



Sorooptimist International of Simi Valley  
*Board of Directors / Business Meeting Agenda*

Wednesday, May 8th, 2024 @ 5:30 PM  
Zoom meeting

[Click Here to Join Zoom Meeting](#)

Meeting ID: 896 7223 4716  
Passcode: 181833

**I. Call to Order/Roll Call 5:30 PM**

**II. Conflict of Interest**

**III. Consent Items:**

A. Minutes of B/D's Meeting April 10th, 2024

**IV. Financial Report**

Tricia Johnston for Sharon Masters

**V. President Report**

Brooke Grayson

**V. Immediate Past President, Public Awareness,  
& Nominating Committee Reports**

Amy Corneau

**VI. Director & Committee Chair Reports**

**A. Teen Outreach**

Dream It, Be It  
iMatter

Suzanne Mortimer-Crawford  
Suzanne Mortimer-Crawford  
Suzanne Mortimer-Crawford

**B. Upcoming Elections**

Kathi King

**C. Membership**

Susan Blumert

**D. Fundraising**

Marian Walluks

Little Black Dress

Barb Glodfelty

**E. Live Your Dream Award (Spring Conf.)**

Susan Blumert

**F. Programs**

Gena Quarantello

**G. Women's Outreach**

Terri Staszak

**H. STOP! Human Trafficking Awareness**

Debbie Samel

**I. Judie Sedell Award**

Becky McGuigan

**J. SI/SIA Awareness**

Cheryl Tsieprati

**K. Community Outreach**

Marilyn VanDyck & Sue Martinez

**L. Historian**

Kelly Behle

**M. Sisterhood Cinema Showcase**

Brooke Grayson

**N. Where did we land on that?**

**O. New Business**

**P. Adjournment**

Next B/D Meeting: 6/12 at 5:30 PM, Simi Valley Public Library



Sorooptimist is a global volunteer organization that provides women and girls with access to the education and training they need to achieve economic empowerment.



Sorooptimist International of Simi Valley

Thank You!

Our 2023-2024  
Board of Directors



**Brooke Grayson**  
*President*  
[brooke@sorooptimistsu.org](mailto:brooke@sorooptimistsu.org)



**Melissa Stillerman**  
*Secretary*  
[secretary@sorooptimistsu.org](mailto:secretary@sorooptimistsu.org)



**Kathi King**  
*Parliamentarian*  
[parliamentarian@sorooptimistsu.org](mailto:parliamentarian@sorooptimistsu.org)



**Kelly Behle**  
*Historian*  
[historian@sorooptimistsu.org](mailto:historian@sorooptimistsu.org)



**Suzanne Mortimer-Crawford**  
*Director of Teen Outreach*  
[teenoutreach@sorooptimistsu.org](mailto:teenoutreach@sorooptimistsu.org)



**Terri Staszak**  
*Director of Women's Outreach*  
[outreach@sorooptimistsu.org](mailto:outreach@sorooptimistsu.org)



**Gena Quarantello**  
*Director of Programs*  
[programs@sorooptimistsu.org](mailto:programs@sorooptimistsu.org)



**Cheryl Tsieprati**  
*Director of SI/SIA Awareness*  
[sia@sorooptimistsu.org](mailto:sia@sorooptimistsu.org)



**Sharon Masters**  
*Treasurer*  
[treasurer@sorooptimistsu.org](mailto:treasurer@sorooptimistsu.org)



**Tricia Johnston**  
*Treasurer-Elect*  
[treasurerelect@sorooptimistsu.org](mailto:treasurerelect@sorooptimistsu.org)



**Marian Walluks**  
*Director of Fundraising*  
[fundraising@sorooptimistsu.org](mailto:fundraising@sorooptimistsu.org)



**Amy Corneau**  
*Director of Public Awareness, Past President*  
[media@sorooptimistsu.org](mailto:media@sorooptimistsu.org)



**Susan Blumert**  
*Director of Membership*  
[membership@sorooptimistsu.org](mailto:membership@sorooptimistsu.org)



**Kris Scott**  
*Director at Large*



Sorooptimist is a global volunteer organization that provides women and girls with access to the education and training they need to achieve economic empowerment.



Sorooptimist International of Simi Valley

Thank You!

Our 2023-2024  
Committee Chairs



**Suzanne Mortimer-Crawford**  
*Dream It, Be It*  
[dib@soroptimists.org](mailto:dib@soroptimists.org)



**Nazlin Kanji**  
*2023 Live Your Dream Awards Chair & Little Black Dress Chair*  
[lyd@soroptimists.org](mailto:lyd@soroptimists.org)  
[lbd@soroptimists.org](mailto:lbd@soroptimists.org)



**Marian Walluks**  
*Quartermania Chair*  
[fundraising@soroptimists.org](mailto:fundraising@soroptimists.org)



**Bonnie Ramey**  
*Fundraising Support*  
[fundraising@soroptimists.org](mailto:fundraising@soroptimists.org)



**Jan Armstrong**  
*Change for Change ~ Sunshine ~*



**Brooke Grayson**  
*Women's Film Festival*  
[eres.ela@soroptimists.org](mailto:eres.ela@soroptimists.org)



**Debbie Samel**  
*STOP Human Trafficking*  
[willnotbeasold@soroptimists.org](mailto:willnotbeasold@soroptimists.org)



**Sue Martinez**  
*Community Outreach*  
[outreach@soroptimists.org](mailto:outreach@soroptimists.org)



**Marilyn Van Dyck**  
*Community Outreach*  
[outreach@soroptimists.org](mailto:outreach@soroptimists.org)



**Becky McGuigan**  
*Judie Sedell Memorial Grant*  
[sedellgrant@soroptimists.org](mailto:sedellgrant@soroptimists.org)



**Midge Seeley**  
*Member at Large*



**Kris Scott**  
*Hospitality*



Sorooptimist is a global volunteer organization that provides women and girls with access to the education and training they need to achieve economic empowerment.



## Sorooptimist International of Simi Valley

### *Important Upcoming Dates!*



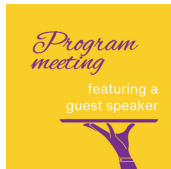
**May 8th, Wednesday**

Zoom Only



**May 11th, Saturday**

Slice House Pizza



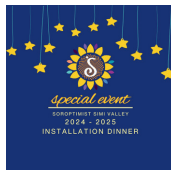
**May 16th, Thursday**

Best Western Posada Royale



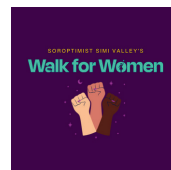
**June 5th, Wednesday**

TBD



**June 20th, Thursday**

Best Western Posada Royale



**June 22nd, Saturday**

Rancho Santa Susana Community Park



**July 17th, Wednesday**

Studio Movie Grill



Sorooptimist is a global volunteer organization that provides women and girls with access to the education and training they need to achieve economic empowerment.



Soroptimist International of Simi Valley

*Consent Item:*  
*Last Month's Meeting Minutes*



Soroptimist is a global volunteer organization that provides women and girls with access to the education and training they need to achieve economic empowerment.



