

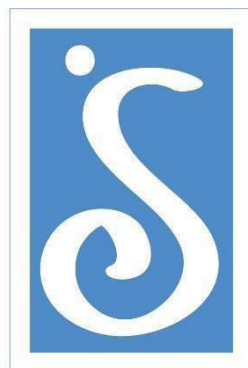
2025

Founder Region

Soroptimist International of the Americas

LEADERSHIP

Club / Officer / Committees / Member



SOROPTIMIST®

Investing in Dreams

Founder Region Leadership Handbook

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NOTES

Introduction

In this handbook, you will find basic information regarding the history of our organization, who we are, what we do and how we do it, and definitions for your reference. Included with the brief explanations will be links to various Soroptimist websites to find detailed documents, samples, updates, and much more. Please take advantage of the wealth of information that is available on the Founder Region, Soroptimist International of the Americas, and Soroptimist International websites.

Whether you are a new member or member of longer standing, our goal is to give you the tools, new or updated, to feel comfortable sharing our wonderful organization with others. If you are stepping into a leadership position, we hope the guidance provided will help you keep your club well informed and on the path to success.

The focus in our clubs should be to help women and girls take control of their lives and live their dreams. We can do this by improving their socio-economic status through access to the education they need in order to move ahead. This is the social change we seek...bettering the socio-economic status of women and girls locally and globally. Our overarching goal is to increase our collective impact. Increased collective impact is about the social change we effect – it's about quality over quantity. Focusing on providing women and girls with access to education is our single best chance to create a sustainable change in their lives.

Our thanks to past Founder Region Board members for their input and to the Past Governors of Founder Region who have continually offered the vision and foundation for ongoing Soroptimist education. Your guidance and support continue to help us move forward.

The most important thing to remember is to always have fun, embrace the journey of your membership and empower change in your club, your community, and the world.

The 2024-2026 Founder Region Board

Governor Elise Balgley

Governor-elect Jackie De Vries

Secretary Kristal Koga

Treasurer Holly Hayashi

District I Director Laura Koehler

District II Director Dana Holve

District III Director Nancy Koski

District IV Director Crystal Arbuthnot

District V Director Teri Lynn Sato

Soroptimist History

In the early 1920s, women in North America had established themselves in the political arena through suffrage, and in the professional world because of World War I. The time was right for women actively engaged in professions and careers to come together for mutual support and friendship, and to serve the communities to which they belonged. The time was right for Soroptimist.

In the spring of 1921, Stuart Morrow, an organizer of men's service clubs, visited Oakland, California. He stopped by the Parker-Goddard Secretarial School, presuming it was owned by men. A preliminary meeting on May 31 led to a recruiting luncheon, and on June 21, Mr. Morrow met with several women who officially launched the club toward its goal of 80 members.

The club chartered on October 3, 1921, and Violet Richardson became the first president.

Resources – Founder Region: <https://www.si-founderregion.org/the-first-club.html>

Who We Are

Soroptimist is a global volunteer organization that provides women and girls with access to the education and training they need to achieve economic empowerment. Just under 65,000 Soroptimists in 118 countries and territories support community-based and global projects that directly benefit women and girls.

What We Do

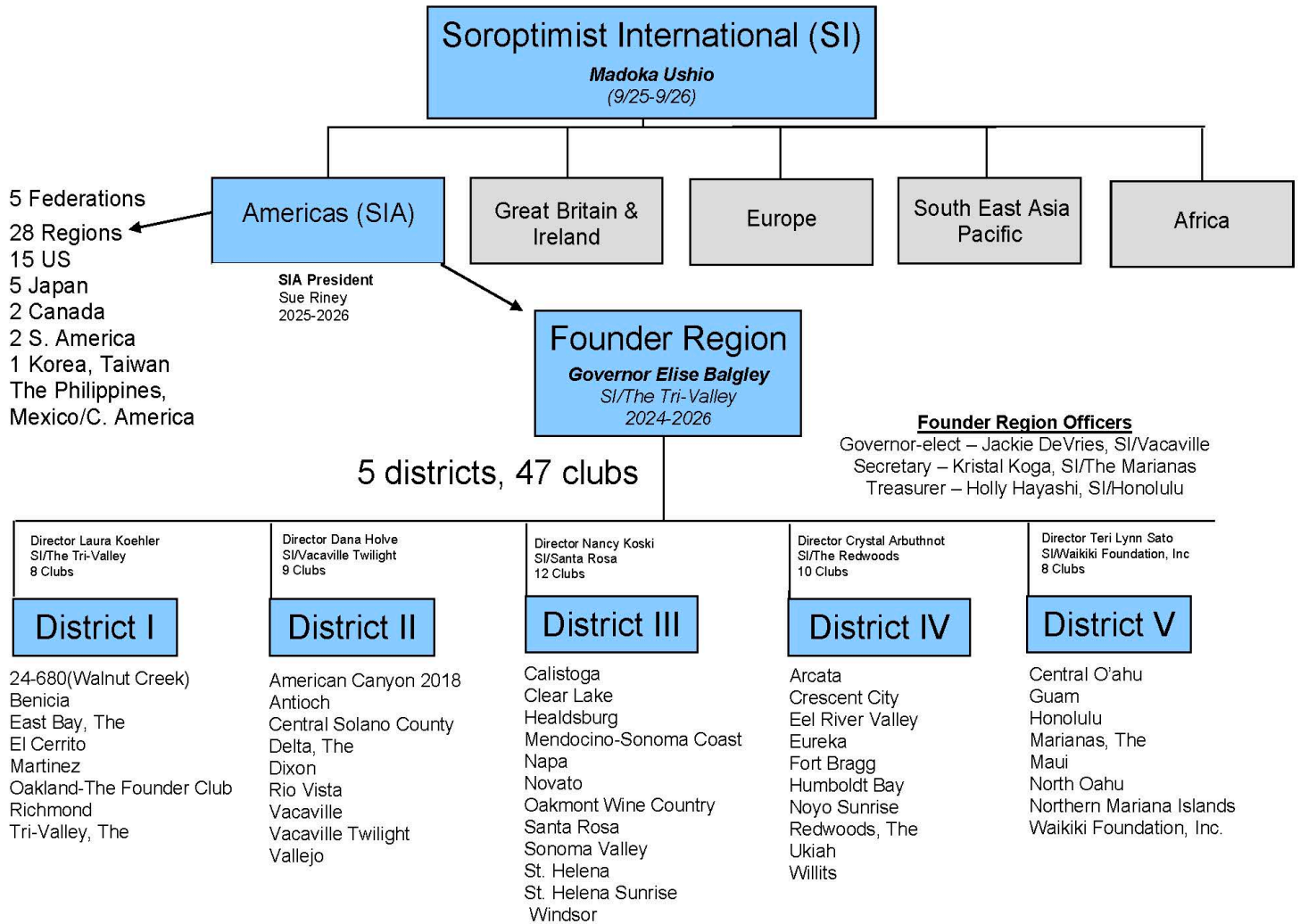
- Provide scholarships and educational grants
- Support human trafficking prevention
- Assist domestic violence survivors
- Host self-esteem workshops for teenage girls
- Implement Soroptimist International of the Americas (SIA) Dream Programs

Each club determines the projects most relevant to its community while contributing to the broader mission of Soroptimist.

