Remind members of committee goals and how these goals support the Club's mission;
- E. Outline a broad plan of action and work within the committee's budget;
- F. Shall not exceed their budgets without the consent of the Administration Committee and approval of the Board, nor commit entire membership participation in any project or activity without prior approval from the Board and the membership;
- G. All funds collected will be forwarded to the Treasurer-elect in a completed deposit envelope. All requests for reimbursement or expenses will be forwarded to the Treasurer with a signed and completed check voucher with an invoice or other appropriate documentation to the Treasurer for reimbursement;
- H. Present motions for Board approval for: funds beyond the committee budget or statements of position representing the club; requests for club participation must be approved by the Board and the membership.
- I. All members are notified of upcoming meeting dates and times with sufficient advance notice;
- J. Communicate with any member not attending meetings to identify problems;
- K. Prepare a written agenda for all meetings to keep discussions on track;
- L. Assign responsibilities to committee members;
- M. Minutes of meetings are recorded and distributed to all committee members, the Board liaison and the President;
- N. Coordinate work with other committees if necessary, particularly Publicity and Communications;
- O. Submit preliminary committee budget to Administration Committee in March; prepare final report to be published in the last Tapestry of the year, maintain the committee notebook with records of meetings, activities and correspondence and forward to the next year's committee coordinator(s). When the committee does not need the old notebooks, they should be forwarded to the Archivist;
- P. Meet with the new coordinators at the end of the club year in June or July to do an overview of the year ending and make suggestions for the next year.

Section 4. Committee members shall:

- A. Attend committee meetings or notify coordinator if unable to attend;
- B. Participate in committee decisions with objectivity and preparedness;
- C. Accept work assignments willingly and follow through;
- D. Support the decisions of the committee and club members;
- E. Discuss with the coordinator any assigned tasks if unable to fulfill;

- F. Discuss problems within the committee with the committee coordinator first and, if necessary, the Board liaison.

Section 5. Administration Committee

- A. Purpose. To ensure that the financial and organizational status of the club is in compliance with S.I. laws and procedures.
- B. Responsibilities
 1. To educate the membership in the club's bylaws, guidelines, standing rules, budget, and investment strategies;
 2. To propose recommendations for updates or changes to the Club Bylaws, Club Guidelines and Standing Rules;
 3. To submit a draft General Fund budget for the ensuing year at the business meeting in May. This budget shall include a recommendation for member dues to be approved before the budget is approved;
 4. To submit a final General Fund budget for membership approval at the September business meeting;
 5. To monitor and report on the club's investments (Legacy Fund) in September (including the amounts available to Service and Awards and Recognition) and January; and recommend to the club any changes in investments or investment strategies;
 6. To arrange for an internal financial review of the club's financial records by September 30;
 7. To accept requests from committees for additional funds and make recommendations to the Board;
 8. review annually and update as needed SIC Handbook Section 6:Calendar of Due Dates;
 9. Ensure that 5% of yearly Home, Garden & Leisure Show net income is transferred to the General Fund for club operations.
- C. Committee Members include the Treasurer and Treasurer-elect.
- D. The Archives subcommittee manages the retention of SI Chico records and updates the records retention schedule.

Section 6. Awards and Recognition Committee

- A. Purpose. To acknowledge the outstanding achievements of individuals and to recognize women, girls, businesses, and community leaders for their contributions to community service.
- B. Responsibilities
 1. To coordinate with the Program Committee to present these programs to the club membership.
 2. Present the proposed awards list with award amounts to the Board before the October Board meeting for approval; and be presented as a Board Action to the membership at the following Business Meeting.
 3. To coordinate the following awards and their programs:
 - a. Ruby Award: Women helping women. This award honors women in our community who have made outstanding achievements in their professional, business, or volunteer activities to enhance the lives of women. If cash grants are awarded, they are given to the recipients' non-profit organizations of choice. Recipients are eligible for further awards at the Regional and Federation Levels.
 - b. Hester Patrick Live Your Dream (formerly Women's Opportunity Award): This award is designed to provide assistance, through a cash grant, to women who serve as primary breadwinners for their families and who are seeking to improve their employment status by gaining additional education and/or skills. Recipients are eligible for further awards at the Regional and Federation Levels. The Legacy Fund provides \$1,000 which may be supplemented from the Awards budget.
 - c. Violet Richardson Award: Given to young women, 14 to 17 years old who contribute

significantly to their community through volunteer efforts. Recipients and their selected volunteer organizations each receive half the award. The top recipient is eligible for further awards from Federation (S.I.A.).