Soroptimist International of Simi Valley

**Meeting Minutes | Board of Directors Meeting**  
Wednesday, April 10, 2024 | Simi Valley Public Library

**I. Meeting Called to Order: 5:38 PM**

**Board of Directors Present:** *Brooke Grayson – President; Melissa Stillerman - Secretary; Tricia Johnson – Treasurer (Zoom); Gena Quarantello - Programs; Susan Blumert-Director of Membership, Cheryl Tsieprati - Director of SI/SIA Awareness; Amy Corneau – Immediate Past President & Director of Public Awareness; Marilyn VanDyck - Community Outreach; Marian Walluks - Director of Fundraising, Suzanne Mortimer-Crawford – Teen Outreach (Zoom), Terri Staszak-Director of Women’s Outreach, Kathi King-Parliamentarian, Susan Martinez-Community Outreach*

**Committee Chairs and Appointed Present:** *Midge Seeley - Member at Large; Barb Glodfelty-Little Black Dress*

**Other Members Present:** Becky McGuigan, Lisa Hemenway, Judith Horowitz

**Board of Directors Not Present:** Debbie Samel-Chair STOP Human Trafficking (Zoom); Kelly Behle-Historian, Kris Scott-Director at Large

**Action Item: Brooke asks for changes on the Agenda and there were none.**  
**Motion to approve minutes and motion carries.**

**Motion to transfer \$1500 from Membership Engagement/Recruitment to Women’s Outreach to cover remaining costs for wheelchair donation. Motion carries.**

**II. Reports:**

**a. Treasurer:** Presented by Sharon Masters

- As of the end of March 2024
  1. Checking \$26,332.98
  2. Savings \$86,564.61
- Quartermania
  1. Profit \$4,733.01

**Motion to accept financials and motion carries.**

**b. President:** Presented by Brooke Grayson

- Conference attendance including 6 LYDA recipients and their families.
- \$800 mandatory conference fee for Soroptimist Int. Americas in Bellevue, WA July 24-29
  1. 1 delegate from our chapter will attend, and most conference costs will be covered by SIA. If interested in representing SISV as the delegate, contact Brooke.



Soroptimist International of Simi Valley

**Meeting Minutes | Board of Directors Meeting**

Wednesday, April 10, 2024 | Simi Valley Public Library

- c. **Immediate Past President:** Presented by Amy Corneau
  - Slate will be presented at April Program Meeting
  - Newsletter content for May/June due in 2 weeks
  - Public Awareness working on LBD
  
- d. **Teen Outreach/Dream It Be it Update:** Presented by Suzanne Mortimer-Crawford
  - Due Friday if anyone is interested in being a presenter
  - Sat. May 11 will be the next installment of Dream It/Be It workshop at the Slice House at 4pm
  - Susan B. & Sue M. will judge
  - Will need 2-3 same-day volunteers
    1. Amy, Susan and Judith will volunteer.
  
- e. **Bylaws:** Presented by Kathi King
  - A few changes were made:
    1. Term Change: All elected Board of Directors positions shall hold their term of office commencing July 1st in the year of the election and may serve a maximum of a one (1) year term plus one (1) optional consecutive year in the same position if re-elected. At the discretion of the Nominating Committee, with approval of the Board, an additional one (1) year term extension may be served under special circumstances.
    2. Standing Rules
      - a. Item 6: Debbie Thomas Founders Award: added Brandee Townsend-Rudy as application qualifying representative in Amy Corneau's absence.
      - b. Item 18: Handling club monies only to be conducted by club members in good standing.
    3. Suggested revision to Bylaws Term change wording to clarify the additional one year as a third year.

**Motion to approve revised Bylaws and Standing Rules as presented with the suggested revision. Motion carries.**

**Board Retreat will be the afternoon of May 18th from 2-6 at the Simi Valley Chamber of Commerce.**

- f. **Membership:** Presented by Susan Blumert
  - Barb Glodfelty is a new member
  - We have 3 new members by July 1<sup>st</sup>



Soroptimist International of Simi Valley

**Meeting Minutes | Board of Directors Meeting**

Wednesday, April 10, 2024 | Simi Valley Public Library

- New member picked up from Women in History event co-sponsored with the Simi Valley Public Library
- Membership renewals cannot wait until the last day June 30<sup>th</sup> which is the deadline
  1. Breakdown of fees will be described in the new member/returning member promotional efforts
  2. Incentivized promotion with a chance to win free LBD ticket if you're one of the first 25 members to renew membership in 2024
- g. Fundraising:** Presented by Marian Walluks
  - Quartermania
    - 114 people this year vs. 140 in previous. Possibly impacted by Academy Awards on the same date.
    - Payment processing issue with internet connectivity using Square device in Rancho Simi Rec and Parks building kitchen will be addressed for next year.
  - Raise Right fundraising is an ongoing campaign. The treasurer is to be asked to verify the proceeds to our club generated by the app users.
- h. Little Black Dress:** Presented by Barb Goldfelty
  - Summary of all committee members.
- i. Programs:** Presented by Gena Quarantello
  - Gena to remain as Dir. of Programs through the 2024-2025 term
  - June 20th program meeting will be our Installation ceremony
  - Still looking for speakers for May program meeting
  - Best Western is holding to their 25-person count minimum. If we don't increase attendance, we should find a more accommodating venue for program meetings.
- j. Women's Outreach:** Presented by Becky McGuigan & Terri Staszak
  - Brooke announced Terri Staszak as the winner of the Simi Valley Community Council's Volunteer of the Year Award as Soroptimist Simi Valley's celebrated volunteer. The presentation will be on June 1<sup>st</sup>.
  - Becky and Terri brought the wheelchair to Sarah Rose.
  - Sarah Rose will be a speaker at one of our upcoming SISV meetings or events
  - SISV member Lara Porazzo just diagnosed with Cancer and a calming bag was delivered.
  - Prom Closet event in collaboration with Simi Valley Family YMCA will be Sunday, April 14th from 1-6pm.
- k. Community Outreach:** Presented by Marilyn & Sue
  - Bowls of Hope was a successful event, our club members filled an SISV table
  - Sip, Shop & Support by Festival of Trees serving the Cancer Community will be held May 2<sup>nd</sup> at Tierra Rejada





Soroptimist International of Simi Valley

**Meeting Minutes | Board of Directors Meeting**

Wednesday, April 10, 2024 | Simi Valley Public Library

- Johnna's Tea Party 1-4
- Simi is honoring Marie Bennett April 15<sup>th</sup> at 6:30 pm during Board Meeting

**I. Stop Human Trafficking:** Presented by Debbie Samel

- Family Justice Center Update
  1. Debbie will represent SISV at 6:30 pm April 30<sup>th</sup> at Simi Gov't Center

**III. Old Business**

- a. Women's Film Festival will be named Sisterhood Cinema
- Wednesday May 15<sup>th</sup> at Studio Movie Grill at 5:30
    1. A film screening committee is formed, film submissions are being reviewed

**IV. New Business**

- Walk for Women event will be moved to June

**V. Meeting Adjourned: 7:08 PM**

Minutes prepared by Melissa Stillerman, Secretary



Soroptimist International of Simi Valley

*Treasurer's Report:  
Financial Reports*



Soroptimist is a global volunteer organization that provides women and girls with access to the education and training they need to achieve economic empowerment.