Resources:

Soroptimist International of the Americas (SIA): <https://www.soroptimist.org/about-us/index.html>

Soroptimist International Organization Chart 2025-2026



Who We Are and Where We Operate

International

Soroptimist International is the umbrella organization made up of the five Federations with the primary function of global advocacy and communications. An elected president and board heads Soroptimist International. The International President serves for two years. The international staff is housed at the headquarters in Cambridge, England. The only voting delegates to SI are the presidents and presidents-elect from each federation. An international convention is held once every four years on a rotating basis of the five federations.

www.soroptimistinternational.org



Federation

Soroptimist International of the Americas (SIA) is one of the five geographical areas that make up Soroptimist International. Founder Region is one of 28 regions that make up Soroptimist International of the Americas.

www.soroptimist.org



Region

Founder Region consists of an elected board that includes a governor, governor-elect, secretary, treasurer, and one director per district, who lead the region. Club Presidents receive regular updates through Presidents' Roundtables (PRTs) held by their District Director (August, November, and February). Each club has three voting delegates at the annual region conference where the business of the region is conducted.

www.si-founderregion.org



Districts

Founder Region is currently divided into five districts (Districts I-V). Founder Region includes most of Northern California, the state of Hawaii, the U.S. Territory of Guam, the U.S. Commonwealth of the Northern Mariana Islands, and the Republic of Palau.

Clubs

Each district consists of individual clubs. Clubs should strive to maintain at least 12 regular members. The members of each club elect a president, vice-president/president elect, secretary, treasurer, directors, and other officers per club bylaws.

Membership Benefits

In addition to intangible rewards such as friendship and personal fulfillment, members enjoy numerous benefits, including;

- **Engagement in Life-Changing Programs.** Participate in impactful initiatives that support women and girls worldwide.
- **Exclusive Publications.** Access to *Best for Women*, an online publication featuring inspiring stories and essential updates, *Soroptimist Summary*, a monthly blog highlighting organizational initiatives.
- **Membership Resources and Networking.** Utilize exclusive tools, documents and content directories available on the SIA website. Access to contact information for other members, clubs, and leaders through SIA online directories.
- **Leadership Development.** Leadership development and networking opportunities at club meetings, district meetings, region conferences, the biennial convention, and other meetings.
- **Direct Communication and Feedback.** Opportunity to provide feedback, offer suggestions and voice opinions through Facebook, Twitter, LinkedIn, YouTube, online surveys, and other marketresearch activities.
- **LiveYourDream.org Participation.** Join an empowering online community that supports women and girls while supporting personal growth.
- **Exclusive Discounts & Offers.** Offers through corporate sponsors.

Resource – Soroptimist International of the Americas (SIA):

<https://www.soroptimist.org/for-clubs-and-members/for-members/membership-benefits.html>

Mission & Values/Why We Do What We Do

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

Core Values:

- **Gender Equality:** Equal opportunities for all.
- **Empowerment:** Help women reach their full potential.
- **Education:** A key to success.
- **Diversity & Fellowship:** Inclusive, supportive community.

Programs & Projects

Soroptimist International (SI)

Vision

The Soroptimist International vision is that women and girls will achieve their individual and collective potential, realize aspirations, and have an equal voice in creating strong, peaceful communities worldwide.

Mission

Soroptimists transform the lives and status of women and girls through education, empowerment, and enabling opportunities.

The principles of Soroptimist are to strive for:

- The advancement of the status of women;
- High ethical standards;
- Human rights for all;
- Equality, development and peace; and
- The advancement of international understanding, and goodwill.

Soroptimist and the United Nations

Soroptimist International advocates for human rights and gender equality through education and empowerment. At the heart of Soroptimist International's advocacy is its work across seven United Nations Centers, in which twenty-one Representatives ensure that the voices of women and girls around the world are included in international decision-making. The 7 centers are New York, Geneva, Vienna, Rome, Paris, Nairobi, & Bangkok.

SI Foundation

With the establishment of the Soroptimist International Foundation, SI will no longer have an International President's Appeal. The SI President will lead the Foundation, raising awareness of projects and promoting fundraising through continued Soroptimist members' giving, legacies, grants, and other funding sources. The Soroptimist International Foundation operates in a similar way to that of previous Soroptimist International Presidents' Appeals. However, Soroptimists now have a greater say in what type of projects we should support and fund. Spanning across continents, the projects will continue their impactful work in Cambodia, Uganda, Georgia, the Caribbean, and Paraguay, focusing on initiatives that empower women and girls through education, mentorship, and access to essential resources. As Soroptimist International Foundation continues to uphold these principles, we remain committed to our vision of a world where every woman and girl has the opportunity to unlock their full potential and contribute meaningfully to their communities and beyond.

International projects are funded by club and member donations to the specific project. All funds intended for international projects must be processed by Soroptimist International of the Americas (SIA) to accommodate foreign currency exchange.

<https://www.soroptimistinternational.org/action/international-presidents-appeals/>

Soroptimist International of the Americas (SIA)

Live Your Dream Award: Education and Training Awards for Women

The Live Your Dream Award (LYD), Soroptimist International of the Americas signature program, strongly encourages club participation. This award was established to assist women with primary financial responsibility for their families to obtain the skills, training, and education necessary to improve their employment status and standard of living for themselves and their families. Education has long been identified as the decisive factor in bringing women and families out of poverty into financial stability and the middle class. This focus requires our regions, our districts, and our clubs to increase our efforts to support SIA's Live Your Dream Awards. Clubs should increase the number of awards they give to impact more women, provide support other than cash awards (such as mentoring), and remain in contact with their award winners and support them for the long term. Over half of our Live Your Dream Awards recipients are survivors of domestic violence, trafficking, or sexual assault. Nearly all the women and families we serve have overcome enormous obstacles, including poverty, teen pregnancy, and drug or alcohol addiction.



Dream It, Be It: Career Support for Girls

Established in 2104 Dream It, Be It targets girls in secondary school who face obstacles to their future success. Clubs will work in partnership with girls in small groups or a conference setting to provide them with the information and resources they want and need to be successful. The topics covered include career opportunities, setting and achieving goals, overcoming obstacles to success and how to move forward after setbacks or failures.



LiveYourDream.org

LiveYourDream.org is an online fundraising and public awareness activity that encourages all women to live their dreams while helping others to do the same. Clubs are encouraged to invite members, friends, awardees, and potential members to participate.



Big Goal Accelerator Projects

Club and region projects that increase access to education for women and girls facing obstacles will contribute to our 2021-2031 Big Goal: Invest in the dreams of half a million women and girls through access to education! Learn more about eligible projects and report them to SIA so your club's work is counted!