- d. Positive Parenting Award: Honors women who are working toward economic independence, improving parenting skills, building self-esteem, and life management. Includes a cash grant. This is a club only award.
 - e. Dottie Locke Imaging Possibilities Award: Recognizes outstanding and achievement-oriented young women who have been in foster care and who are being emancipated. Funding in the amount of \$1,500.00 will continue to annually come from the Legacy Fund. This is a club only award.
 - f. Betty Boles Award: Recognizes women over forty years of age, who have completed, or are in the process of completing, a training program, and who are entering the workforce. It includes a cash grant. This is a club only award. It was formerly called the Hand Up Award.
 - g. A.G.E Award (Aging and Gerontology Education Award): is awarded to Concentration-Year Students accepted into the HPPAE Program in the School of Social Work at CSU, Chico (Hartford Partnership Program in Aging Education Excellence in Serving Older Adults). A maximum of \$2,500 is available annually. The number of AGE Awards may vary each year. When more than one student is selected, the award will be divided equally among them. This is a club only award.
 - h. Faye Bedford Children's Award goes to an organization serving youth 18 years old or younger. The minimum award is an allocation of \$750 from the Legacy Fund which may be supplemented from the service or other approved funds.
- 4.. To oversee, as desired by the Awards and Recognition Committee, a program for Women's History Month, Outstanding Senior Girls, Youth Forum or other recognition programs.
 5. To oversee the club's other scholarship funds including, but not limited to: Butte College Foundation Scholarships, Chico Community Scholarships (Lois Binns), CSU, Chico Soroptimist International Goodwill and Understanding (IGU) Scholarship, and at CSU, Chico, The Dr. Valene Smith Soroptimist Endowed Fellowship.
 6. If the President, Awards & Recognition Committee and Service Committee decide to have a Spring Awards Event, work with the Service Committee and the Special Events Committee to plan and implement the Spring Awards Event.
 7. Ensure that all awardees receiving over \$600 complete an IRS W-9 form and forward it to the Treasurer.

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Section 7. Home, Garden & Leisure Show Committee

- A. Purpose. To plan and implement the club's major fundraising activity, the annual Home, Garden & Leisure Show, to generate the following years' Service and Awards and Recognition funds.
- B. Responsibilities.
 1. To present an annual plan of action to the club for membership approval at the September business meeting. Plan is to include a budget and projected goals;
 2. To maintain a separate checking account and submit financial statements to the Board. These statements shall be presented in September, February, March, April and June;
 3. Two signatures shall be required on each check from Home and Garden & Leisure Show funds. The president, president-elect, club Treasurer, coordinator(s) of the committee and Treasurer of the committee, shall qualify to sign;
 4. Net funds shall be remitted to the club's Treasurer following the Home and Garden & Leisure Show, with the exception of funds needed for operating expenses to plan the next year's show.

5. Contracts
 - a. A model contract shall be written for all booth exhibitors, outside consultants, advertising sponsors, show sponsors, security, the fairgrounds, and other organizations.
 - b. The contract form shall be reviewed by a lawyer annually. All contracts must specify all arrangements between parties including free booths, financial obligations, and performance responsibilities
6. Advertising and Promotion
 - a. The Home, Garden and Leisure Committee will coordinate with the Publicity and Communications Committee on the advertising and publicity budget for the show.
 - b. All advertising and promotion expenditures shall be approved by the Home, Garden & Leisure committee and the President-elect.
7. Outside Consultants. Hiring and compensation of an outside consultant for booth sales or other services shall be approved by the Committee and the Board.
8. Sponsorships. Any sponsorship packages where booths or monies are offered as compensation shall be approved by the Committee and the Board.
9. Non-profits and Donated Booths
 - a. Booths are available to non-profits at a reduced cost.
 - b. No booths shall be free to any organization or individual without prior approval of the Committee. Requests for free booths shall be put on a waiting list, and these booths will not be available until the last week prior to the show.
10. Money Handling Procedures
 - a. Checks and check vouchers require two signatures. Check vouchers require the signature of one member of the Management Team.
 - b. The HGL Management Team, HGL Treasurer, Club Treasurer and treasurer-Elect are authorized to sign checks.
 - c. The money collected during the show shall be collected, transported and counted as often as needed by two people who are appointed by the Committee
11. Work Agreement. All Soroptimists are required to work one 4 hour shift (Thursday through Monday) at the show or pay a fee of \$50.00. Any exceptions must be approved by the Home, Garden & Leisure coordinator(s).

