

## **CLUB STANDING RULES**

### **SOROPTIMIST INTERNATIONAL OF BILLINGS, MONTANA**

#### **INDEX**

- RULE I      INSTALLATION OF NEW OFFICERS**
- RULE II     CLUB POST OFFICE BOX**
- RULE III    MEMBERSHIP**
- RULE IV    CLUB PLANNING RETREATS**
- RULE V     SOROPTIMIST INTERNATIONAL PRESIDENT'S APPEAL**
- RULE VI    OUTSTANDING SOROPTIMIST AWARD**
- RULE VII   ESTHER SCHMIDT'S FEDERATION PROJECT 5/O PIN**
- RULE VIII  ESTER SCHMIDT'S MEMBERSHIP PIN**
- RULE IX    ANNUAL AWARDS EVENT**
- RULE X     COMMITTEES**
- RULE XI    AMENDMENT OF CLUB STANDING RULES**

## **SOROPTIMIST INTERNATIONAL OF BILLINGS STANDING RULES**

### **Rule I      INSTALLATION OF NEW OFFICERS**

- 1) The installation of new officers shall be held on the first Thursday of June each year and shall be held at a time and location designated by the President.
- 2) The Club Ceremony Book is located in the President's supplies and should be referenced as a guideline for format for this event.
- 3) The Past President's pin with gavel and diamond is to be ordered in March by the President-elect and Treasurer.
- 4) The Immediate Past President shall purchase a gift for the outgoing President with the remaining budgeted funds.
- 5) The Immediate Past President shall present both the pin and gift to the outgoing President at installation.

### **Rule II      CLUB POST OFFICE BOX**

- 1) The Club post office box is located at the Billings Downtown Station – 2602 First Avenue North.
- 2) The official Club address is: P O Box 2322, Billings, MT 59103
- 3) The President and Treasurer shall each have a key to this box which they shall pass to their successors in office by June 30<sup>th</sup> of each year.

### **Rule III      MEMBERSHIP**

- 1) New Members
  - a) New members shall be inducted into to the club within 30 days of receipt of application form, dues and new member fee.
  - b) New members shall receive the official SI membership pin.
  - c) New members shall receive a current copy of the Club's Bylaws and Standing Rules, membership roster, SIA Club Guide, SIA Laws and Club name tag.
- 2) Non Renewing Members
  - a) A Soroptimist not renewing her membership shall return her SI pin to the President within 30 days.
  - b) By June 30<sup>th</sup>, the Treasurer shall advise the Chairman of Growth & Development of the names of members not renewing for further follow up.
- 3) Death of a Member
  - a) Memorials received by the Club are to be applied in the Service One-to-One fund.

Rule IV CLUB PLANNING RETREATS

- 1) Club Planning Retreats are always designated as Special Meetings.
- 2) Annual Fund Raising Retreat
  - a) The Annual Fund Raising Retreat is held on the last Saturday of February at a time and location designated by the Ways & Means Chairman.
  - b) The purpose of this retreat is to review the current year's Annual Fund Raising event; review and recommend payments from the current Service Budget to federation, regional, district and local charities; and to propose and adopt a Service Budget for the ensuing year.
  - c) If possible, general co-chairman and committee chairman for the event should be selected.
- 3) Annual General Retreat
  - a) The Annual General Retreat is held on the last Saturday of June at a time and location designated by incoming President.
  - b) The purpose of this retreat is to review the current year's committee activities and set goals for the ensuing year.
  - c) At the incoming President's discretion, a survey may be distributed to the membership prior to this meeting to obtain club opinion regarding club operation, fund raising, and other matters and will be reviewed and discussed at this retreat.
  - d) Any recommendations that require additional funds to be considered for the ensuing year's General Budget are to be reviewed by the Finance Committee and/or Board by no later than the May board meeting.

Rule V SOROPTIMIST INTERNATIONAL PRESIDENT'S APPEAL

- 1) Club members are asked to donate to the SI President's Appeal each December. Participation is at individual member discretion.
- 2) Donations are matched by club funds and are not to exceed the budgeted amount.
- 3) Funds will be sent to SIA Headquarters in December by the Treasurer designated for President's Appeal.