Soroptimist International of the Americas funds its monetary awards through generous donations from clubs and members. Contributions to the Program Funds, including Founder's Pennies, the Laurel Society, and the Club Giving Campaign, help sustain vital programs

Founder Region

Fellowship

Founder Region Fellowship is a non-profit, incorporated entity within Founder Region of Soroptimist International of the Americas. Fellowship is Founder Region's identifying project. There are elected directors seated as the board, one from each district in the region. The Fellowship President and Fellowship Treasurer are elected positions effective in 2022. Fellowships and grants-in-aid (totaling not less than \$20,000) are awarded each year to graduate women in the last phase of their studies at a university offering a doctoral degree, within the boundaries of Founder Region.



Resource – Founder Region Fellowship: <http://www.founderregionfellowship.org>

Violet Richardson Award

The Violet Richardson Award program is designed to recognize young women between the ages of 14 and 18 who are engaged in volunteer action within their communities or schools. The award is given to young women who make the world a better place. This award is given at the club level and submitted for district judging for additional awards and recognition at the annual Region Conference. Please use resources available on our Founder Region website.



"S" Club Outstanding Senior Award

The "S" Club Outstanding Senior Award is an award specific to Founder Region. These awards are offered solely for the purpose of honoring outstanding high school seniors who are members of an "S" Club of Founder Region. Nominations for this award are submitted by clubs with the selection to be made by the "S" Club committee. The number and value of the awards are to be determined by the Region Board. The application is available on the Founder Region website. Awards are presented at the annual Region Conference.



Julia "Bess" Combs Membership Increase Award

The Julia "Bess" Combs Membership Increase Award was originated by Soroptimist International of Santa Rosa to honor Past Southwestern Region Governor "Bess" whose passion was the chartering of new clubs. Bess was instrumental in chartering many new clubs in both Southwestern and Founder Region. The award is given to the club having

the largest net growth in regular membership during the year from July 1 through March 31 of the current fiscal year. This net growth is not to include that of a newly chartered Soroptimist club. Net growth is understood to mean increase above and beyond current regular membership minus those who resign, or membership is terminated for other reasons. The determination of the winner of the award is based solely on the Founder Region Treasurer's records; therefore, it is imperative that clubs get all new member transactions filed by March 31. The award is presented by the Membership Committee at the Founder Region Conference.

"Power of 8" Membership Retention Award

The "Power of 8" Membership Retention Award was established in 2014 and recognizes clubs that have retained at least 90% of their membership from the end of one fiscal year to the beginning of the next. The award supports our strategic plan to have clubs retain 90% of their membership each year. Certificates are presented at the district meeting each fall to those clubs meeting the goal of at least 90% retention.

Clubs

Depending on the size of a club, there are many different types of programs and projects that clubs are involved in. The most successful clubs combine local programs and projects with region, federation and international programs and projects. Here is a list of typical programs and projects that a well-rounded healthy club might participate in:

International Level

- Support the Soroptimist Foundation

Federation Level

- Live Your Dream: Education and Training Awards for Women
- Dream It, Be It: Career Support for Girls
- Big Goal Accelerator Projects
- Support Founders Pennies
- Club Giving

Region Level

- Founder Region Fellowship
- Violet Richardson Award

Club Level

- Follow the Soroptimist [Club Roadmap](#) for Success
- Supporting and working with "S" Clubs in your community. "S"

Clubs are service clubs for high school students in our communities. They are considered “projects” of Soroptimist clubs. “S” Clubs are a vital part of the high school extracurricular groups and are a great way for students to learn about serving others and helping in their community.

- Supporting local women’s shelters
- Supporting women’s health education programs
- Opportunities to highlight club’s successes at Region Conference
- The Ruby Award- For Women Helping Women is an optional club-level award that recognizes a non-Soroptimist who has worked to improve the lives of women and girls through a self-driven project. Resource – Founder Region: [ruby award](#)

Club Officer Responsibilities and Guidelines

Soroptimist Club Board of Directors

A club board typically consists of 5 to 10 members, including a president, vice president (or president-elect), secretary, treasurer, and optional directors. A parliamentarian may be included but is not an elected or voting member. Each officer’s duties should be outlined in the club’s bylaws.

The board oversees the club’s affairs, funds, and property, ensuring financial accountability and policy adherence. Responsibilities include:

- Approving budgeted payments and handling membership matters.
- Reviewing committee reports and making policy recommendations.
- Maintaining strong connections with members and the community.

Collaboration & Strategic Planning

"Working As One" is a structured exercise that helps clubs assess projects for alignment with the Big Goal. Clubs can use a decision tree to define actionable next steps. Additionally, *Soroptimist Forward* offers resources to support clubs in program delivery, fundraising, member engagement, and public recognition as we innovate and expand our impact locally and globally.

Board Responsibilities

- Focus on Membership, Programs, Fundraising, and Public Awareness.
- Be open, inclusive, and responsive to ideas and concerns.

- Review committee recommendations and present them to the club.
- Recommend, but do not implement, policy changes without member input.

Presidents' Responsibilities & Best Practices

Role of the Club President

The president leads meetings, upholds club policies, engages members, and represents Soroptimist's mission in the community. Staying informed about local needs and Soroptimist's region, federation, and international goals is essential.

10 Principles for a Successful Club President

1. Lead with honor, generosity, and dedication.
2. Represent the club at community events and meetings.
3. Know Soroptimist laws and educational tools.
4. Communicate promptly and effectively—use official club email.
5. Appoint committees wisely to maximize members' talents.
6. Plan—a well-prepared calendar ensures success.
7. Follow Soroptimist laws and guidelines.
8. Encourage members to attend district, regional, and international events.
9. Seek guidance from the region board and committees.
10. Be fair, kind, and tactful in all interactions.

How to Lead Effectively

A great president motivates, manages, and fosters teamwork by utilizing members' skills. Innovation and adaptability help clubs grow, retain members, and make a lasting impact.

3 Keys to Success

- **Teamwork** – Don't do it all alone! Use the 4 C's: Consideration, Collaboration, Concern, Communication.
- **Attitude** – Stay positive, patient, and inclusive. Inspire through respect and enthusiasm.
- **Organization** – Plan early, set clear goals, and follow up consistently.

Meeting Management Protocol

Protocol: Protocol refers to the established etiquette and procedures that ensure orderly and respectful meetings within the club.

- Prepare and distribute a meeting agenda. Agendas keep meetings on track and productive. Use SIA's sample agenda as a guide to structure discussions efficiently.
- Punctuality: Begin and end meetings on time.
- Addressing Officers: Use proper titles when addressing club leaders, such as "President Violet" or "Vice-President Patti."
- Quorum Requirement: A quorum must be met for club decisions requiring a vote to be valid. Refer to your club's bylaws. Postpone business until a quorum is established.
 - According to Robert's Rules, the quorum definition is the [minimum number of voting members](#) who must be present at a properly called meeting to conduct business in the group's name. It should consist of a number as large as can be depended upon for being present at all meetings when the weather is not exceptionally bad.
- Maintain order and facilitate business
- Announce the method of voting (voice, show of hands, ballot).
- Announce whether a motion has passed or failed.
- Address all remarks through the chair.
- Be prepared for questions and allow member input during meetings.
- Don't participate in debate while presiding, hand the chair to the vice president if necessary.
- Don't rush decisions—take time to be well-informed.
- Don't lose composure, objectivity, or impartiality.

