

Golden West Region



SOROPTIMIST

Best for Women

GRANT OF FRIENDSHIP GUIDELINES

April 2013

Table of Contents

FORWARD	ERROR! BOOKMARK NOT DEFINED.
1—CLUB STRUCTURE	4
1.1 – GENERAL CLUB STRUCTURE AND PURPOSE	4
1.1.1 – Framework	Error! Bookmark not defined.
1.2 – ELECTED OFFICERS AND DUTIES.....	4
1.2.1 – President.....	Error! Bookmark not defined.
1.2.2 – President-elect.....	Error! Bookmark not defined.
1.2.3 – Vice President(s).....	Error! Bookmark not defined.
1.2.4 – Treasurer.....	Error! Bookmark not defined.
1.2.5 – Recording Secretary	Error! Bookmark not defined.
1.2.6 – Corresponding Secretary	Error! Bookmark not defined.
1.2.7 – Director(s)	Error! Bookmark not defined.
1.3 – CLUB DELEGATES & DUTIES	ERROR! BOOKMARK NOT DEFINED.
1.3.1 – Club Delegates.....	Error! Bookmark not defined.
1.4 – APPOINTED POSITIONS	ERROR! BOOKMARK NOT DEFINED.
1.4.1 – Historian	Error! Bookmark not defined.
1.4.2 – Parliamentarian.....	Error! Bookmark not defined.
1.5 – NOMINATIONS AND ELECTIONS.....	ERROR! BOOKMARK NOT DEFINED.
2—CLUB COMMITTEES	5
2.1 – GENERAL INFORMATION.....	ERROR! BOOKMARK NOT DEFINED.
2.1.1 – General	Error! Bookmark not defined.
2.1.2 – Procedures for Club Committee Appointments	5
2.1.3 – Proper Functioning of a Committee	5
2.1.4 – Proper Channeling	5
2.1.5 – Responsibilities of Committees	7
2.2 – CLUB COMMITTEES.....	7
2.2.1 – Finance Committee	7
2.2.2 – Membership Committee	8

2.2.3 – Laws and Resolutions Committee	10
2.2.4 – Meeting Planning Committee	10
2.2.5 – Public Awareness Committee.....	11
2.2.6 – Fundraising Committee	11
2.2.7 – Service Committee	12
3 — PARLIAMENTARY PROCEDURE	13
3.1 – PARLIAMENTARY RULES.....	13
3.1.1 – Parliamentary Hints	13
3.1.2 –Motions.....	15
3.1.3 – Eight Steps to Action	15
3.1.4 – Amending a Motion.....	16
4—CLUB PROTOCOL.....	17
4.1 – SOROPTIMIST CUSTOMS	17
4.1 – SOROPTIMIST PROTOCOL	18
4.1.1 – Protocol for Seating and Recognition of Officers.....	18
4.1.2 – Protocol for Special Guests.....	20
4.1.3 – Introductions	21
4.1.4 – Flag Etiquette.....	22
5 — CEREMONIES	23
5.1 – INDUCTION OF NEW MEMBERS	23
5.2 – INSTALLATION OF CLUB OFFICERS.....	23

1—HISTORY-PURPOSE-FUNDING

1.1 – HISTORY

The Golden West Region(GWR) Grant of Friendship (GOF) was first proposed to the GWR Board in 1995 by DONA Sandra Dannenfeldt. The board endorsed the program. The first GOF visit took place in District 3 during the 1996-1998 Biennium. See Attachment __ for a complete history of the GWR GOF program.

1.2 – PURPOSE

The purpose of the GWR GOF program is the exchange of Soroptimist and cultural experiences with the intent of fostering international goodwill and understanding at a very personal level.

1.3 – FUNDING

The GWR may offer a Grant of Friendship to two (2) Soroptimists living outside the continental limits of the United States during the second year of each Biennium. If offered, the Grant of Friendship shall be funded as follows:

- a. The GWR shall cover the cost of transporting the grantees between host clubs and to spring conference.
- b. The spring conference budget shall cover the cost for grantees to attend conference, including hotel accommodations during the conference, conference meal package, and conference promotional items (t-shirts, pins, etc.).
- c. Clubs participating shall provide home hospitality and/or hotel accommodations and arrange to cover the cost of grantee participation in club meetings/events (meals, registration fees, travel costs). Optionally, clubs or club members may choose to pay the costs of recreational activities (park entrance fees, train/boat rides, show attendance, meals, etc.) for the grantees during their stay.
- d. Grant recipients shall be responsible for travel expenses to and from their final destination in the GWR, as well as all items of a personal nature.

