

SOROPTIMIST INTERNATIONAL OF EUREKA, INC.

PROCEDURES

Revised 9/2018

1. Lunches

Courtesy lunches shall be paid for speakers at a program meeting, prospective member on one occasion, and official guests of the organization.

2. Memorials

In remembrance of a deceased member, a contribution shall be made to the Founder Region Fellowship in the amount of \$100. In remembrance of a deceased member of the immediate family of a club member (husband, child, mother, father, sister or brother) a contribution of \$25. shall be made to the Founder Region Fellowship.

3. Prizes and awards

No member or any member of the immediate family of a member shall be eligible to win any grant, prize or award unless the winner is selected by chance and for which donations are sought.

4. Pettengill/Wykchoff Funds

Interest from the Pettengill/Wykchoff funds shall be applied to any award involving the retraining of women.

5. Fines and internal fund raisers

Money from Fines, Brags or internal fund raisers or raised by members without outside participation shall be deposited into the General Fund.

6. Reservations

Any Soroptimist member making reservations for any event shall be expected to pay for the reservation, unless cancellation is received by the Treasurer or Treasurer-elect at least twenty-four hours before the cancellation deadline. If a member fails to attend after reservations have been paid by the club, the member is required to reimburse the club the fees paid.

7. Reimbursement of Official Meetings

Official delegate/s shall have – paid registrations fees, official meals, 50% of the cost of a room. Gas for one car shall be paid. Should a delegate fail to attend, as verified by the President, those costs for an alternate shall be paid. Non-delegates may receive registration and meals when the funds are available. If air flights are needed, they shall be the most economical seating.

8. Holiday Meeting Schedule

There shall be no meeting scheduled on legal holidays. The Board of Directors shall determine the meetings to be held during the last half of December and the first half of January and last half of June.

9. Meetings

The President shall be responsible for advising the meeting site when there will or will not be a meeting.

10. Money Raising projects

The net proceeds if any from Fund Raising Projects shall be divided 10% to General Fund and 90% to Service Fund.

11. Founder Pennies

Annual Founder Pennies shall be paid from the Service Fund.

13. Founder Region Fellowship giving

The club shall support Founder Region Fellowship by giving \$500 every year and choosing a member to receive a Fellowship every other year (when \$1,000 has been given). By March 1 any members may nominate the person felt to be most deserving through their service to the club, in writing, seconded by two other members, to be the winner of the club Fellowship The nomination shall be presented to the Board.

14. Reimbursement for Supplies or Materials

Member shall fill out a Request for Reimbursement form, including receipts. Form shall be signed by Chair or President and turned into Treasurer within 30 days of date on receipt.

15. Club Property

Club credit cards will be held by Treasure and President.

Key to storage unit will be held by President and a member who live near-by.
(Dyann O'Brian)

Microphone – Program Chair

President's Pin – Safe – VP's

Mail box key-Secretary