Proper Introductions

- **Follow this Order:**
 - City/Government Officials
 - Visiting Soroptimists (other regions/federations)
 - Past Fellowship Presidents & Governors
 - Current Fellowship Director & President
 - Visiting District Directors
 - Region Officers

Soroptimist Pledge and Grace

The Soroptimist Pledge should be recited at the end of each club meeting. Many clubs have a tradition of reciting the Soroptimist Grace at the beginning of each meeting as well, but it is completely optional.

Soroptimist Pledge

I pledge allegiance to Soroptimist and to the ideals for which it stands.

The Sincerity of Friendship, The Joy of Achievement, The Dignity of Service, The Integrity of Profession, The Love of Country.

I will put forth my greatest effort
to Promote, Uphold, and Defend these Ideals, for a Larger Fellowship in Home, in Society, In
Business, for Country and for God.

Soroptimist Grace (optional)

For the bread upon the board, make us truly thankful Lord.

For each one meeting here,

whom our hearts hold close and dear. For this day oh Lord above,
now accept our grateful love.

Flag Protocol: Most clubs begin each meeting with the Pledge of Allegiance.

- The U.S. flag always leads in a processional or recessional.
- When the national flag passes in a parade or review, stand at attention, face the flag, and place your right hand over your heart (fingers together). Lower your hand once the flag has passed.
- During the Pledge of Allegiance, follow the same protocol as above: stand at attention with your right hand over your heart.

Flag Display:

When displayed on a floor or platform, the U.S. flag is placed behind and to the right of the speaker (left from the audience's perspective).

Any other flags should be positioned to the right of the U.S. flag as seen by the audience.

Transition Checklist for Outgoing Presidents

1. Form 200 is due to the District Director & SIA by July 1. Include LYD & DI, BI chair information. Select LYD & DI, BI chairs before July 1 so they may be included on Form 200.
The Outgoing President should work with the incoming president.
2. Pay Club Dues to Region and SIA by July 1.
3. Club's Bank Accounts - update signature cards.
4. Meeting location – update contract if needed. All changes should be sent to the Region Secretary
5. Club's Post Office Box – pass on key to incoming president.
6. Club's Storage Unit - pass on key to incoming president.
7. Club Email – organize emails into folders and delete junk mail.
[Google – Mail.office365.com](https://mail.office365.com)- Instructions
8. Club Installation – designate chair with approval of incoming President.
9. Forms/Documents. Provide hard copies or electronic sample copies to the incoming President.
 - Board and Business Agendas
 - Budget
 - Bylaws and Procedures
 - Club Activity Reports
 - Club Brochure
 - Club History
 - Club Roster
 - Club Member Email List
 - Club Newsletters
 - Committee Sign-up Sheet
 - Emails sent out to members on a regular basis (templates)
 - Facebook/Other Social Media Sign-ins & Passwords
 - Fellows List
 - [Founder Region Roster](#)
 - Laurel Society Members List
 - New Member Form
 - List of Past Presidents
 - Prayer and Pledge
 - Presidents' Round Table Agendas/Minutes
 - Reimbursement Form
 - Website Sign-in and Password
 - Year-End Treasurer Report
 - Provide one on one training to ensure a smooth transition.

Vice President/ President-elect

Role of the Club Vice President/President-elect

The Vice President/President-elect supports the President and steps in during the President's absence. In most clubs, they are responsible for organizing programs and speakers.

Key Responsibilities:

- Assist the President in leadership duties.
- Stay informed on Soroptimist matters at all levels (Club, District, Region, SIA, and SI).
- Attend relevant meetings and functions.
- Oversee speaker/program planning.
- Serve as a delegate to district and region meetings.

Speakers and Programs

Creating Engaging Meetings:

- Provide an interesting and enjoyable program.
- Encourage participation from all members.

Selecting and Working with Speakers:

- **Initial Contact:** Share information about Soroptimist and provide event details.
- **Gather Speaker Details:** Obtain biographical details, confirm name, title, and equipment needs.
- **On Presentation Day:** Greet the speaker and arrange handouts in advance.
- **Post-Meeting:** Send a thank-you note and write a summary for the newsletter or media.

Secretary

Role of the Club Secretary

The club secretary is responsible for preparing, maintaining, recording, and circulating all records, correspondence, minutes of meetings, and related affairs of the club, following the club bylaws and [SIA's Club Secretary Guidelines](#).

Primary Duties:

- Record and preserve meeting minutes.
- Manage club correspondence.
- Ensure the timely distribution of mail and notices.
- Maintain membership rosters and club documents.

- Call meetings to order in the absence of leadership.
- Bring essential documents (minutes, bylaws, committee lists, budgets, and agenda).

Writing Effective Minutes:

- Include: Meeting details, main motions, votes, reports, and significant discussions.
- Avoid: Opinions, withdrawn motions, and full reports unless necessary.

Post-Meeting Duties:

- Send minutes promptly to the President and members.
- Highlight unfinished business for the next meeting.

Treasurer

Role of the Club Treasurer

The club treasurer is responsible for maintaining and presenting all financial records required for club operations in accordance with the club bylaws and [SIA's Club Treasurer Guidelines](#).

Key Responsibilities:

- Manage all financial transactions.
- Maintain accurate financial records and reports.
- Ensure compliance with tax and regulatory requirements.
- Oversee fundraiser income and expenses.
- Assist in budgeting and financial planning.

Regular Tasks:

- Collect and deposit funds.
- Track income and expenses.
- Reconcile bank statements.
- Provide monthly financial reports to members.
- Process dues and maintain membership financial records.

Director(s)

Role of Club Director

The Director acts as a liaison between members and the board.

Key Responsibilities:

- Provide leadership and insight, often as a past officer.
- Support club administration and decision-making.
- Help identify community needs and advocate for initiatives.
- Help manage club operations- do not make decisions alone
- Engage members in discussions and planning.
- Duties are specified in the Club bylaws.

Club Delegates

Role of Club Delegates

Represent the club members in voting and discussions of Region and SIA meetings.

Duties:

- Gather and relay information back to the club.
- Ensure understanding of club positions on key issues before voting.

Before the Conference:

- Ensure registration and credentials are in order.
- Verify that the club's financial obligations are met.

During the Conference:

- Attend all sessions and register on time.
- Follow standing rules and represent the club professionally.

After the Conference:

- Provide a report on major discussions, decisions, and elections.
- Share bylaws changes and recommendations.

Parliamentarian (appointed leadership)

Role of Parliamentarian

Advises the president on parliamentary procedures when requested by the presiding officer.