2—TIMELINE

The visit normally takes place in the second year of the Biennium. This visit is planned in the spring in order to allow the GOF visitors to attend the annual region spring conference.

2.1.2 – PLANNING THE GOF ITINERARY

Planning for the GOF begins in the first year of the Biennium. The SI Liaison and GOF Coordinator, if appointed, provide a workshop at spring conference for all region clubs interested in hosting the GOF visitors. At this workshop, clubs receive information about their responsibilities related to hosting, including housing, meals, transportation, visiting local recreational areas, etc. A preliminary travel itinerary is developed based on input from the clubs at the workshop. It is very important that the SI Liaison and/or GOF Coordinator immediately follow-up with each club that participated in the workshop to confirm their participation in the GOF for the following year.

2.1.3 – CLUB HOSTING RESPONSIBILITIES

Immediately following the GOF workshop, the SI Liaison and/or GOF Coordinator should prepare letters to all clubs that attended the workshop and expressed an interest in hosting the GOF visitors. This letter should include the following:

Club participation in the GOF is voluntary.

Expenses incurred during the club's participation are the responsibility of the club, the club member, or the visitors (in the case of fees for activities—park entry, special events, train/boat rides, etc.)

Clubs in close proximity to one another may want to plan a joint reception or dinner for the visitors to share costs and to allow members from more clubs to meet the GOF visitors.

Provide lodging—They may share a room as long as each has a separate bed. They could be housed in two different households. GOF visitors do not need to stay together.

2.1.4 – GOF APPLICATION PROCESS

Each committee is appointed to perform certain functions and should be given the opportunity to do so. Members should never bypass a committee.

The following procedures should be used:

Program and project suggestions are submitted to the
appropriate committee chair



The committee meets, discusses and recommends.
(Work is shared.)

↓
The committee makes its report and recommendations to the board for endorsement/comments.

↓
The committee makes reports and recommendations to the club for action, noting endorsements/comments to the board.

↓
The club takes action on the committee's recommendations.

2.1.5 – RESPONSIBILITIES OF COMMITTEES

CHAIR

- Organizes the committee.
- Outlines a broad plan of work and a budget, if necessary; committees should not exceed their budgets without prior approval. All funds collected by any committee shall be paid to the treasurer.
- Issues calls for meetings.
- Prepares an agenda for the meeting.
- Presides over and leads discussion.
- Assigns jobs to committee members.
- Appoints the committee secretary, if necessary; checks and approves the minutes.
- Coordinates work with other club committees.
- Together with the secretary, prepares the annual report.

MEMBERS

- Attend committee meetings.
- Participate in committee decisions with preparedness and objectivity.
- Accept willingly and carry through on work assignments.
- Support committee decisions.

2.2 – CLUB COMMITTEES

Each club may have a committee for any of the following functions (and others not addressed in this section, but appropriate to club operations). For those committees with various technical aspects, separate or subcommittees may be established.

2.2.1 – FINANCE COMMITTEE

RESPONSIBILITIES

The finance committee is in charge of devising the budget. This committee must be familiar with objectives of the organization; financial requirements of the club; and adopted financial procedures and policies.

The finance committee shall submit the proposed budget for the succeeding year at the business meeting in April or May (if the club year is July 1—June 30). This budget, subject to revisions, shall be presented at the designated annual meeting or as established by club procedures. The committee should report at least quarterly on the state of the budget.

BUDGETING

Budgets, a tool of good management, are made to establish (in advance) the objective and/or result of the budget period; to provide a means of coordinating the various activities of the organization; and to show whether the objective is being realized and where changes may be made to attain the objective. Unbudgeted items should be referred to the finance committee for consideration.

The finance committee may also want to prepare a comparative budget with the previous club year's income and expenditures.

2.2.2 – MEMBERSHIP COMMITTEE

RESPONSIBILITIES

The membership committee has several components: recruitment and retention of members, leadership training, Soroptimist orientation, and development of new clubs (cooperating with the region and SIA in establishing new clubs). Responsibilities for these components should be divided among committee members, unless club bylaws provide for separated or subcommittees.