**Soroptimist International of Simi Valley**  
**Balance Sheet**  
As of April 30, 2024

	Total
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
US Bank Checking 8583	25,235.30
US Bank Savings 5342	86,568.03
<b>Total Bank Accounts</b>	<b>\$ 111,803.33</b>
<b>Total Current Assets</b>	<b>\$ 111,803.33</b>
<b>Other Assets</b>	
Prepays	2,341.13
<b>Total Other Assets</b>	<b>\$ 2,341.13</b>
<b>TOTAL ASSETS</b>	<b>\$ 114,144.46</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
Accrued Expenses	1,143.92
Unearned Income	
Unearned Income - LBD	1,500.00
<b>Total Unearned Income</b>	<b>\$ 1,500.00</b>
<b>Total Other Current Liabilities</b>	<b>\$ 2,643.92</b>
<b>Total Current Liabilities</b>	<b>\$ 2,643.92</b>
<b>Total Liabilities</b>	<b>\$ 2,643.92</b>
<b>Equity</b>	
Unrestricted Net Assets	120,648.57
Net Revenue	-9,148.03
<b>Total Equity</b>	<b>\$ 111,500.54</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 114,144.46</b>

**Soroptimist International of Simi Valley**  
**Budget vs. Actuals:**  
**July 2023 - June 2024**

	Actual	Budget	Total over Budget	% of Budget
<b>Revenue</b>				
Club Activity income			0.00	
Club Social Events	663.67		663.67	
Holiday Party	1,199.25	1,125.00	74.25	106.60%
LYD Dinner	4,336.50	5,200.00	-863.50	83.39%
Program Meeting Fees	3,759.00	6,000.00	-2,241.00	62.65%
<b>Total Club Activity income</b>	<b>\$ 9,958.42</b>	<b>\$ 12,325.00</b>	<b>-\$ 2,366.58</b>	<b>80.80%</b>
Direct Public Support	59.76		59.76	
Grants, Restricted			0.00	
Grant - STOP program		5,000.00	-5,000.00	0.00%
Judie Sedell Grant			0.00	
Judie Sedell Support		0.00	0.00	
Total Judie Sedell Grant	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	
<b>Total Grants, Restricted</b>	<b>\$ 0.00</b>	<b>\$ 5,000.00</b>	<b>-\$ 5,000.00</b>	<b>0.00%</b>
Individ, Business Contributions	1,029.72		1,029.72	
<b>Total Direct Public Support</b>	<b>\$ 1,089.48</b>	<b>\$ 5,000.00</b>	<b>-\$ 3,910.52</b>	<b>21.79%</b>
Donation income			0.00	
Bragging Rites	55.00	350.00	-295.00	15.71%
Change for Change	1,271.00	400.00	871.00	317.75%
Other Donations	355.95		355.95	
<b>Total Donation income</b>	<b>\$ 1,681.95</b>	<b>\$ 750.00</b>	<b>\$ 931.95</b>	<b>224.26%</b>
Event income			0.00	
Little Black Dress	0.00		0.00	
Center Pieces		1,000.00	-1,000.00	0.00%
Fund a Need	5,980.00	12,500.00	-6,520.00	47.84%
Live Auction	14,900.00	35,000.00	-20,100.00	42.57%
Opportunity Drawing	2,460.00	0.00	2,460.00	
Other	600.00		600.00	
Raffle Tickets	2,500.00	500.00	2,000.00	500.00%
Silent Auction	14,000.00	7,500.00	6,500.00	186.67%
Sponsors	20,950.00	34,500.00	-13,550.00	60.72%
Tickets	19,217.00	16,500.00	2,717.00	116.47%
<b>Total Little Black Dress</b>	<b>\$ 80,607.00</b>	<b>\$ 107,500.00</b>	<b>-\$ 26,893.00</b>	<b>74.98%</b>
Quartermania	600.00	11,120.00	-10,520.00	5.40%
Food	1,402.00		1,402.00	
Live Auction	3,004.30		3,004.30	
Quarters/Paddles	675.00		675.00	
Raffle	1,004.00		1,004.00	
Ticket Sales	1,487.00		1,487.00	
Venue Deposit	100.00		100.00	
VIP TABLE	768.76		768.76	

Total Quartermania	\$	9,041.06	\$	11,120.00	-\$	2,078.94	81.30%
Total Event income	\$	89,648.06	\$	118,620.00	-\$	28,971.94	75.58%
Membership income						0.00	
New Member		2,350.00		2,350.00		0.00	100.00%
Renewals		4,700.00		16,450.00		-11,750.00	28.57%
Total Membership income	\$	7,050.00	\$	18,800.00	-\$	11,750.00	37.50%
Program Income		0.00				0.00	
Sales of Product Income		135.00				135.00	
Services		0.01				0.01	
Total Revenue	\$	109,562.92	\$	155,495.00	-\$	45,932.08	70.46%
Gross Profit	\$	109,562.92	\$	155,495.00	-\$	45,932.08	70.46%
<b>Expenditures</b>							
Annual Giving						0.00	
Community Support		709.99		2,000.00		-1,290.01	35.50%
Debbie Thomas Founders Award		2,000.00		2,000.00		0.00	100.00%
Emergency Relief				2,500.00		-2,500.00	0.00%
iMatter Scholarships		0.00		8,000.00		-8,000.00	0.00%
International/National		2,000.00		3,000.00		-1,000.00	66.67%
Judie Sedell Grant		1,500.00				1,500.00	
LYD award		17,500.00		20,000.00		-2,500.00	87.50%
LYD Awardee Support		3,572.76		5,000.00		-1,427.24	71.46%
SIA Dream Big Campaign				2,000.00		-2,000.00	0.00%
STOP Support		250.00		5,000.00		-4,750.00	5.00%
SVCC Leadership		1,155.00		1,100.00		55.00	105.00%
Total Annual Giving	\$	28,687.75	\$	50,600.00	-\$	21,912.25	56.70%
Business Expenses						0.00	
Business Registration Fees		148.61		150.00		-1.39	99.07%
Community Memberships		340.00		400.00		-60.00	85.00%
Regional Dues		4,010.00		4,000.00		10.00	100.25%
SIA Fees						0.00	
Club Giving - 10%		1,368.28		5,567.00		-4,198.72	24.58%
Member Dues		7,767.32		10,779.20		-3,011.88	72.06%
Total SIA Fees	\$	9,135.60	\$	16,346.20	-\$	7,210.60	55.89%
Taxes		72.00		10.00		62.00	720.00%
Total Business Expenses	\$	13,706.21	\$	20,906.20	-\$	7,199.99	65.56%
Club Activity Expense						0.00	
Board Retreat				1,000.00		-1,000.00	0.00%
Holiday social		1,886.19		1,500.00		386.19	125.75%
Member Engagement/Retention		1,500.00		2,500.00		-1,000.00	60.00%
Member Recruitment				200.00		-200.00	0.00%
Member Retention/Orientation				300.00		-300.00	0.00%
President's Discretionary Fund		235.00		389.96		-154.96	60.26%
Total Club Activity Expense	\$	3,621.19	\$	5,889.96	-\$	2,268.77	61.48%
Event expense						0.00	
Little Black Dress						0.00	
Bidding Software/Merchant Fee		4,608.28		2,200.00		2,408.28	209.47%
Entertainment/Photos/Fashion		4,441.87		4,825.00		-383.13	92.06%
Facility Fee/ Venue		4,928.75		3,450.00		1,478.75	142.86%