- Does not express opinions unless asked.
- The parliamentarian provides guidance, but final rulings are made by the presiding officer.
- **Rights:** A Soroptimist serving as a parliamentarian retains her voting rights as a member.

Committees

Role of Committees:

- Execute Soroptimist activities effectively.
- Promote Soroptimist programs and manage club operations.
- Follow direction from members, club officers, and past recommendations.

Appointment of Committees:

- The president facilitates committee formation within 30 days after the election. LYD and DI, BI chairs must be appointed before July 1.

Committee Member Guidelines:

- Treat all members with respect and integrity.
- Support committee decisions and be willing to fulfill assigned tasks.

Fundraising Committee (Ways and Means)

Successful Fundraising Goals:

- Generate financial support for programs.
- Build enthusiasm among members.
- Strengthen the club's public image.
- Increase membership and community support.

Types of Fundraising:

- Passive: Partnering with businesses for percentage-based sales donations.
- Active: Club-organized events and projects.
- Grants: Applying for funding from private foundations or corporations.

Event Planning Tips:

- Plan one major fundraiser and supplement with smaller events.
- Research successful events in the community.
- Align events with club resources and popular trends.

Fundraising Ideas

- **Community:** Fairs, home tours, art shows, run/walk events.
- **Merchandise:** Auctions, candy sales.
- **Food & Gala:** Dinners, teas, and themed parties.
- **Entertainment:** Plays, film festivals, concerts.
- **Holiday & Competition Events:** Seasonal celebrations, cook-offs, athletic challenges.

Membership Responsibilities

Guidelines for Effective Participation:

- Attend meetings regularly and be on time.
- Be attentive during meetings and speak only when you have the floor.
- Be courteous and listen to the speaker.
- Address the presiding officer by their title, followed by their name, such as “President Violet” or “Vice-President Patti.”
- Avoid side conversations.
- Address fellow Soroptimists by their first names.
- Conduct business professionally and without expecting special treatment.
- Pay your own way unless invited as a guest or speaker.
- Welcome visiting Soroptimists warmly and disagree politely, adhering to parliamentary procedure.

Nominations & Elections

Election Procedure:

1. **Form a Nominating Committee** in accordance to the Club bylaws.
2. **Eligibility Check:** The secretary provides a list of voting-eligible members.
3. **Nominating Committee Report:** The committee presents its nominations, and the president asks for additional nominations.
4. **Appointment of Tellers:** The president appoints tellers to oversee the voting process.
5. **Voting Process:** Tellers verify each voter as they cast their ballot, if more than one person is running for a position.
6. **Closing the Polls:** Once all eligible members have voted, the president declares the polls closed.
7. **Announcement of Results:** The chairman of the tellers reports vote totals to the president, who officially declares the elected officers.

Parliamentary Procedure

What is Parliamentary Procedure?

Parliamentary Procedure is a set of rules for conducting meetings efficiently, ensuring fairness, and allowing all voices to be heard. Most clubs use Robert’s Rules of Order (this will be specified in the club bylaws). Parliamentary Procedure ensures:

- **Democratic Rule:** Every member has a voice.
- **Flexibility:** Can be tailored to organizational needs.
- **Protection of Rights:** Ensures fairness and due process.
- **Orderly Meetings:** Prevents confusion and inefficiency.

Key Points to Remember

- **Amending Motions:** Amendments can involve inserting, adding, striking out, or substituting words.
- **Stopping Debate:** To stop debate, say, "I move the previous question," which requires a second and a two-thirds vote.
- **Requesting Clarification:** Say, "I have a point of inquiry" to ask for clarification.
- **Motion Maker's Rights:** The maker of a motion can vote against it but cannot speak against it. They may withdraw the motion if desired.
- **Committee recommendations or board recommendations do not require a second to open a discussion.**
- **Seconding a Motion:** A second only opens the motion for discussion. The person who seconded the motion can later speak against it or vote against it.
- **Handling Unseconded Motions:** If a motion is not seconded, it will not be considered.
- **Two-Thirds Vote Requirement:** A two-thirds vote is needed to remove a member's right to speak or participate in a matter.

Technology Tips

Using Your Soroptimist Club Email

- Each club has an official email account provided by Soroptimist International of the Americas (SIA).
- Check the club email regularly for important updates from SIA. SIA sends emails only to the official club email address. The president is responsible for checking club emails or delegating to another officer according to the club's bylaws. Many clubs set up forwarding to their emails to ensure they do not miss any SIA information.
- **To Forward Club Email:**
 - Log in, click the gear icon (top right), and select "Options."
 - Under "Shortcuts to other things you can do," click "Forward your email."
 - Enter the forwarding email address and save changes.
 - Send a test email to ensure forwarding works.

Using Writable PDFs

- Save the PDF to your computer before filling it out.
- Fill out and save the PDF to retain your information before emailing.

Posting a PDF Flyer on Facebook

- **Convert PDF to JPEG:**
 - Open the PDF in Acrobat Reader > Export PDF > Image > JPEG.
 - Save the image and upload it to Facebook.
- **Alternative Method:** Use a Snipping Tool (Windows) to capture the flyer and save it as an image for upload.

Cybercrime: Staying Safe Online

- **Protect Yourself:**

- Avoid suspicious emails and never open or click links in spam messages.
- Use strong passwords and store them in a password manager.
- Verify websites before clicking links.
- Keep software updated to avoid malware and cyberattacks.
- Backup data regularly to protect against loss.

Soroptimist Netiquette & Club Protocol

Netiquette: The Golden Rule

Always “remember the human” when communicating online. Respectful communication helps to maintain a positive impression and fosters a supportive community.

Email & Online Communication Guidelines

- Start emails with a greeting and close professionally.
- Stay focused and keep emails concise, with one subject per message.
- Proofread emails before sending to avoid mistakes.
- Respond to emails promptly (ideally within 48 hours).

DON'T:

- Use excessive punctuation (!!!! or ????).
- Send large email attachments; instead, share links to files.
- Engage in heated responses or conflicts.
- Respond impulsively to rude or offensive messages.

Handling Conflict & Offensive Messages

- Pause before replying to negative emails.
- Keep your responses professional and polite.
- Apologize if you've misunderstood or offended someone.

Founder Region Protocol Tips

Communication

- Invite the District Director and other region officers to club fundraisers or awards programs.
- Submit proposals for collaborative projects to your District Director for approval before inviting other clubs to join.

- Respond to District Director's requests for Activity Reports and information promptly to ensure they can make their deadlines.

Fundraisers & Events

- Invite key region officers (District Director, Region Treasurer, Secretary, Governor-elect, and Governor) to all major club events.
- Ensure invited region officers are seated in a place of honor and confirm whether they wish to speak before the event.