Members of the committee should be well versed in all phases of Soroptimist, and should be enthusiastic and creative. The continued growth and strength of the club depend greatly on a well-informed membership.

PLANNING

Early in the club year, the membership committee should meet to develop a plan. The committee should report progress regularly to the club members.

LEADERSHIP

All clubs should focus on preparing club members for leadership within the organization and in their own communities. To promote leadership within the club, members should be encouraged to participate on committees, since this is the training ground for developing leadership abilities.

Leadership programs on how committees can function effectively, how to work with people, and how to make changes in procedures/policies, should be scheduled at the club level. Setting goals and objectives, motivating others, anticipating and dealing with problems, and carrying through with responsibilities are topics that should be included in leadership programs.

All club members, and in particular officers and committee chairs, should be encouraged to attend region conferences, district meetings and leadership training workshops. The membership committee should be knowledgeable about materials prepared by the region membership committee as well as materials available from SIA.

SOROPTIMIST ORIENTATION

All clubs need to educate members about the heritage, purpose, objects, policies and programs of the organization. Soroptimist education is the process by which members become active, interested and participating Soroptimists.

Soroptimist education begins with prospective members. When a new member is inducted, she should be presented with a member pin and club orientation materials. The induction ceremony should be inspiring and dignified. Enthusiasm for Soroptimist is very important here. The membership committee members should assist in every way in the orientation of the new members. New members should feel welcome. They should be encouraged to present their ideas, to use their particular talents, and to participate in all club discussions and activities. New members should immediately be assigned to a committee, so that they become involved in club activities.

The membership committee should schedule, through the club president (or meeting planning committee), regular short presentations on Soroptimist education. These programs should be conducted once a month (if possible) or perhaps as two or three-minute “mini-education” sessions at each meeting. This would give each member an opportunity to present some pertinent facts about the organization.

Don't forget to use your club newsletter to share Soroptimist-related facts and figures!

Encourage members to attend district meetings, region conferences and SIA conventions, since there is no better way to become educated about Soroptimist. Knowledge about the organization results in membership pride, which in turn leads to a stable membership. Individual pride in membership is generated through the personal contribution the member makes to the club's achievements. Club leadership should recognize individual members for their contributions to club activities.

SUGGESTED ORIENTATION TOPICS:

HISTORY— The beginning of the Soroptimist organization and its growth, both in strength and service.

ACHIEVEMENTS— Share accomplishments from clubs around the world and at the community level. This creates a feeling of great pride within the membership.

LAWS— The basic foundation of the Soroptimist organization. They govern our actions and protect our rights and privileges. Each Soroptimist should share in the responsibility of making and upholding the laws.

STRUCTURE— Teaches the composition and scope of the Soroptimist organization. It also covers the administrative structure.

AIMS AND IDEALS— Teaches the purpose of Soroptimist, acknowledges the responsibilities of citizenship and the duty of discharging obligations.

GOALS AND OBJECTIVES— This is important knowledge for all Soroptimists.

CLASSIFICATION PRINCIPLE— Covers membership requirements.

RESPONSIBILITIES OF MEMBERSHIP— Attendance, participation and involvement

PROTOCOL AND STANDING RULES— Customs and rules by which meetings are conducted.

FINANCIAL RESPONSIBILITIES— How money is used and the financial obligations of members.

2.2.3 – LAWS AND RESOLUTIONS COMMITTEE

RESPONSIBILITIES

The laws and resolutions committee is responsible for reviewing all proposed amendments to club bylaws and procedures and for making recommendations to the club.

The committee should review the club bylaws and procedures annually and prepare any amendments considered necessary. It should also prepare (for presentation to the club) any amendments as requested by the club's board of directors.

The committee is considered the authority on laws, and should assist all officers, committees and members in interpretation of the laws. The appropriate region or SIA committee should be consulted about additional clarifications.

CLUB BYLAWS

Each club should adopt bylaws. Each club is free to adopt bylaws suitable and acceptable to the club, providing they are not in conflict with the SI Constitution, SIA Bylaws, SIA Procedures, and/or the region's bylaws.

Club bylaws may be amended as stipulated in the club bylaws. Suggested procedure is that they be amended at any regular club business meeting by a two-third vote of the members, provided notice of the amendment has been given at the preceding business meeting.

