

Section 4: Standing Rules for Meetings

- A. Information Distribution
 - a. Mailboxes and e-blasts are for the purpose of distributing information pertaining to Soroptimist business only.
 - b. Flyers and paper distributions at meetings: non-Soroptimist information shall be placed on the Resource Table ONLY and should be collected at the end of the meeting.
 - c. Membership and mailing lists formulated by S.I. Chico may not be released to any nonmember, individual, organization, or business.

- B. Announcements at meetings
 - a. Political materials or announcements are not appropriate at meetings.
 - b. Endorsement of a candidate for political office by the Club is prohibited.
 - c. Announcements not pertaining to Soroptimist events or business must be approved by the president prior to the announcement. Non-club related announcements may be announced during Happy Dollars without prior approval. Ways and Means shall determine the charge for non-Soroptimist announcements at Happy Dollars.

- C. Electronic distribution of meeting agendas and minutes
 - a. The business meeting agenda for the next meeting and the minutes of the prior month's business meeting will be sent to the membership in the e-blast before the business meeting.
 - b. The board meeting minutes of the prior month's board meeting will be sent to the board by the Friday before the board meeting. The board meeting agenda will be distributed at or before the board meeting.
 - c. Committee minutes will be sent to the president and the board liaison for each committee.
 - d. The final copies of minutes are distributed by the president or recording secretary only.

- D. Fund-raisers coordinated by Ways and Means may be designated for a specific project other than for general (internal) fund use.

- E. All cellular telephones are to be silenced during club meetings

- F. Amendments to these standing rules may be made by a majority vote of the membership present, with previous notice, or by a two-thirds vote without notice.