Awards Programs & Installations

- Invite the District Director, Governor, and other relevant region officers as honored guests
- Ensure the District Director, Governor, and other attending region officers are seated in a place of honor.
- Before the event, confirm whether the District Director or Governor would like to speak and allocate time in the program.
- Introduce region officers in the following order:
 1. City/Government Officials
 2. Visiting Soroptimists
 3. Past Fellowship Presidents
 4. Past Governors
 5. Current Fellowship Director
 6. Current Fellowship President
 7. Visiting District Directors
 8. District Director
 9. Region Treasurer
 10. Region Secretary
 11. Region Governor-elect
 12. Region Governor (last)

Correct Terminology & Naming Conventions

- **We are Soroptimists**, not "Sorops."
- **We are members**, not "sisters" or "girls."
- **We are clubs**, not "chapters."
- **We are a federation**, not "national" or "federal."
- **We have a pledge**, not a "creed" or "motto."
- **We attend meetings, conferences, and conventions**, not "gatherings."
- **We elect region officers**, not "regional officers."
- **We believe in Soroptimist**, not "Soroptimism."

Correct Names for Soroptimist Organizations

Club names should be written as SI/[Club Name] (e.g., SI/Los Angeles) or Soroptimist International of (Your Club's Name)

- Soroptimist International of the Americas (SIA)
- Soroptimist International of Europe (SIE)
- Soroptimist International of Great Britain and Ireland (SIGBI)
- Soroptimist International of the South West Pacific (SISWP)
- Soroptimist International of Africa Federation (SIAF)
- Soroptimist International (SI)

2025-2026 Founder Region Club & President Timeline & Check List

<u>Done</u>	<u>Date</u>	<u>Activity</u>
☐	30-June	Report DI, BI and Big Goal Accelerator prior to June 30 th
☐	1-Jul	Club & Region Officers officially take office
☐	Ongoing	Report DI, BI projects to SIA and Big Goal Accelerator Projects throughout club year as completed- Final deadline is June 30.
☐	1-Jul	Dues to Federation and Region – Confirm with Treasurer
☐	1-Jul	Form 200 deadline to SIA - Copy to District Director
☐	July	Sign new signature cards at the club's bank
☐	July	Download Live Your Dream Award poster from SIA website and distribute in your community and local colleges
☐	July	Complete Committee sign-up & provide to roster. Appoint committee chairs and members if not yet voluntarily assigned.
☐	July	Complete the Club Activity Report for your District Director to present at the region board meeting in August. (If you are a host club for District Meeting your Director will request information Appendix B)
☐	August	Ensure that club's financial books are reviewed for the previous year (Complete by August 31)
☐	August	Make sure club LYD chair has logged into system- contact District LYD Rep. for assistance
☐	Aug/Sept	Attend Presidents' Roundtable dates TBD
☐	September	Remind Treasurer to file Federal and State tax forms by 11/15 or 4 ½ months after Fiscal Year end
☐	September	Ways & Means begins plans for club fundraisers, if not already done in the previous club year- Check with District Director and other clubs to avoid date conflicts
☐	September	Recruitment & Retention - begin plans for member mixers/recruiting event
☐	Sept/Oct	Publicize & Promote Live Your Dream Award Applications
☐	Sept/Oct	Plan for and attend District Meeting (check Region Calendar for specific dates) Review Call to District Meeting with club members
☐	3-Oct	Founders Day, 1921. Celebrate with club and look for SIA virtual celebrations.
☐	October	Breast Cancer Awareness Month; Domestic Violence Awareness Month
☐	October	Leadership Training District V

- ☐ October Complete the Club Activity Report for your District Director to present at the region board meeting in November.
- ☐ November Attend Presidents' Roundtable dates TBD
- ☐ 15-Nov Live Your Dream Award club deadline for submission of applications
- ☐ 15-Nov Violet Richardson Award applications due to clubs (suggested date)
- ☐ 15-Nov Federal and State tax forms must be filed
- ☐ 15-Nov Proposed changes to Founder Region and Founder Region Fellowship Bylaws Due
- ☐ 25-Nov International Day for the Elimination of Violence Against Women – "Orange the World" Campaign begins and continues until December 10
- ☐ 1-Dec Nominations for REGION Nominating Committee positions due to Region Nominating Chair and District Nominating Committee Representative
- ☐ 10-Dec UN Human Rights Day
- ☐ Dec/Jan Judge Live Your Dream Award applications. Request applications, or share unused applications with LYD District Rep.

2026

- ☐ January Appoint club's nominating committee
- ☐ January Complete the Club Activity Report for your District Director to present at the region board meeting in February.
- ☐ 11-Jan National Day of Human Trafficking Awareness
- ☐ February "Fun for Fellowship" Month; plan Fellowship Fundraiser
- ☐ February Club's Nominating Committee prepares slate of officers
- ☐ February Plan award celebrations for LYD
- ☐ February Attend Presidents' Roundtable date to be determined
- ☐ 1-Feb Live Your Dream Award application and transmittal due to District Representative
- ☐ 1-Feb Violet Richardson Award Club winner application and transmittal due to District Representative
- ☐ 15-Feb Live Your Dream Award district winner applications due to Region Chair
- ☐ March Women's History Month

<u>Done</u>	<u>Date</u>	<u>Activity</u>
☐	1-Mar	Deadline for receipt of Soroptimist Club Grants for Women and Girls applications at SIA Headquarters
☐	8-Mar	International Women's Day
☐	March	Review Call to Conference with Club- posted on Region Website and emailed to presidents
☐	31-Mar	Deadline for new member transaction forms, and Fellowship contributions for recognition at Founder Region Conference.
	March/ April	Region Conference Registration deadlines, and Memorial Form Deadline for acknowledgement at Conference- See Call to Conference- Deadline for Club Giving contributions for acknowledgement at Conference
☐	April	Finance Committee to prepare and present the club proposed budget
☐	May	Founder Region Conference Friday May 1- Sunday May 3.
☐	May	Begin preparation of dues forms provided by Founder Region and SIA
☐	May	Prepare and distribute Dues Statements to club members
☐	May	Review SI/SIA (as applicable) Call to Convention; plan and prepare registration
☐	May	Club Giving contributions due to SIA (use Financial Transaction Form & mark 10% if applicable). (Due in April for recognition at Conference)
☐	31-May	Budget proposed/approved at business meetings
		Annual committee reports due for business meetings, if applicable
☐	June	Leadership Training, Districts I,II,III Location TBD
☐	13-Jun	Leadership Training District IV- Eureka
☐	14-Jun	Redwood Memorial Grove Service
☐	June/July	Hold Installation events, invite region board members
		Joint club board meeting for transition and transfer of materials
		Evaluate club activities, programs, and projects. Report DI,BI and Big Goal Accelerator.
		Complete the Club Activity Report for your District Director to present at the region board meeting in May. (If you are a host club for District meeting complete District Meeting Appendix B)

Quick Links

President Resources

Club Administration: <https://www.soroptimist.org/for-clubs-and-members/for-clubs/club-administration.html>

Parliamentary Procedure & Sample Agenda: <https://soroptimist.imgix.net/05-for-members/club-management/parliamentary-procedure-and-sample-general-meeting-agenda-e.docx>

Soroptimist Protocol: <https://soroptimist.imgix.net/05-for-members/club-management/soroptimist-protocol.pdf>