Sample club bylaws are available on the SIA website— www.soroptimist.org.

2.2.4 – MEETING PLANNING COMMITTEE

RESPONSIBILITIES

The meeting planning committee assists the president in arranging topics, programs and activities for club meetings throughout the year. This is one of the most important functions in a club. Regular business meetings should include time for Soroptimist orientation and/or leadership training, and appropriate presentations by other committees: Finance, membership, laws and resolutions, and fundraising. These can be short, frequent presentations on an “as needed” basis.

PROCEDURE

Plan ahead. Organize the club calendar for the upcoming year, taking into account the events and requirements that take place at predetermined times.

Distribute the club calendar to all members, with programs, topics and activities clearly marked.

Involve all members in club meeting activities throughout the year: ask different members to introduce and thank speakers, to lead seminars, etc. A member who is involved derives much more satisfaction from her membership.

The meeting planning committee performs the major part of its work at the beginning of or prior to the start of the club year. From then on, the president looks to it to handle the details of arranging for speakers, videos, presentations, etc.

PROGRAM SPEAKERS

Please note the following:

- Invited speakers should be given the following information: time and place of meeting, length of talk, and information about the club and its members.
- Make necessary arrangements for audio-visual equipment, if needed
- Obtain biographical material for a brief introduction of the speaker
- Arrange transportation for the speaker (if necessary) and meet her/him at the door.
- Arrange for the speaker to be seated at the head table, if there is one. If special guests will be attending, notify the person in charge of guest tickets.
- Write the speaker a thank-you note.
- At the conclusion of the presentation, escort the speaker from the meeting.
- For publicity purposes, send the public awareness committee chair complete information about the speaker one month before the meeting.

2.2.5 – PUBLIC AWARENESS COMMITTEE

This committee works toward favorable public relations, in accordance with the public awareness program of SIA. To avoid confusion, one person should be responsible for media relations.

Complete information on how to establish and manage a club public awareness program can be found on the SIA website, www.soroptimist.org

2.2.6 – FUNDRAISING COMMITTEE

RESPONSIBILITIES

The fundraising committee suggests methods of raising money and directs fundraising projects approved by the club. Consideration can be given to raising funds in one fiscal year for use in the next year's service projects. The fundraising committee submits (for club approval) fundraising projects, specifying investment of time, money required and estimated net profit.

2.2.7 – SERVICE COMMITTEE

RESPONSIBILITIES

The vice president or president-elect, as designated in the club bylaws, may chair the service committee. Club service, whether within the community, the country or internationally (including programs that receive SIA funding) falls within the jurisdiction of the service committee. The committee proposes the manner that the club should implement these activities, and supervises and directs these efforts.

The service committee may work with the region program committee to implement the objects of the SIA by promoting the activities, programs and projects adopted by the SIA. In addition the service committee may be responsible for overseeing involvement with sponsored organizations: Sigma Societies (for college students) and “S” Clubs (for high school-age youth), and Venture Clubs (for young business and professional women).

Early in the club year, the service committee should submit a list of its projects and an estimate of funds that will be needed. This and other information about income and expenses will provide the basis for preparing a club budget.

3 — PARLIAMENTARY PROCEDURE

3.1 – PARLIAMENTARY RULES

Parliamentary rules ensure accuracy in business, economy of time, order, uniformity and impartiality, and enhance the transaction of business. All members should have the privilege of voicing their opinions, and sessions on “how to participate” should be scheduled periodically.

In accordance with SIA bylaws, *Robert’s Rules of Order Newly Revised* is the parliamentary authority.

3.1.1 – PARLIAMENTARY HINTS

PRESIDING OFFICER:

- It is your responsibility to keep order and expedite business. Start the meeting on time. If no quorum is present, business will then be held over until a quorum is present.
- The treasurer's report is never accepted. Ask if there are any questions and then place it on file for audit. The audit report is accepted.
- The chair is entitled to vote when the vote is by ballot. The chair may vote to break a tie or to create one, but cannot be compelled to do so.
- DO state the method of voting (aye and no, show of hands, ballot).
- DO state whether the motion is carried or lost.
- DO request all remarks be addressed to and through the chair.
- DO know where to find the answers quickly when necessary.
- DO devote some time at every meeting for membership input.
- DON'T stand during debate or when a report is being given.
- DON'T take part in debate while you are in the chair. If you must speak, turn the chair over to the (first) vice president. Do not return to the chair until the vote has been taken.
- DON'T be rushed into hasty decisions; take time to become informed.
- DON'T lose your calmness, objectivity, or impartiality.
- DON'T forget to relax and enjoy your leadership. The membership will respond favorably to your attitude.