Section 8. Membership Committee

- A. Purpose. To recruit and promote assimilation of new members and to initiate and provide information for new members that promotes understanding of the privileges and responsibilities of membership.
- B. Responsibilities
 1. Member Recruitment
 - a. To propose names of potential members to the Board.
 - b. Invite prospective members to a pre-induction orientation known as Getting to Know Us (GTKU);
 - 1) Review the amount of the induction fee annually and forward recommendations to the Administration Committee to be reflected in the General Fund Budget and approved by the Board.
 - 2) To collect dues and induction fees prior to induction and forward to the Treasurer. Effective July 1, 2012 , induction fees are \$45 which includes \$20 for a roster
 - 3) Effective July 1, 2014 the annual dues were \$150 for Regular Members, \$50 for Life and \$85 for Chico Life Members. New members pay 100% of dues until January 31. On or after February 1, the amount will be adjusted to 75%, and, on or after April 1, the amount will be adjusted to 50%. The Administration

Committee presents dues at the May Board meeting and at business meeting for membership approval.

- c. Ensure that membership forms, fees and dues are completed and forwarded to the Treasurer-elect.
- d. To prepare induction binders and reordering supplies as needed.
2. Member Retention
 - a. To organize a post-induction orientation for new members called Newbie's Night Out;
 - b. To recruit, train and assist sponsors who in turn will help new members to assimilate, become active and enjoy Soroptimism;
 - c. To contact members with irregular attendance to address the member's ability to contribute, to provide an update on club activities, and arrange for forwarding of mail, if requested;
 - d. May organize a Wing Clipping after a member as been in the club approximately one year. Wing Clippings will be performed in October and February;
 - e. To provide "greeter(s)" with name tags for guests at each weekly meeting;
 - f. To organize regular "After Hours" events.
3. Member Services
 - a. To purchase Life Membership Pins from the General Fund;
 - b. To provide periodic SOLT announcements at club meetings.
4. Roster Subcommittee
 - a. To provide, at cost, a current listing of members including a description of member's businesses, services, and products as well as home and business; addresses, phone numbers, fax numbers, emails, and websites;
 - b. To periodically update said Roster without additional cost to members requesting no changes. Those requesting changes will pay \$8.00;
 - c. To collect proceeds from the sale of rosters and forward to the Treasurer with proper voucher. The roster price, effective July 1, 2012, is \$20.00.

Section 9. Program Committee

- A. Purpose. To provide the club with interesting, educational, and dynamic programs and activities to promote club interest, education and friendship. To promote a favorable image of Soroptimist in the community.
- B. Responsibilities
 1. To plan and coordinate programs with all committees of the club and make recommendations on ways that these programs can be presented in an interesting and stimulating way;
 2. To plan activities and programs for social exchange;
 3. To explore the possibility of having a Networking Luncheon;
 4. To announce monthly programs at the business meeting and in the E-blast.

Section 10. Service Committee

- A. Purpose. To promote awareness, advocacy and action in support of women and children, especially girls.
- B. Responsibilities
 1. To propose, supervise and direct service projects adopted by the club;
 2. To coordinate with the Program Committee to present programs that inform the membership about potential service initiatives;
 3. To recommend expenditures from the Service Funds;
 4. To review ongoing or annual projects and activities and present recommendations to the Board and membership at an early meeting in the club year.