Food/Beverage	16,567.93	24,525.00	-7,957.07	67.56%
LBD-Live Auction Cost	8,200.00	17,500.00	-9,300.00	46.86%
Misc		3,950.00	-3,950.00	0.00%
Silent Auction/Bling/Opp Drawin	1,298.64	1,500.00	-201.36	86.58%
<b>Total Little Black Dress</b>	<b>\$ 40,045.47</b>	<b>\$ 57,950.00</b>	<b>-\$ 17,904.53</b>	<b>69.10%</b>
Quartermania	874.83	5,000.00	-4,125.17	17.50%
Food	1,469.47		1,469.47	
linens	465.36		465.36	
Supplies	94.47		94.47	
Venue	1,404.75		1,404.75	
<b>Total Quartermania</b>	<b>\$ 4,308.88</b>	<b>\$ 5,000.00</b>	<b>-\$ 691.12</b>	<b>86.18%</b>
<b>Total Event expense</b>	<b>\$ 44,354.35</b>	<b>\$ 62,950.00</b>	<b>-\$ 18,595.65</b>	<b>70.46%</b>
Operations			0.00	
Badges and Pins	271.49	500.00	-228.51	54.30%
Bank Fees			0.00	
Bank fees	40.80		40.80	
Merchant fees	797.83	1,200.00	-402.17	66.49%
Paypal Fees	207.87	400.00	-192.13	51.97%
Wix CC Fees	589.33	400.00	189.33	147.33%
<b>Total Bank Fees</b>	<b>\$ 1,635.83</b>	<b>\$ 2,000.00</b>	<b>-\$ 364.17</b>	<b>81.79%</b>
Email communications	87.83	550.00	-462.17	15.97%
Postage, Mailing Service	37.46	200.00	-162.54	18.73%
Printing and Copying		200.00	-200.00	0.00%
Supplies	-435.34	200.00	-635.34	-217.67%
Virtual Meetings	82.15		82.15	
Website Maintenance	25.98	300.00	-274.02	8.66%
<b>Total Operations</b>	<b>\$ 1,705.40</b>	<b>\$ 3,950.00</b>	<b>-\$ 2,244.60</b>	<b>43.17%</b>
Other Types of Expenses			0.00	
Advertising and Promotion	1,155.75	1,800.00	-644.25	64.21%
Background Check		480.00	-480.00	0.00%
Insurance - Liability, D and O	300.00	300.00	0.00	100.00%
Sunshine	122.81	200.00	-77.19	61.41%
<b>Total Other Types of Expenses</b>	<b>\$ 1,578.56</b>	<b>\$ 2,780.00</b>	<b>-\$ 1,201.44</b>	<b>56.78%</b>
Program expense			0.00	
Bragging Rites		350.00	-350.00	0.00%
Change for Change Beneficiary	1,960.00	400.00	1,560.00	490.00%
Dream it/Be it	3,419.39	6,500.00	-3,080.61	52.61%
LYD dinner	4,592.97	8,500.00	-3,907.03	54.03%
Sedell awards luncheon	374.26	500.00	-125.74	74.85%
STOP human trafficking	1,931.06	10,000.00	-8,068.94	19.31%
Teen Outreach Programs	1,294.51	3,000.00	-1,705.49	43.15%
Womens Outreach	4,504.87	6,000.00	-1,495.13	75.08%
<b>Total Program expense</b>	<b>\$ 18,077.06</b>	<b>\$ 35,250.00</b>	<b>-\$ 17,172.94</b>	<b>51.28%</b>
Purchases	30.00		30.00	
Travel and Entertainment			0.00	
Conferences, Conventions	2,662.30	3,500.00	-837.70	76.07%
Meeting Meals	281.00		281.00	
Community Groups	297.29	605.00	-307.71	49.14%

Friendship Night	70.00		70.00		
Installation and Other Meetings	207.11	278.00	-70.89	74.50%	
Luncheon/Dinner Fees	4,298.04	6,000.00	-1,701.96	71.63%	
<b>Total Meeting Meals</b>	<b>\$ 5,153.44</b>	<b>\$ 6,883.00</b>	<b>-\$ 1,729.56</b>	<b>74.87%</b>	
<b>Total Travel and Entertainment</b>	<b>\$ 7,815.74</b>	<b>\$ 10,383.00</b>	<b>-\$ 2,567.26</b>	<b>75.27%</b>	
<b>Total Expenditures</b>	<b>\$ 119,576.26</b>	<b>\$ 192,709.16</b>	<b>-\$ 73,132.90</b>	<b>62.05%</b>	
<b>Net Operating Revenue</b>	<b>-\$ 10,013.34</b>	<b>-\$ 37,214.16</b>	<b>\$ 27,200.82</b>	<b>26.91%</b>	
<b>Other Revenue</b>					
Debbie Thomas Founders Award		2,000.00	-2,000.00	0.00%	
Interest Income	35.81		35.81		
Judie Sedell Award		3,500.00	-3,500.00	0.00%	
Prior Years Non-Restricted Inco	829.50	21,889.16	-21,059.66	3.79%	
Prior Years STOP Funds		10,000.00	-10,000.00	0.00%	
<b>Total Other Revenue</b>	<b>\$ 865.31</b>	<b>\$ 37,389.16</b>	<b>-\$ 36,523.85</b>	<b>2.31%</b>	
<b>Net Other Revenue</b>	<b>\$ 865.31</b>	<b>\$ 37,389.16</b>	<b>-\$ 36,523.85</b>	<b>2.31%</b>	
<b>Net Revenue</b>	<b>-\$ 9,148.03</b>	<b>\$ 175.00</b>	<b>-\$ 9,323.03</b>	<b>-5227.45%</b>	

Wednesday, May 01, 2024 10:13:40 AM GMT-7 - Cash Basis



Soroptimist International of Simi Valley

*Final  
Bylaws, Standing Rules  
May 2024*



Soroptimist is a global volunteer organization that provides women and girls with access to the education and training they need to achieve economic empowerment.



## **SOROPTIMIST INTERNATIONAL OF SIMI VALLEY (SISV)**

A 501(c)3 Non-Profit – EIN #47-2483964, CA

Camino Real Region (SICRR)

SOROPTIMIST INTERNATIONAL OF THE AMERICAS (SIA)

### **SISV STANDING RULES- Revised April 2024**

- 1.** Program meetings will generally be held on the third Thursday of every month. Program meetings can be a luncheon and begin at 11:30 AM or an evening meeting, both at a location to be determined by the Director of Programs. Program meeting price is based on venue pricing, and attendees are to RSVP by the Monday before the Program. Program meetings may be declared DARK or rescheduled due to holidays, emergencies, summer schedules, and/or other functions/activities upon the decision of the Board of Directors and notification to the membership.
- 2.** Business Meetings will be held on the second Wednesday of every month. The president will determine the dates, times, and locations, which may be changed by Board determination and proper notification to the membership; all members are welcome. Exception: If a confidential issue or private matter is to be discussed, the general membership will be excused from that portion of the Business meeting.
- 3.** Members can attend as many Program and Business meetings as they desire. There are no mandatory or minimum attendance requirements.
- 4.** Friendship Night will be held on the first Wednesday of the month from 5:30 pm -7:00 pm at a location determined by the President-Elect. This is a members-only event, and each person is responsible for their food and beverage. Guests may be invited to attend the June Friendship Night as an incentive to join the club.
- 5.** The Judie Sedell Award was created to provide financial assistance in the amount of \$2,000.00 for any woman over 18 years of age on probation for a non-violent crime. The recipient of this grant is to be approved by the chairperson and her committee. Funding for this program comes from Mike Sedell and is to be paid in perpetuity.
- 6.** The Thomas Family established Soroptimist International of Simi Valley's Debbie Thomas Founder's Award and its facilitation instructions to provide financial assistance to any woman who has financial hardship, lives in Simi Valley, and is over 18 years old. Also, she cannot qualify for the Live Your Dream Award. Non-member applicants must submit their application to the Director of Women's Outreach and Amy Corneau, or Brandee Townsend Ruedy in Amy Corneau's place if needed. Member applicants must submit their application to the President directly. Once submitted, the application must be submitted to the Board for final approval.