MEMBERSHIP RIGHTS:

- To offer any motion that is germane to the organization.
- To explain or address that motion or any matter properly brought before the assembly.
- To "call to order" if necessary. A point of order can interrupt a speaker. "Call to order" is raised to insure orderly procedure, particularly when there is a breach or violation of rules or bylaws, or when a member is not speaking on the motion before the assembly.
- To hold the floor, when legally obtained, until through speaking.

MEMBERSHIP RESPONSIBILITIES:

- DO obtain the floor before speaking. Stand or raise hand, and wait to be recognized.
- DO avoid speaking upon any matter until it is properly brought before the assembly by a motion.
- DO keep up on the question being discussed.
- DO yield the floor to calls for order.
- DO abstain from all personalities in debate.
- DO avoid disturbing, in any way, speakers.
- DON'T be late for meetings and DON'T leave a meeting unless necessary until the president declares the meeting adjourned. You may be needed for the quorum or something very important may come up.
- DON'T say "I move to" or "I make a motion to". Say, "I move (state your motion clearly)".
- DON'T fail to take part in debate or if you have a viewpoint to express, or want information or parliamentary assistance.
- DON'T wait to obtain the floor in order to second a motion.
- DON'T claim the floor a second time if there are others who wish to speak for the first time.
- DON'T be silent during the debate and then criticize after the meeting.
- DON'T speak on the motion while the vote is being counted or taken.
- DON'T carry on a conversation with your neighbor while someone is speaking.
- DON'T forget to notify a chair of a committee if you are going to be unable to attend a meeting.
- DON'T accept an office unless you are willing to assume the responsibilities of that office.

THINGS REMEMBER:

- A motion may be amended by the following methods: to insert, to add, to strike out, to strike and insert, and to substitute.
- To stop discussion, rise and state, "I move the previous question." You cannot interrupt someone who already has the floor with this motion. This motion is then voted upon to actually stop debate in order that the motion can be voted on. This motion needs a second and a two-thirds vote for approval.
- If you have a question on the resolution, motion, or debate, rise and state "I have a point of inquiry."
- The maker of a motion may vote against the motion. The maker of a motion may not speak against the motion, but can withdraw their motion.
- A "second" means only that the motion is worthy of discussion. Secunder may not be in favor of the motion, and seconds in order for the discussion to be in order. Secunder may speak against the motion and may vote against the motion.
- A motion cannot "die" for lack of a second. If a motion is not seconded, it is not before the assembly.
- A two-thirds vote is required if a motion takes away a right.
- Remember, consideration and courtesy plus absolute impartiality on the part of the presiding officer is a must in conducting a meeting. Parliamentary law is based on the careful balance of the rights of people. Members have the right to speak their opinion on the floor whether or not their opinion is that of the majority.

3.1.2 –MOTIONS

To have effective action-oriented meetings, members need to learn correct parliamentary procedures. In the two columns below, notice the motions to make to accomplish the results you want:

<u>PURPOSE</u>	<u>MOTION TO MAKE</u>
Set time for meeting	I move that we adjourn to meet at...
If the adopted program or order of business is not being followed	I call for the orders of the day
Enforce the rules	I rise to a point of order
Reverse the decision of the chair	I appeal from the decision of the chair
Change rules of debate temporarily	I move that the debate be limited (or extended) to...
Prevent a new vote on a question that has been voted on	I move to withdraw...
Object to the consideration of any principle motion	I object to the consideration of...
Set aside temporarily to take care of an emergency	I move to lay on the table the motion regarding...
Bring before the assembly a question that has been	I move to take from the table the motion tabled regarding...
Stop debate and bring a vote on the motion immediately	I move the previous question
Defer action on a question until certain time	I move to postpone consideration of this action until...
Prevent action or suppress a question	I move to postpone indefinitely the...
Have a small group or committee study or take charge of a matter	I move to refer the motion to...
Change a motion before adoption	I move to amend by...
Bring a subject before the assembly	I move that we...
Obtain a new vote on a question that has been voted upon	I move to reconsider the vote on...
When an assembly wishes to annul some action it has previously taken and it is too late to reconsider the vote	I move to rescind...