Sample Club Bylaws: <https://soroptimist.imgix.net/05-for-members/club-management/sampleclubbylaws-e.doc>

Secretary Resources

Sample Minutes: <https://soroptimist.imgix.net/05-for-members/club-management/sample-business-meeting-minutes.docx>

Sample Board Minutes: [sample-board-meeting-minutes.docx](https://soroptimist.org/for-clubs-and-members/for-clubs/sample-board-meeting-minutes.docx) (live.com)

Treasurer Resources

Sample Budget: <https://soroptimist.imgix.net/05-for-members/club-management/club-budget-e.docx>

Club Treasurer Guidelines: <https://soroptimist.imgix.net/05-for-members/club-management/club-treasurer-guidelines-e.docx>

Founder Region Treasurer Forms: <https://si-founderregion.org/resources>

Club Treasurer Calendar: <https://soroptimist.imgix.net/05-for-members/club-management/club-treasurer-calendar-e.docx>

SIA Financial Transaction Form: <https://soroptimist.imgix.net/05-for-members/club-management/financialtransactionform.pdf>

Branding and logos: <https://www.soroptimist.org/for-clubs-and-members/federation-information/recognition-and-branding-tools/index.html#resource-group-1325>

Pillar Resources

Digital Toolkit: <https://www.soroptimist.org/for-clubs-and-members/digital-toolkit/index.html>

Branding & Logos: <https://www.soroptimist.org/for-clubs-and-members/federation-information/recognition-and-branding-tools/index.html>

Social Media Resources: <https://www.soroptimist.org/for-clubs-and-members/federation-information/recognition-and-branding-tools/social-media-profile-images.html>

Soroptimist Glossary and Terms

Attendance	As written in the Soroptimist International of the Americas Bylaws, Section 5.02 Entitlements: (a) all members whose participation meets the requirements set by the club bylaws may hold office, speak, make motions, and vote. Clubs shall not require attendance at meeting as a condition of retaining membership in the club.	
Best for Women Newsletter	Best for Women serves as the organization's fully digital e-newsletter and is the primary communication vehicle for members. It includes communication from leadership, things to know, Dream Program information and more! Each issue is sent to all members in their respective language.	Link
Big Goal Accelerator Projects	Clubs can now report local projects that work only with women & girls facing obstacles, provides access to education and leads to economic empowerment. Must be reported to SIA by June 30 th .	Link
Club Roadmap For Success	A guide to help clubs understand their role in achieving the goals of the SIA Strategic Plan: https://soroptimist.imgix.net/05-for-members/club-management/roadmap-e.pdf	Link
Committees	It is through committees that the activities of the organization are planned and accomplished. Committees are at all levels of the organization from the club to international. Volunteering to serve on a committee will increase your knowledge of the organization and develop your leadership skills.	
Convention	The biennial meeting of Soroptimist International of the Americas that is usually held in July in even-numbered years. The quadrennial meeting of Soroptimist International that is usually held in July of an odd- numbered year.	Link
Conference	The annual business meeting of a region. The Founder Region Conference is held the first weekend in May, which does not include Mother's Day.	Link
Club Email	Club email addresses are an important part of Soroptimist International of the Americas (SIA) communication strategy, both internally and externally, to provide access while protecting individual member's privacy.	Link
Club Giving Campaign	Club Giving is a recognition program for clubs that contribute money raised from their local fundraising efforts to support federation programs. Clubs have a long history of helping to fund federation programs and Club Giving is an opportunity for each club to contribute to Soroptimist programs that reach beyond their own community. Through federation programs, clubs can take collective pride in improving the lives of women and girls throughout the world. The Founder Region goal is for all clubs to contribute 10% of their funds raised to Club Giving.	

Delegates	At district meetings and region conferences, each club should have three delegates. The delegates shall be three regular members. Delegates represent their club and are given the responsibility of voting on behalf of the members, speaking their concerns, and reporting back (verbally and in writing) complete information concerning all Soroptimist matters.	
District Meetings	The District Meeting is an opportunity to educate members regarding International, Federation, and Region Programs and activities. The inspiration and direction is given by the district director and the region board to assist the clubs in implementation of Soroptimist Programs.	Link
Dream It, Be It	Dream It, Be It: Career Support for Girls was launched in 2014 as the new girl (DIBI) program for Soroptimist. It is designed to help girls grow up to be strong, successful, happy adults. ‘Dream It, Be It’ targets girls in secondary school who face obstacles to their future success. It provides girls with access to professional role models, career education and the resources to live their dreams.	Link
Federation	A term denoting one of the five geographical areas that make up Soroptimist International. Founder Region is part of Soroptimist International of the Americas (SIA). The other federations include Soroptimist International of Europe (SIE), Soroptimist International of Great Britain & Ireland (SIGBI), Soroptimist International of the South West Pacific (SISWP), and Soroptimist International of the African Federation (SI AF)	
Fellow	Individuals and clubs who donate \$1,000 or more to Founder Region Fellowship are honored with the designation “Fellow”.	Link
Fellowship, Inc.	The identifying service project of Founder Region. The specific purpose of “Fellowship” is to provide financial grants-in-aid to deserving women candidates who are in the final phase of their pursuit of a doctoral degree from a recognized learning institution within the boundaries of Founder Region. Candidates must demonstrate financial need and scholarly potential. Fellowship is funded by an annual \$7.00 per member mandatory fee, by gifts in memoriam and by the Fellows program. All clubs of the region shall be voting members of the corporation with three votes per club. A board of directors shall be elected biennially. The Fellowship program began in 1948.	Link
Financial Transaction Form	The Financial Transaction Form is a two-page document used to send all financial contributions (dues, Club Giving, Laurel Society, etc.) to Soroptimist International of the Americas Headquarters.	Link

Founders' Pennies	Founders Pennies is an annual contribution to Soroptimist International of the Americas based on six cents per member times the number of years since the founding of Soroptimist in 1921.	Link
Founder Region Newsletter/Website/ Governor's Blog	Founder Region Newsletter. Published monthly on the 15 th of the month and posted to the Resource page of the Founder Region Website. Full of important information and deadlines. Also see the Founder Region Website and the monthly Governor's Blog.	
Fundraising Council	The Fundraising Council is charged by the SIA Board to solicit and attract charitable donations, gifts, sponsorships, and bequests in order to support the programs of Soroptimist International of the Americas, and to provide recommendations regarding fundraising in support of the Board's fiduciary responsibilities.	
Induction	A ceremony that formally brings a person into membership in Soroptimist. An Induction is available on the "Resources" page under "Membership" on the region website.	
Installation	The ceremony that formally places newly elected members into office. Founder Region has a page dedicated to over 120 installation ceremonies from which to choose.	Link
Key Messages	These messages are intended to help you understand and speak confidently about the direction our organization is heading.	Link
Laurel Legacy	By making a planned gift to Soroptimist in your will or trust, you will join an elite group of women in the Laurel Legacy and help ensure long-term viability of the Soroptimist International of the America's programs. SIA recognizes and honors the generosity of those whose future gifts preserve the strength of the organization and help women and girls to live their dreams.	
Laurel Society	A recognition program for individuals who have donated \$1,000 or more (at several levels) to support Soroptimist International of the Americas programs. The "Soroptimist Stargazers – Monthly Giving Program" is available for individuals to work towards a Laurel Society membership on a monthly giving basis. https://www.soroptimist.org/for-clubs-and-members/donate/individual-gifts.html	Link
Live Your Dream	The Live Your Dream: Education and Training Awards for Women is the identifying Dream Award project for SIA. The program was established in 1972 to assist women with (LYD) primary financial responsibility for their families to obtain the skills-training and education necessary to improve their employment status and standard of living for themselves and their family. Each year, more than \$3.1 million in club, region and federation funds are awarded to nearly 2,269 women in SIA's 28 member countries and territories. The women receiving these financial awards may use them for any costs associated with their educational efforts, including tuition, books, childcare, and transportation. The program begins on the club level, with club recipients becoming eligible for region-level awards. Founder Region strives to continue having 100% participation of all clubs in giving a Live Your Dream Award to deserving women.	Link