- 7.** Leadership Simi Valley scholarships will be given out each year for up to two members who are pursuing a leadership position in Soroptimist International of Simi Valley. Each applicant is eligible for up to 50% of the annual tuition. The Executive Board must first approve applicants, and then applicants may submit their applications through the Chamber of Commerce between April and July each year.
- 8.** The Bunny Riley Scholarship Fund was created to provide financial assistance toward membership dues for any woman under the age of 40 who can prove hardship or financial need. The recipient must contribute a minimum of \$25 of their own funds toward membership, and additional funding may be available to assist with program or event costs. The applicant must comply with qualification requirements to be eligible for future consideration.
- 9.** Each member will be financially responsible for annual dues collected before July 1st of each year. As of July 1, 2023, dues are \$235.00. Dues cover the costs associated with international dues, regional dues, and local operating costs. This fee does not include program luncheons, special events, annual events, opportunity drawings/raffles, etc. The Board will approve any changes in annual dues.
- 10.** If a new member joins between January 1<sup>st</sup> and June 30<sup>th</sup>, dues will be reduced to half of the annual membership dues.
- 11.** Although dues are not waived or refunded, the Club may subsidize \$135.00 toward the annual dues of two members per year. These discounted memberships are subject to approval by the Treasurer, Director of Membership, and the President.
- 12.** Any member of SISV may place flyers, promotional items, or advertising materials on the designated "Information Table" located within the Program meeting area.
- 13.** Members of SISV shall not sell, use, or share member roster information for mass mailings or e-mailings regarding non-Soroptimist activities or announcements without prior written consent.
- 14.** Members who attend SI, SIA, Regional workshops, and/or conferences may be reimbursed a portion of their expenses when budgeted funds are available as determined by the Treasurer and/or President.
- 15.** The President may authorize additional expenditures on behalf of the club up to \$500.00 per year outside the parameters of the approved Budget. Expenditure(s) must be reported to the Treasurer immediately.
- 16.** Our Club will encourage a paperless environment. Therefore, agendas, minutes, newsletters, announcements, and any other informational or educational information will be provided via email or online whenever possible.
- 17.** The Code of Conduct, established in 2019, and the Code of Ethics, established in 2020, are to be incorporated into these Standing Rules.
- 18.** Handling of Club monies is to be assigned only to Club members in good standing.

# BYLAWS: Soroptimist International of Simi Valley (SISV)

## ARTICLE I NAME

### Section 1: Name

The name of the Club shall be Soroptimist International of Simi Valley, also known as SISV, in the State of California. SISV is part of Soroptimist International Camino Real Region (SICRR), and in turn, is part of Soroptimist International of the Americas (SIA).

## ARTICLE II OBJECTIVES

### Section 1: Mission

The mission of this Club shall be founded on SISV's three (3) local pillars: Supporting Women in Crisis, Empowering Women and Girls, and Celebrating Every Woman. SIA is a global volunteer organization that provides women and girls with access to the education and training they need to achieve economic empowerment.

The mission of SISV is:

1. To promote the social and economic advancement of women and girls.
2. To improve the lives of women and girls.
3. To serve as a local and global voice on issues of importance to women and girls.

### Section 2: Non-Profit Status

- A. No part of the net earnings of the Club shall benefit or be distributable to the officers, members, or other private persons, except that the Club shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions, in furtherance of its exempt purposes. This does not exclude any member from receiving program funds for which they qualify. No substantial part of the activities of the Club shall consist of carrying on propaganda or attempting to influence legislation except as otherwise provided by section 501(H) of the code. The Club shall not participate in or intervene in (including the publishing or distributing of statements), any political campaign on behalf of (or in opposition to) any candidate for public office. Notwithstanding any other provision of these articles, no Club shall carry on any activities not permitted to be carried on (a) by an organization exempt from federal income tax under Section 501(a) of the Code as an organization described in Section 501(c)(3) of the Code, or (b) by an organization contribution to which are deductible under Section 170(a) of the Code as being to an organization referred to in Section 170(c)(2) of the Code.

# BYLAWS: Soroptimist International of Simi Valley (SISV)

## ARTICLE III MEMBERSHIP

### Section 1: Member Types

Regular Members: Dues-paying individuals who support SIA and SISV's vision, mission, and core values.

### Section 2: Privileges of Membership

- A. Only SISV members in good standing who have met all financial requirements of SISV may be elected, appointed to, or retain any Board position. Any member in good standing may serve as a delegate to a federation convention, regional conference, or district meeting.
- B. Member's voting privileges will include, but not be limited to:
  - 1. Voting on the slate of Directors submitted by the Nominating Committee at the designated Program meeting.
  - 2. Voting on any items proposed by the Board of Directors that the Board specifically indicates will require a vote of the members.
  - 3. Voting for new Club activities which will require Club participation, funding and/or commitment.
  - 4. Member votes are limited to one (1) vote per member and votes are not allowed by proxy.

### Section 3: Admission to Membership

- A. Anyone interested in becoming a member will complete the Application for Membership and pay all appropriate fees and dues. All will be forwarded to the Treasurer who will manage the allocation of dues and fees owed to the Camino Real Region and the Soroptimist International of the Americas (SIA) Headquarters.
- B. Upon receipt of the completed application and payment for all fees and dues, the term of membership shall begin. The new member shall then be introduced by the Director of Membership at a subsequent Program meeting and/or by any timely communication to the membership.
- C. Potential and existing members shall not be unlawfully discriminated against on any basis prohibited by federal, state, local or other applicable law, including without limitation to race, color, ethnicity, national origin, religion or religious practice, gender, gender identity or gender expression, sexual orientation, age, disability, marital status, and military status.

### Section 4: Termination of Club Membership

- A. The following shall be reason for termination of membership in the Club:
  - 1. Resignation letter submitted by the member.

# BYLAWS: Soroptimist International of Simi Valley (SISV)

2. Failure to fulfill financial obligations within thirty (30) days of the due date, to be reviewed on a case-by-case basis by the President and Treasurer. Prior to termination for this reason, the member will be offered alternative payment options.
  3. Actions that may be harmful, contradictory, or detrimental to SI/SIA or SISV as described in the SISV Code of Conduct (Exhibit A).
- B. The Club Board shall have the authority to remove any member. Removal shall occur only upon a two-thirds ( $\frac{2}{3}$ ) vote of the Club Board, exclusive of the person being removed, and only after that person has been given the opportunity to be heard at a Board/Business Meeting.

## Section 5: Honorary Membership

Honorary membership can be granted under special circumstances to recognize exemplary, ongoing service to SISV. This status must be approved by a two-thirds ( $\frac{2}{3}$ ) majority vote by the Board.

## ARTICLE IV BOARD OF DIRECTORS

### Section 1: Board of Directors

- A. The Board of Directors of the Club shall consist of no fewer than twelve (12) elected members, including but not limited to the following: Immediate Past President, President, President-Elect, Treasurer, Treasurer-Elect, Secretary, Director of SIA Awareness, Director of Membership, Director of Fundraising, Director of Public Awareness, Director of Teen Outreach, Director of Women's Outreach, and Director at Large. These elected positions shall hold their term of office commencing July 1<sup>st</sup> in the year of the election and may serve a maximum of a one (1) year term plus one (1) optional consecutive year in the same position if re-elected. At the discretion of the Nominating Committee, with approval of the Board, a consecutive third one (1) year term extension may be served under special circumstances.
- B. Any member in good standing of the Club for a minimum of one (1) year, or at Board discretion, may hold a Board Position. A member must have held a Board position for at least one (1) year prior to being elected as President or President-Elect.