3.1.3 – EIGHT STEPS TO ACTION

1. A member should rise or raise hand and address the chair. (*“President Mary”*)
2. She should wait for recognition by the chair.
3. She makes the motion (*“I move that” not “I make a motion”*)
4. Another member seconds the motion.
5. The chair states the motion. (*“It is moved by _____ and seconded by _____ that...”*)

6. If the motion is debatable, the chair asks for debate. (*“Are you ready for the question?” or “Is there any discussion?”*)
7. The chair takes the vote. (*“The question is on the adoption of the motion to.....As many are in favor of the motion say ‘aye’... Those opposed say ‘no.’”*) (If a two-thirds vote is required: *“As many as are in favor of the motion, please stand...Be seated. Those opposed, please stand...Be seated.”*)
8. The chair announces the result. (*“The motion is adopted.” or “The motion is defeated.”*)

3.1.4 – AMENDING A MOTION

A motion may be amended by any of the following methods:

- to insert;
- to add;
- to strike out;
- to strike out and insert;
- to substitute

When a motion is amended, the amendment then becomes the main motion and must be acted upon first. An amendment may also be amended. Always remember to work backward when taking the vote:

- amendment to the amendment;
- amendment to the main motion;
- main motion.

Special orders	<i>“The question on _____ was postponed and made a special order for this meeting. The question is on _____.”</i>
Unfinished business and general orders. Any general orders not taken up at the last meeting are now taken up.	<i>“The question on _____ was postponed to this meeting.”</i> <i>“The question is on _____.”</i> <i>“The question on _____ was postponed to the last meeting, but due to lack of time was not disposed of; therefore, the question is on _____.”</i>
New business	<i>“The next business in order is new business. What is the pleasure of the assembly?”</i>

4—CLUB PROTOCOL

4.1 – SOROPTIMIST CUSTOMS

- By custom, wear the membership pin on the left side, close to the heart
- Attend meetings regularly
- Be on time for meetings
- Address the presiding officer as president, if the vice president is presiding, by her title followed by her name, e.g. “Vice President Mary.”
- Address another Soroptimist by her first name.
- Do business with Soroptimists on a business basis, expecting no favors or special treatment.
- Pay your own way, unless you are invited as a guest or as a speaker.
- Welcome visiting Soroptimists and guests at each meeting.
- Disagree politely and keep informality within the bounds of fellowship and parliamentary procedure.
- Protocol promotes orderly procedures. Personal friendships, likes and dislikes cannot matter in official life. Always remember that you honor the office a person holds...not the person.
- Use correct terminology:

We are Soroptimists—not Sorops.

We are members—not sisters or girls.

We are clubs—not chapters.

We are a SIA—not national or federal.

We have a pledge—not a creed or motto.

We attend a club or district meeting, region conference, federation or international convention.

We elect region officers—not regional officers.

- Use correct names:

Soroptimist International of (name of your club)

Soroptimist International of the Americas

Soroptimist International of Europe

Soroptimist International of Great Britain and Ireland

Soroptimist International of South West Pacific

Soroptimist International

Note: Should an occasion arise when you do not know the correct protocol, you will find that a gracious, cooperative attitude is most acceptable.

- The correct method of self-introduction is:
 - Member's name
 - Classification (principal activity of employment)
 - Member's title in her firm or business
 - Name of firm or business
 - Slogan—if used by your club

- Proper Introductions:
 - If there are a number of dignitaries present who are to be introduced, but are not expected to speak, begin with the highest-ranking guest.
 - If guests are expected to say a few words, then begin with the lowest ranking guest.
 - While the guest speaker may be introduced when other guests are introduced, a formal introduction should be made just prior to the address.