5. To coordinate club sign-ups and support for ongoing or annual projects such as the Work Training Center dinner, Salvation Army Bell ringing, holiday gifts for shut-ins, Relay for Life, Adopt-A-Family, Science Fair, Patrick Ranch Threshing Bee, Jesus Center, etc.
 6. Friendship Links Sub-committee
 - a. To promote awareness of SI Chico's Friendship Links;
 - b. To develop a spirit of friendship with our Friendship Links;
 - c. To maintain communication and respond to letters received from Friendship Links;
 - d. To recognize Friendship Links with an annual gift to SIA in each club's name.
 7. Microfinance Project supports a microfinance initiative. The minimum award is an annual contribution of \$750 from the Legacy Fund which may be supplemented from the Service Budget.
- C. "Request for Service Funds" Guidelines
1. Each request for funds shall be reviewed and evaluated by the Service Committee using the "Request for Funds" form and forwarded to the Board and the membership;
 2. Profit making entities are not eligible for funding;
 3. S.I. Chico is not a crisis intervention organization, but recognizing there may be emergencies that arise from time to time, any requests that arise from the membership floor, must have been discussed with the Service Committee coordinator(s) in advance. It is the responsibility of the member presenting the request to have the "Request for Funds" form completed before the request is made;
 4. Approximately 80% of service funds are targeted for our local area and 20% for International projects. If there is another S.I. club located nearer the requesting entity, the request shall be forwarded to that club. National and International fund requests shall be evaluated on a case-by-case basis;
 5. Ensure follow-up with each grantee to verify that funds were used for the proposed purpose and that proposed objectives were met;
 6. An "individual needs fund," with a designated maximum amount of \$500 annually, is available to accommodate requests by individuals. These awards shall not exceed \$100 per person per year.

Section 11. Ways and Means Committee

- A. Purpose. To ensure that the club can meet financial obligations.
- B. Responsibilities
 1. To educate the club members in their responsibilities to be involved in club fund-raising activities.
 2. To review and make recommendations about existing fund-raising activities.
 3. Upon direction of the Board, work with Administration Committee to set targets for fundraising to support operations and/or service.
 4. To plan and implement fund-raising activities such as Happy Dollars, auctions, contests, and other fund-raising events.
 5. May, in addition to supporting the General Fund, organize fundraisers to support designated service projects approved by the Board and the membership.

Section 12. Publicity and Communications Committee

- A. Purpose. To coordinate all club publicity, publish and distribute a periodic newsletter (Tapestry), to maintain a SI Chico website (www.sichico.org), and to keep the membership informed of club activities through weekly email notifications via the E-blast.
- B. Responsibilities
 1. Publicity
 - a. Coordinate with all committees to publicize programs, events and achievements.
 - b. Act as the primary link between the club and the media and community.

2. Communications
 - a. To collect information from members to be incorporated in club publications.
 - b. To distribute these publications to club members, life members, regional officers, and Federation and International Presidents.
 - c. To update and maintain SI Chico website.
 - d. To inform membership through E-blasts.
 - e. Forward all monies collected for ads (\$20.00 per Tapestry publication and \$20.00 per month for E-blast notifications) to the Club Treasurer for the General Fund.
 - f. Distribute year-end reports to the membership.
3. Members. Committee membership shall include the newsletter editor, website coordinator, social media coordinator and E-blast coordinator.
4. Assist or coordinate advertising and publicity for other committee activities.

Section 13. Special Events Committee

- A. Purpose. To organize special events. (10/02)
- B. Responsibilities
 1. To plan the S.I. Chico Retreat.
 2. To plan the S.I. Chico Birthday Party.
 1. To plan the incoming S.I. Chico President's Installation.
 3. To plan the SI Chico Summer Barbeque with assistance from the Membership and Program Committees.
 4. To work with the Awards and Recognition Committee and the Service Committee, if there is a Spring Awards Event.

Section 14. Nominating Committee

- A. Purpose and responsibility. To prepare the slate of officers for the Board of Directors on the schedule contained in SI Handbook Section 3: Calendar of Due Dates.

Section 15: Fundraising Committee

- A. Purpose. To organize and implement an additional fundraiser to support the President's theme and or to supplement the proceeds of the Home Garden and Leisure Show.
- B. Information
 - a. A standing Committee
 - b. Appointed early in the spring to allow for successful planning and implementation.
 - c. If the President does not designate a theme, the proceeds will be allocated by the same percentages as are the proceeds from the Home, Garden and Leisure Show.
 - d. Annual budget of \$3000
- C. Responsibilities
 - a. Plan and execute the fundraiser.
 - b. Keep the membership informed about the fundraiser
 - c. Oversee the promotion and ticket sales for the event.
 - d. The President Elect will serve as liaison to the Board.