### Section 2: Elected Positions with Voting Rights

#### A. President

The President shall serve a one (1) year term, preside at all Business and Program meetings, and ensure that the Club supports the Soroptimist mission in the local community and throughout the world. As a facilitator, through motivation and teamwork, the President will manage all areas to move the Club forward with commitment and participation from others. The President shall serve as an ex

# BYLAWS: Soroptimist International of Simi Valley (SISV)

officio member on all committees except the Nominating Committee. They shall serve as the executive officer of the organization and be the representative within the community. The President shall have the same rights and privileges as all other Board members, including the right to make motions, to speak in debate, and to vote on all motions. The President (or Treasurer) shall be the signatory on all contracts and be the official representative of the organization for the length of their term.

## **B. President-Elect**

The President-Elect shall serve a one (1) year term, attend all Business and Program meetings, and perform the duties of the President in the absence of the President and such other duties as may be requested by the President. The President-Elect shall serve as an ex officio member on all committees. The President-Elect shall Chair the Budget Committee and sign contracts if the President or Treasurer are both unable. This position also oversees submissions for SI/SICRR Awards and event assessments. President-Elect supports committee endeavors and will mentor committee chairs by providing experience in the overall operations and goals of the committees. Upon expiration of the term of the President or upon the inability to serve, the President-Elect shall succeed as President.

## **C. Treasurer**

The Treasurer shall serve a one (1) year term and is responsible for keeping and maintaining all financial records and transactions for the organization. The Treasurer will be responsible for all cash, accounts payable, accounts receivable, updating banking signatories, reconciliation of bank and credit card accounts and the preparation of monthly financial statements for Board/Business Meetings. The Treasurer will maintain all necessary compliance documents and is responsible for sending any monies owed to SIA and SICRR for new members, dues allocation, and fundraising percentages. The Treasurer will assist the Club's CPA by providing the documents needed to file the annual tax return and is also responsible for preparing all records necessary for the annual audit. In addition to tax reporting and preparation of government-authorized forms, the Treasurer may also take on other duties as assigned by the President.

## **D. Treasurer-Elect**

The Treasurer-Elect shall serve a one (1) year term, prepares to assume the office of Treasurer, is mandated to review the monthly bank and credit card statements, and will thereafter report directly to the Board of Directors any 'findings of facts' regarding this review. The Treasurer-Elect will assist the Treasurer in the performance of all duties assigned to that position. Upon the expiration of the term of the Treasurer or the inability of the Treasurer to serve, the Treasurer-Elect shall succeed to the position of Treasurer.

## **D. Secretary**

The Secretary shall serve a one (1) year term and is tasked with recording and keeping meeting minutes of all official Board/Business Meetings. The Secretary is required to bring all previous meeting minutes to the Board/Business Meetings for the current

# BYLAWS: Soroptimist International of Simi Valley (SISV)

business year and will distribute the President-approved minutes of all meetings to the Board in a timely manner. The Secretary will take on other duties assigned by the President.

## **E. Director of Membership**

The Director of Membership shall serve a one (1) year term and is responsible for enrolling new members into SISV, facilitating new member orientation, assessing membership needs, and overseeing all recruitment and retention efforts. The Director of Membership will take on other membership-related duties as assigned by the President, including facilitating the nominees for *Distinguished Soroptimist Awards*. This position is responsible for the update of the member roster for the Club and online updates to SIA via their website. It is recommended that the Director of Membership form a committee to carry out these responsibilities.

## **F. Director of Fundraising**

The Director of Fundraising shall serve a one (1) year term and is responsible for providing coordination and communication between all fundraising activity committee chairs of the Club and the Board of Directors. The Director of Fundraising will provide input to the budget preparation process concerning income and expenditures relative to fundraising. It is recommended that the Director of Fundraising form a committee to carry out these responsibilities.

## **G. Director of Public Awareness**

The Director of Public Awareness shall serve a one (1) year term and is responsible for creating and implementing a comprehensive marketing plan for the Club aimed at increasing membership, maximizing attendance at programs, meetings and fundraisers, and branding Soroptimist International of Simi Valley as the *premier* women's organization in Simi Valley. The Director of Public Awareness will ensure that the Club's events, programs, fundraisers and meetings are publicized in relevant local print and digital/online media, that the Club's online presence is maintained and that the Club membership communications are prepared. It is recommended that the Director of Public Awareness form a committee to carry out these responsibilities.

## **H. Director of SI and SIA Awareness**

The Director of SI and SIA Awareness shall serve a one (1) year term and is responsible for coordinating and bringing information from SI and SIA to our Club pertaining to international women's issues. They are responsible for selecting projects for the Club to support that align with the position's definition. It is recommended that the Director of SI/SIA Awareness form a committee to carry out these responsibilities.

## **I. Director of Programs**

The Director of Programs shall serve a one (1) year term, overseeing all event planning details for program meetings. This includes securing venues, scheduling speakers that coincide with the SIA mission or SISV Vision, creating Program Meeting agendas, and recruiting members to perform various program-related functions at meetings. All

# BYLAWS: Soroptimist International of Simi Valley (SISV)

speakers must be pre-approved by the President. It is recommended that the Director of Programs form a committee to carry out these responsibilities.

## **J. Director of Teen Outreach**

The Director of Teen Outreach shall serve a one (1) year term and is responsible for providing programs that directly affect teen girls in the community including, but not limited to, empowerment, scholarship, and career programs. The Director of Teen Outreach will also Chair the annual *Dream It, Be It* Conference, or they may designate a separate Chair for that event (with approval of the President). It is recommended that the Director of Teen Outreach form a committee to carry out these responsibilities.

## **K. Director of Women's Outreach**

The Director of Women's Outreach shall serve a one (1) year term providing programs that directly affect women in the community including but not limited to empowerment, career programs, and support. The Director of Women's Outreach will also chair the annual *Live Your Dream: Education & Training Awards for Women* Program, or they may designate a separate Chair for that Program (with approval of the President). It is recommended that the Director of Women's Outreach form a committee to carry out these responsibilities.

## **L. Director at Large**

The Director at Large shall serve a one (1) year term and will provide duties as assigned by the President, including any projects for the Club.

### **Section 3: Non-Elected Position with Voting Rights**

#### **A. Immediate Past President**

Upon completion of the term as President, the occupant of that position will automatically become the Immediate Past President and will serve until such time as a new Immediate Past President fills that position. The Immediate Past President serves the succeeding President and all Board members as Club mentor.

### **Section 4: Appointed Positions with No Voting Rights**

The following positions are appointed by the acting President for a one (1) year term. These positions are encouraged to attend monthly Board/Business Meetings and may continue to be held until such time as the position is no longer needed or until such time as a replacement is appointed.

#### **A. Member at Large**

The President may appoint up to two (2) members to serve "at large." This position serves as a liaison between the Board of Directors and Club membership and may undertake special projects, supporting public awareness for the Club and the Club's events.