4.1 – SOROPTIMIST PROTOCOL

4.1.1 – PROTOCOL FOR SEATING AND RECOGNITION OF OFFICERS

CLUB

- A club president is recognized as chief officer and host for the club. When not presiding, she should be seated in a place of honor at any club meeting or function. When presiding, she is seated in the center; the guest speaker is seated to her right; and the program chair is seated to the right of the speaker (or honored guest). Other special guests and club officers should be seated to the left of the president. The region governor should be seated to the right of the president.
- International officers, SIA officers, SIA board members, and region officers are seated in positions of honor according to rank.
- An international officer, SIA officer, SIA board member, or region officer or Board member is recognized as such at any formal function of her own club. Otherwise, she is recognized as any other member of her club.

SEATING PROTOCOL

Club President:	Center when presiding. Place of honor at all club functions.
Region Governor:	To the immediate right of the club president.
Guest Speaker:	To the immediate right of the club president; or if region governor is in attendance, to the immediate right of the governor.

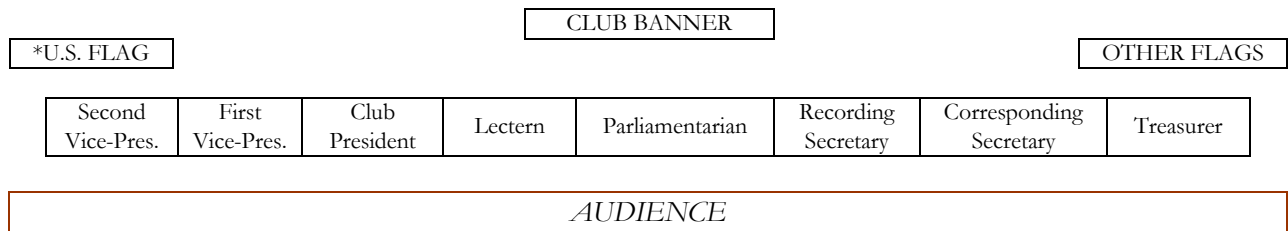
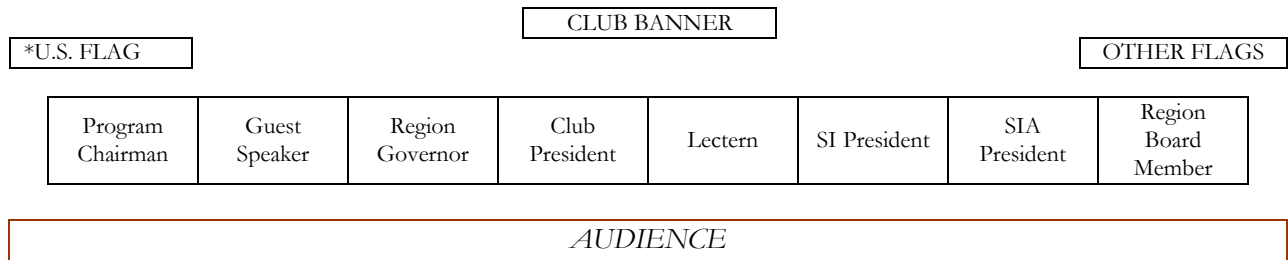
Program Chairman: To the immediate right of the guest speaker.

SI/SIA Officer: To the immediate right of the club president, or if the region governor is present, to the immediate left of the club president, in order of their rank.

Other Guests: Immediate the left of the club president if no SI/SIA officer is present. To the immediate left of SI/SIA officer if present.

Clubs that have: SI/SIA/region officers or board members in their club as members recognize these officers or board members at any formal function of their club. At all other times, these members are recognized as any other member of the club.

Soroptimist Seating Protocol Charts



*When the U.S. Flag is to be placed in the body of the meeting room, it is placed on the right side of the room facing the presiding officer.

4.1.2 – PROTOCOL FOR SPECIAL GUESTS

- Special guests include region or SIA officers, board members, region committee chairs, and community leaders. Issue invitations well in advance of the meeting or event and provide as much information as possible in the first communication to make it easy for the guest to accept your invitation. Include all the pertinent details, occasion, date, time, place, and what the guest is expected to do.
- Offer to reimburse costs of transportation. Complement all meals, not just for the occasion. Include breakfast if staying overnight or lunch if travel time requires it.
- When inviting the guest to speak, include the topic preferred, approximate amount of time allotted on the program, a general outline of the total program, if it is formal, informal, club members only, mixed audience.
- When the invitation is to an installing officer, have the incoming officer list ready along with any club theme or color scheme ready to send upon acceptance by the installing officer.
- Offer complimentary accommodations (if necessary), asking the guest of her/his desires...one bed, two beds, non-smoking, etc. If accommodations are offered in a private home, give the guest a choice of the private home or motel/hotel with gracious terminology to help make the choice.