Live Your Dream.org	An online community empowering offline volunteer action. The self-motivated network LiveYourDream.org is made up of people who wish to support women and girls in their quest to lead better lives, while gaining inspiration in their own lives. Members of the free online community work on topics such as women’s economic empowerment, ending violence against women, human trafficking, and more. They also have access to inspirational articles, tips and blogs that can help them live their own personal dreams.	Link
Member	Regardless of membership type, each person that has joined a Soroptimist club, attends meetings, serves on committees, and pays their dues and fees to the organization as agreed, is a member.	
Membership Types	There are two types of memberships: (a) Regular members – individuals who support SIA’s vision, mission, and core values. (b) Life members - Those members who also support the vision, mission and core values of Soroptimist but met the definitions of the “active life” or “retired life” types of membership as described in the 1999 bylaws and who were designated Life Members by the Federation prior to July 1, 2001, and shall, if they choose, retain this type of membership for their lifetime.	
Memorial Grove	The Redwood Memorial Grove became a region project that was initiated and completed during the 1946-1948 biennium. During the 1954-1956 biennium, the first memorial service was held at the Redwood Grove. In June 1971 Soroptimist and friends witnessed the dedication of a redwood tree as a living memorial to honor the charter president Violet Richardson Ward. A memorial service is held annually, the second Sunday of June at Prairie Creek National Park, in Humboldt County. All club members are encouraged to attend.	Link
Motion Form	The form used to provide accurate wording for a motion at club business and/or board meetings.	
Name Badge	Your name badge is to be worn on your right side where it is more easily read. It should be worn to all club meetings and other Soroptimist events.	
Program Chair	The program chair member (usually the governor-elect) oversees, coordinates, and promotes programs of Soroptimist International of the Americas within Founder Region.	
Quorum	The number of members required to conduct a valid vote. Consult your bylaws.	
Region Awards	Julia “Bess” Combs Membership Increase Award is given to the club having the largest net growth in regular membership during the year from July 1 through March 31. This net growth is not to include that of a newly chartered Soroptimist club. “S” Club Outstanding Senior Award is given to honor an outstanding high school senior member of “S” Clubs in Founder Region. Power of 8 Award, established in 2014, is given to clubs who have maintained 90%+ of their members for the year from July 1 through June 30. Recognition is given at District meeting.	

Ruby Award	The Soroptimist Ruby Award: for Women Helping Women honors the first federation president, Ruby Lee Minar. A ruby is also a deep red gemstone associated with wisdom, importance, vitality, strength, vivacity, power, and love: all words embodying the strong, compassionate women who are our award recipients. This award recognizes women who have worked to improve the lives of women and girls through their profession and/or volunteer work. (Optional club Level Award)	Link
“S” Club	At the 1958 SIA convention, formation of “S” Clubs was authorized. The first “S” Club was chartered in 1960 at Alameda High School and was sponsored by Soroptimist International of Alameda. A “S” Club is a group of students in High School, who wish to serve their school and community by working on service projects usually in conjunction with their sponsoring club. “S” Club membership also offers leadership and personal growth opportunities to these students.	Link
“S” Club Grants	Grants to help clubs get started or for specific projects are available to “S” Clubs from Founder Region. The applications are located on the Founder Region website.	Link
SI	An abbreviation for Soroptimist International. www.soroptimistinternational.org	Link
SIA	An abbreviation for Soroptimist International of the Americas. www.soroptimist.org	Link
SIAHQ	An abbreviation for Soroptimist International of the Americas Headquarters. Email: siahq@soroptimist.org	Email
Sigma Society	In 1966, SIA established the Sigma Society, providing Soroptimist the opportunity to mentor college-age women and to instill within them a desire for volunteerism. College women face unique gender bias, discrimination, and challenges as they grow up and enter the working world. Mentoring women through the sponsorship of a Sigma Society, enables Soroptimist to impart invaluable support and guidance, while providing growth and leadership opportunities.	Link
Soroptimist Pin	Soroptimist pins are to be worn on the left side over the heart to all club meetings and other Soroptimist events. It is recommended that members wear their pins all day on meeting days, as well as when they travel, as an opportunity to promote Soroptimist whenever and wherever possible. The New Member “S” logo pin - #109 is available from the SIA store.	Shop
Stargazer	The “Soroptimist Stargazers – Monthly Giving Program” is available for individuals who work towards a Laurel Society membership on a monthly giving basis.	Link
Strategic Plan	Soroptimist International of the Americas model for clubs which defines the vision, mission, purpose, and core values of the Federation. The plan - Shaping the Future of Soroptimist through Increased Collective Impact - identifies outcomes in four areas known as Pillars for Success : Program, Membership, Public Awareness and Fundraising.	Link

Soroptimist Club Grants	The Soroptimist Club Grants for Women and Girls are funds given to Soroptimist clubs to start or continue projects in their communities that improve the lives of women and girls, in accordance with the mission of SIA. The deadline to apply is between December 1 and March 1.	Link
Violet Richardson Ward	Violet Richardson Ward was one of the first eighty women that were the charter members of the “Soroptimist Association” in 1921. She became the charter president of the organization upon its chartering, October 3, 1921, in Oakland, California. Violet was a physical education teacher in the Berkeley School District and an inspiration to many of the early members. Her motto was “It’s what you do that counts.”	Link
Violet Richardson Award	The Violet Richardson Award is a recognition program for young women engaged in volunteer action within their communities or schools. The award is given to young women (between ages 14-18) whose activities make their community and our world a better place.	Link
Founder Region Website	Founder Region - http://www.si-founderregion.org	
SIA website	Soroptimist International of the Americas - http://www.soroptimist.org	
SI website	Soroptimist International - http://www.soroptimistinternational.org	
Working With Youth	Procedures have been developed to support your club in conducting programs in a safe and secure environment for participating youth. Access the resources available for programs involving youth by following this link to the SIA website.	Link