#### **B. Parliamentarian**

The President will appoint a Parliamentarian who is familiar with Roberts Rules of Order. The Parliamentarian will uphold SIA, SICRR, SISV Bylaws, and SISV Standing Rules at all



# BYLAWS: Soroptimist International of Simi Valley (SISV)

Business and Program meetings. This position chairs the Bylaws Committee and is responsible for carrying out all election procedures. When the Parliamentarian is seated next to the President, they are strictly in an advisory position and therefore gives up the right to make motions, debate, and vote (except in a ballot vote). As long as the Parliamentarian is NOT seated next to the President, they have all the rights of the membership. In the event the Parliamentarian is not in attendance, the immediate Past President will take on this position's responsibilities.

## C. Historian

The Historian is appointed by the President and is charged with the task of collecting and preserving Club memorabilia. They create and maintain digital records of Club functions, meetings, or fundraisers. The Historian may have other duties as assigned by the President or the Board.

## Section 5: Vacancy in Office

- A. In the event of a vacancy of any elected position, the President shall appoint a replacement to fill the position for the remainder of the position's term.
- B. Upon a vacancy in the position of President, the President-Elect shall succeed automatically to the position of President. A President-Elect who succeeds to the position of President in this way may be eligible to be nominated for a full term as President the following term.

## Section 6: Absences

- A. If a Board member misses more than three (3) Board/Business Meetings in a Club year, this may constitute as basis for removal from their position in accordance with Article III, Section 4(B) and (C).

## Section 7: Voting Rights if Holding More Than one (1) Board Position

- A. Any member holding more than one (1) Board position will have only one (1) vote.

## ARTICLE V NOMINATIONS AND ELECTIONS

### Section 1: Nomination Procedure

- A. A Nominating Committee shall be formed in January, chaired by the Immediate Past President, comprised of the Parliamentarian and three (3) other Club members.
- B. The Committee shall recommend and/or invite nominees from the current qualified membership for consideration as candidates for elected Club positions.
- C. The report of the Nominating Committee shall be presented to the Board at the March Board/Business Meeting. Once accepted by the Board, it will be distributed to membership by the first week of April and presented to the membership at the April Program meeting. Nominations may be taken from the floor at that time.

# BYLAWS: Soroptimist International of Simi Valley (SISV)

- D. All nominees must be members in good standing at the time of their nomination.

## Section 2: Election of Board Members

- A. The Election shall be held at the May Program meeting.
- B. Elections shall be by ballot for any office in which there is more than one (1) nominee.
- C. Election procedures to be carried out by the Parliamentarian.

## ARTICLE VI MEETINGS

### Section 1: Format of Meetings

Any regular, business, special or annual meeting of the Club's membership may be held in any format, including face-to-face, audio or video conferencing, or a hybrid of these formats. Members attending by distanced or virtual formats shall be included in the count to establish the quorum.

### Section 2: Frequency of Meetings

There will be a minimum of eight (8) Program meetings and eleven (11) Board/Business Meetings each term with notice to the membership.

### Section 3: Special Meetings

Special Board/Business Meetings of the Club may be called by the President upon the written request of at least three (3) active members of the Club. The business to be transacted and/or discussed at any Special Board/Business Meeting shall be limited to that mentioned in the written requests. A forty-eight (48) hour notice by personal written, telephone, or electronic means shall be given to each board member for any Special Board/Business Meeting.

### Section 4: Annual Meetings

- A. An annual Board Retreat will be held on or before June 30th. This meeting will include strategic planning by the incoming and outgoing Board members.
- B. Outgoing Board members are to meet with the newly elected Board members to hand over all reports and any additional business items that are deemed necessary for the position. This should happen at an agreed-upon date prior to the July Board/Business Meeting.

### Section 5: Quorum

A quorum for Board actions shall be defined as half of the voting Board members present plus one (1). The absence of a quorum does not detract from the fact that the meeting was held. In the absence of a quorum, any business transacted, other than procedural actions to convene and adjourn the meeting, will be null and void. A quorum for actions voted on by the whole

# BYLAWS: Soroptimist International of Simi Valley (SISV)

membership shall be half of the members present, plus one (1), unless a two-thirds ( $\frac{2}{3}$ ) vote is required.

## ARTICLE VII COMMITTEES

### Section 1: Appointment of Chairs

The President appoints all Committee Chairs if they are determined to be necessary. The Committee Chairs appoint their committees as appropriate.

### Section 2: Standing Committees

There are five (5) Standing Committees. All Standing Committees report to the President with the exception of the Nominating (report to Immediate Past President) **LYDA** (reports to Director of Women's Outreach) and **DIBI** (reports to Director of Teen Outreach).

#### A. Live Your Dream: Education & Training Awards for Women (LYDA)

This committee will ensure that SISV participates in the annual **Live Your Dream Award** Program and will submit its annual winner to SICRR and SIA in a timely manner as required by SIA.

#### B. Dream It, Be It: Career Support for Girls (DIBI)

This Committee will ensure that SISV participates in the annual **Dream It, Be It** Program and will submit all reports to SIA as required.

#### C. Nominating - See Article V, Section 1

#### D. Budget

The Budget Committee shall be chaired by the President-Elect and will include no less than the Treasurer, Treasurer-Elect, President, and Director of Fundraising. The proposed budget for the upcoming year shall be prepared by the Budget Committee in May and voted on at the June Board/Business Meeting.

#### E. Bylaws & Standing Rules Committee

Bylaws committee shall consist of five (5) members, be chaired by Parliamentarian, and recommended members include the Immediate Past President, President, and President-Elect. Proposed amendments to the Bylaws or Standing Rules may be made as needed and shall be submitted to this Committee for preliminary review. If determined to be appropriate, they will be presented to the Board of Directors for consideration. This Committee will conduct a comprehensive review of the Club Bylaws every fiscal year ending with an even number. Standing Rules shall be updated as needed.

### Section 3: Special Committees

Special committees may be created or disbanded by the President with the  $\frac{2}{3}$  majority vote of the Board of Directors.

# BYLAWS: Soroptimist International of Simi Valley (SISV)

## ARTICLE VIII FISCAL YEAR, DUES, AND INTERNAL AUDIT

**Section 1:** The fiscal year shall be from July 1st through June 30th of each year.

**Section 2: Annual Dues and Fees**

- A. Annual dues that are required for membership renewal shall become due and payable to the Club in advance of July 1st of each year.
- B. Annual dues cover the cost of Club operations, Club liability insurance, Founder's Day Pennies plus regional and federation dues.
- C. Dues may be prorated after January of the fiscal year to half of the annual fee. This determination will be made by the Board each year before January 1st.

**Section 3: Internal Audit**

An internal audit shall be performed on the Treasurer's books within forty-five (45) days after the close of the fiscal year. This audit shall be conducted by a Committee and be chaired by the Treasurer Elect and at least two (2) more Club members who are familiar with Club finances, or by a Certified Public Accountant. The results of this audit shall be presented to the Board of Directors.

## ARTICLE IX PARLIAMENTARY AUTHORITY

**Section 1: Parliamentary Authority**

*Roberts Rules of Order* shall be the parliamentary authority for all matters not specifically covered in these Bylaws, Standing Rules, SI/SIA Bylaws and Procedures, or Soroptimist International Constitution.

## ARTICLE X AMENDMENTS

**Section 1: Bylaws**

These Bylaws may be amended at any regular Board/Business Meeting of the Club by a two thirds ( $\frac{2}{3}$ ) vote of the Board members present and voting if notice of the amendment(s) was given at the preceding Board/Business Meeting.

**Section 2: Standing Rules**

The Club Standing Rules may be amended by a majority vote of the Board of Directors at any Board (Business) Meeting. Bylaws committee to review and update Standing Rules as needed.