4.1.3 – INTRODUCTIONS

Dignitaries Introduce dignitaries who will not be speaking beginning with the highest-ranking guest. Introduce dignitaries who will be speaking beginning with the lowest ranking guest.

Introduce actual office holders in attendance first over those representing the office holder not in attendance, i.e. Mayor Bill (actual office holder) is in attendance and should be introduced first before the person representing Mayor Jean, who is not in attendance.

Order of Introduction: **Federal**
Introductions begin with highest-ranking guest such as senators then congressmen, followed by federal judges.

State
Introduce the executive officer first, such as the governor or the governor's representative, followed by the secretaries, the state senators, the state assembly members, and state judges.

County
Introduce any county elected officials first beginning with supervisors, county treasurer, and school superintendents, followed by county commissioners.

City
Introduce mayor, council members, city clerk, elected officials such as city commissioners, city manager and local judges, followed by elected board officials such as school board members, water board members, etc.

Soroptimist
The introduction of Soroptimist members comes last and begins with the highest-ranking officer.

About standing Standing in recognition of officers is observed at formal openings of conferences or conventions only. The custom of standing extends to SI officers and SIA officers at conventions, and to SI officers, SIA officers, and region governors at conferences.

Yourself Stand and state:
(Name) *Jane Doe*
(Club) *Soroptimist International of (club name)*
(ONLY if away from home club)
(Classification) *Doughnut Baking/Retail*
(Your Title) *Owner/Baker*
(Name of Company) *Happy Dough Woman Bakery*
(Slogan) *Baking keeps you rolling in dough*

Do not precede any of the above with "My name is," "I am," "My classification is", or any extra words.

4.1.4 – FLAG ETIQUETTE

1. The U.S. flag always leads in a processional or recessional.
2. When the national flag passes by in a parade or in review, all persons should face the flag and stand at attention with the right hand over the heart. After the flag has passed, the hand can be lowered. When the hand is over the heart, the fingers should be together.
3. During the recitation of the pledge of allegiance, the same as #2 above stand at attention and place hand over heart with fingers together.
4. When displayed on the floor or on a platform, the flag is given the place of honor, always positioned behind the speaker and to the speaker's right, and to the left of the audience. Other flags, if any, are positioned to the right of the U.S. Flag as seen by the audience.
5. Pledge of allegiance to the flag; manner of delivery (U.S. Flag Code)
www.usflag.org/uscode36.html

The Pledge of Allegiance to the Flag: "I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.", should be rendered by standing at attention facing the flag with the right hand over the heart. When not in uniform men should remove any non-religious headdress with their right hand and hold it at the left shoulder, the hand being over the heart. Persons in uniform should remain silent, face the flag, and render the military salute.

Based on this section of the flag code, while not specifically prohibited, clubs are advised to refrain from reciting the pledge of allegiance unless a flag is present.

5 — CEREMONIES

5.1 – INDUCTION OF NEW MEMBERS

Inducting a new member should be impressive for the new Soroptimist, and should serve as a time for all club members to reaffirm what Soroptimist membership means.

A brief statement as to the organization's international scope, its aims, purposes, programs, and the responsibilities of membership is most appropriate. Share with the new member the meaning of the emblem and the proper way to wear it. Introduce the new member to the other club members. Present her with and explain a packet of Soroptimist educational materials.

Suggested language for inducting new members can be found at
<http://www.soroptimist.org/members/membership/welcomingnewmembers.html>

Download and print a copy to add to this guide!

5.2 – INSTALLATION OF CLUB OFFICERS

The main purpose of the installation is to impress the new officers* with their responsibilities and the importance of their work. It should be done so that new officers re-dedicate themselves to the objectives of the club, and so that the other club members will be inspired to further the work of the organization. Installations should, as much as possible, be personalized to fit the club. They should be dignified, but originality, spontaneity and humor will help to make them memorable.

Suggested language can be found at
<http://www.soroptimist.org/members/membership/clubadmin.html>

Download and print a copy to add to this guide!

*Club delegates are not officers but can be included in the ceremony if the club so chooses.