Rule VI OUTSTANDING SOROPTIMIST AWARD

- 1) This award was established in 1983 by SI Billings and is awarded annually at the Installation of Officers in June to the club member whose leadership, service commitment, hard work, participation, and dedication to Soroptimist ideals and goals has made a difference to the Club.
- 2) The current Outstanding Soroptimist is in charge of this award. At the May business meeting an explanation of the award is to be given and ballots distributed.
- 3) The Soroptimist Laurel Society pin is to be presented to the winning recipient. It's care is entrusted to her for the ensuing year. The Laurel Society pin is dedicated to the memory of 50 year member Esther Schmidt, a deceased charter member of the Club, and is to permanently remain the property of the Club.

- 4) The Treasurer shall send the designated budgeted funds for the Outstanding Soroptimist Award to the Northern Rockies Radiation Oncology Treatment Center in the Outstanding Soroptimist's name. Her name is to be engraved on the Soroptimist plaque at the Center.
- 5) In the event of a tie, funds will be distributed in both names and each shall have the Laurel Society pin for half the year.

Rule VII ESTHER SCHMIDT'S FEDERATION PROJECT 5/O PIN

- 1) The SI Billings Club was chartered in 1944, and Esther Schmidt was one of the charter members. At the Club's 50<sup>th</sup> birthday party, the Club presented Esther with a Federation Project 5/O pin to honor her fifty years of membership. Following her death, her family returned the pin to the club.
- 2) This pin is to be presented to the incoming Awards Committee Chairman at the Installation of New Officers in June. It's care is entrusted to her for the ensuing year and is to permanently remain the property of the Club.

Rule VIII ESTHER SCHMIDT'S MEMBERSHIP PIN

- 1) Following the death of charter member, Esther Schmidt, her family gave her original 1944 membership pin to the Club.
- 2) This pin is to be presented to the incoming Growth & Development Chairman at the Installation of New Officers in June. It's care is entrusted to her for the ensuing year and is to permanently remain the property of the Club.

Rule IX ANNUAL AWARD'S EVENT

- 1) The annual Club Awards Event will be held on the fourth Thursday in March at a time and place designated by the Awards Committee. This event will replace the regular Program/Committee meeting on that day.
- 2) Awards to be presented are to include, but are not limited to, winners of the Women's Opportunity Award, Violet Richardson Award, Fellowship Award, Making a Difference for Women Award, One-to-One recipient, and designated Service Fund recipients.
- 3) The Young Artist's Award Reception will be held at a time and place designated by the Young Artists' Chairman in conjunction with the Yellowstone Art Center.

Rule X

COMMITTEES

1) SI Billings has opted to follow SIA Federation and Northwestern Regional committee structure guidelines: (current chart is attached for complete reference)

a) Awards

- i. Status of Women/Girls
  - Violet Richardson Award
  - Women' Opportunity Award
  - Women's Health (Early Detection of Cancer)
- ii. Working Women
  - Making a Difference for Women
  - Fellowship Award
  - Venture
- iii. Awards/Recognition
  - Young Artists Award
  - Annual Awards Event
- iv. Fundraising/Program Giving
  - Ways and Means
  - Baby Think It Over
  - One-To-One

b) Growth & Development (ROAR)

- i. Membership
  - Grant of Friendship
  - Leadership Development
  - Sunshine
  - Event Planning
  - Roster
- ii. Human Rights
- iii. Communications/Image
  - Celebrating Success
  - Public Relations/Awareness

c) Standing

- i. Technical
  - Finance
  - Nominating
  - Bylaws & Procedures
  - Site Coordinator
  - Newsletter
  - Website
  - Historian
  - Calling

- 2) The committees shall perform the duties set forth in the Club Bylaws, these Standing Rules and such other duties as directed by the president, the board, or as prescribed in the parliamentary authority.
- 3) The incoming President shall appoint chairman of the following committees to be announced at the Installation of New Officers in June:
  - a) Awards
  - b) Growth & Development
  - c) Annual Fund Raising Event co-chairman if not previously selected
  - d) Venture Advisor
- 4) Standing Committee Chairman shall be appointed by no later than the Annual General Retreat
- 5) All Committee Chairman are to exchange their files at the appropriate retreats and give their annual reports

#### RULE XI AMENDMENT OF CLUB STANDING RULES

These Standing Rules may be amended at any regular meeting of the club by a majority of the members.