## ARTICLE XI

# BYLAWS: Soroptimist International of Simi Valley (SISV)

## DISSOLUTION

Upon dissolution of the Club, its governing body shall, after paying or making provisions for the payment of all of the liabilities of the Club, notify state and federal government of Club and ID dissolution, dispose of all the assets of the Club exclusively for the exempt purposes of the Club in such manner, or to such organization or organizations whose mission is consistent with SISV's and is organized and operated exclusively for charitable, scientific, literary, or education purposes which at the time qualify as an exempt organization(s) under Section 501(c)(3) of the Code as the Club's governing body shall determine. Any assets not so distributed shall be distributed by a court of competent jurisdiction of the county in which the Club's principal office is then located exclusively for the Club's exempt purposes. The use of any surplus funds for private inurement to any person in the event of a sale of the assets or dissolution of the corporation is expressly prohibited.

### Revision History

Version	Date	Description of Revisions	Board
1	11/12/14	Created bylaw draft for SISV	2015-16
2	3/13/15	Changes in Officer descriptions from President Debbie	2015-16
3	8/12/16	Changes in Officer positions and Definition of a Quorum	2015-16
4	3/8/16	Changes in number of Officers and office descriptions per President Debbie	2015-16
5	7/7/16	Moved completion of Form 5008R to Treasurer's duty	2016-17
6	9/15/16	Changed VP titles to Director, clarifications on the Retreat & Mtgs	2016-17
7	10/29/16	Inserted wording for President-Elect and duties	2016-17

## BYLAWS: Soroptimist International of Simi Valley (SISV)

8	5/01/17	Article VI, Section 3, 4, 5 revised. Article IV Removed Director of Publicity added the word iMatter! to Director of Teen Outreach. Revised Terms of Office.	2016-17
9	5/10/17	Deleted Director of Events and added Director of Women's Outreach. Removed Budget meeting info from Article VI, Section 3 and moved it to Article VI, Section 6.	2016-17
10		Comprehensive revision of Bylaws & Standing Rules	2017-2018
11	03/10/19	Revisions regarding Sect 2-terms of office and description	2019
12	10/2022	Full overview and revision.	2022-23
13	4/2024	Full overview and revisions.	2023-2024
14	5/2024	Clarified BOD term length on optional consecutive third year in special circumstances.	2023-2024



Soroptimist International of Simi Valley

*Code of Ethics 2020*


*Code of Conduct 2019*

*Confidentiality Agreement 2020*



Soroptimist is a global volunteer organization that provides women and girls with access to the education and training they need to achieve economic empowerment.



 *Improving the lives of women and girls  
through programs leading to social  
and economic empowerment.*

## SOROPTIMIST INTERNATIONAL SIMI VALLEY

### *Code of Conduct*

The Code of Conduct applies to all members of the Soroptimist International Simi Valley (SISV) organization.

SISV believes that all members should respect one another and work constructively to achieve the objectives of SISV. We therefore ask that all members of the SISV take personal responsibility for their conduct and undertake the following:

*Be a positive ambassador for SISV.*

*Support the Objectives of Soroptimist International and the Vision and Mission of SIA.*

*Make an active contribution towards improving the lives of women and girls through the work of the organization.*

*Conduct all activities professionally and with integrity and respect the rights and wellbeing of all individuals.*

*Avoid conflicts of interest and understand the need for confidentiality when necessary.*

*Be considerate of other's views, beliefs and capabilities as well as their time and energy commitment.*

*Have high personal standards by awareness of and adhering to this Code, both in spirit and action.*

*Honor your financial commitment to the Organization.*

This Code is a statement of the values that all members of the Organization will uphold in any activities that are carried out in the name of Soroptimist International Simi Valley.







## SOROPTIMIST INTERNATIONAL SIMI VALLEY (SISV)

### CODE OF ETHICS

#### **Explanation:**

A code of conduct lays out an organization's expectations and guiding principles. It can also provide legal and ethical guidelines for members to follow.

#### **Application:**

The Code of Ethics applies to all members of the SISV organization.

#### **The Code:**

SISV believes that all members should respect one another and work constructively to achieve the objectives of Soroptimist International. We therefore ask that all members of the SISV organization take personal responsibility for their conduct and undertake the following:

- To be a positive ambassador for SISV and ensure that you take no action and make no comment that might damage the reputation and interests of the organization.
- To support the objectives of Soroptimist International and the Vision and Mission of Soroptimist International of the Americas, Soroptimist International, and SISV.
- To make an active contribution towards improving the lives of women and girls through the work of the organization.
- To conduct all activities professionally and with integrity and to respect the rights and wellbeing of all individuals.
- To not recklessly or maliciously injure the professional or personal reputation of another member.
- To avoid conflicts of interest or loyalty wherever possible. Full and prior disclosure of any conflict, or potential conflict, must be made to the Executive Board of Directors of SISV as soon as possible.
- To respect and understand the need for confidentiality when requested or appropriate.
- To understand that no form of harassment or bullying will be tolerated, and that all incidents of unfair or offensive treatment will be reported to the Executive Board of SISV.
- To be considerate of others' views, beliefs and capabilities as well as their time and energy commitment.
- To act within the governing documents of SISV (which includes the By-Laws and Standing Rules of SISV as well as any relevant SIA/Region/District governing documents) and abide



- by the policies and procedures of SISV.
- To take all reasonable steps to conform to relevant law including the health and safety of yourself and others.
  - To protect the intellectual property of SISV such as the dynamic “S” Logo.
  - To value and respect diversity.
  - To have high personal standards by awareness of and adhering to this Code, both in spirit and action.
  - To pay membership fees due to any SISV organization on time.

Any actions that may serve to compromise the integrity of SISV or the safety of its members will not be condoned or allowed. Any substantial breach of any part of this Code may result in procedures being implemented that may result in termination of membership.

This Code is a statement of the values that all members of the SISV organization will uphold in any activities that are carried out in the name of Soroptimist International Simi Valley.

**References:** SISV By-laws and Standing Rules, Club, Region, National Governing Documents

## CONFIDENTIALITY AGREEMENT

Respecting the privacy of our participants, donors, members, employees, and volunteers of Soroptimist International Simi Valley itself is a basic value of our organization. Personal and financial information is confidential and should not be disclosed or discussed with anyone without permission or authorization from Soroptimist International Simi Valley's Executive Board of Directors. Care shall also be taken to ensure that unauthorized individuals do not overhear any discussion of confidential information, and that documents containing confidential information are not left in the open or inadvertently shared.

Volunteers, board members, members and employees of Soroptimist International Simi Valley may be exposed to information which is confidential and/or privileged and proprietary in nature. It is the policy of Soroptimist International Simi Valley that such information must be kept confidential both during and after employment, appointment or volunteer service. Staff and volunteers, including board members and members, are expected to return materials containing privileged or confidential information at the time of expiration of service or separation from employment. Unauthorized disclosure of confidential or privileged information is a serious violation of this policy and will subject the person(s) who made the unauthorized disclosure to appropriate discipline, including removal/dismissal.

### Certification

I have read Soroptimist International Simi Valley's Statement of Confidentiality presented above. I agree to abide by the requirements of the policy and inform the Executive Board of Directors immediately if I believe any violation (unintentional or otherwise) of the policy has occurred. I understand that violation of this policy will lead to disciplinary action, up to and including termination of membership and/or service with Soroptimist International Simi Valley.

Signature \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_