

**SOROPTIMIST INTERNATIONAL OF KLAMATH FALLS
BYLAWS AND PROCEDURES**

INDEX

Article I	Name of Club	(Pg.) 2
Article II	Territorial Limits	2
Article III	Admission to Membership	2
Article IV	Dues and Fees	2
Article V	Club Meetings	3
Article VI	Termination of Club Membership	3
Article VII	Club Officers and Term of Office	4
Article VIII	Vacancy in Office	4
Article IX	Duties of Officers	4-5
Article X	Duties and Meetings of the Board of Directors	6
Article XI	Nominations and Elections	6
Article XII	Board of Directors	6
Article XIII	Duties and Meetings of the Board of Directors	6
Article XIV	Club Delegates/Area Representatives and Delegate Expenses	7
Article XV	Committees, Duties and Special Projects	8-9
Article XVI	Assistant to the President	10
Article XVII	Parliamentarian	10
Article XVIII	Bonding of the Treasurer and Assistant Treasurer	10
Article XIX	Club Fiscal Year	10
Article XX	Financial Reconciliation	10
Article XXI	Quorum	10
Article XXII	Parliamentary Authority	10
Article XXIII	Amendments	10
Addenda	PROCEDURES AND TRADITIONS	11
	-Dues Information	11
	-Soroptimist of the Year	12
	-Traditions	13
	-Sponsor Guidelines	14
	-Memorial Fund	15
	-Laurel Society	16
	-Past Presidents	17-20

BYLAWS
SOROPTIMIST INTERNATIONAL
OF KLAMATH FALLS

Updated
12/19/2019

Article I – Name of Club and Legal Status

The name of this Club shall be Soroptimist International of Klamath Falls. Soroptimist International of Klamath Falls is incorporated under the laws of the State of Oregon as a nonprofit corporation and, under the umbrella of Soroptimist International of the Americas, Inc, carries the status of a 501(c)3 corporation under the United States Internal Revenue Code.

Article II – Territorial Limits

The territorial limits of the Club shall correspond with the territorial limits of the Northwestern Region.

Article III – Admission to Membership

1. A Regular/Life member of Soroptimist International of Klamath Falls for at least 2 years may propose membership for an individual who meets eligibility requirements according to Federation Bylaws. Applications of proposed members shall be submitted to the Recruitment Orientation and Retention Committee (ROAR).
2. After review, ROAR will submit its report to the Board, and the report will be included in the Board's minutes. If the report is favorable, and if the Board accepts ROAR's recommendation, the President shall extend a written invitation to join to the new member. The new member shall be enrolled upon receipt of the acceptance of the invitation to membership application and payment of all fees and dues.
3. If a proposed member is not able to accept the Club invitation at the time it is extended, and if she continues to meet eligibility requirements, the invitation shall remain open for one year without a further submittal process.
4. Club membership shall reflect the types of business, services, professions and organizations found in the community. A Business or professional group shall not dominate the total membership.

Article IV – Dues and Fees

1. Annual dues shall be paid by June 15 each year for the upcoming year. The Treasurer shall bill all members on or before May 15. The Treasurer shall send written notice on June 15 to all members who are not current, informing them that their membership is subject to termination by SIA if their dues are not received immediately.
2. Dues paid after June 30 are subject to a \$10.00 Club reinstatement fee and are subject to a \$10.00 SIA reinstatement fee, a total of \$20.00. Members whose dues have not been submitted by July 31 will be dropped from the SIA roster, and members who have not paid their dues by August 15th will be dropped from the Club roster.
3. Club dues shall be established by the membership. Federation life members shall pay Club

dues of 50% of the amount paid by regular members. New members shall pay a one-time new member fee determined on a prorated basis to match the Federation schedule.

4. International dues, Federation dues, Federation insurance, Founder's pennies and Regional dues shall be added to the Club dues to determine the total annual dues. All increases in International, Federation and Region will automatically increase each member's total dues.

Article V – Club Meetings

1. Unless otherwise ordered by the Club, regular meetings of the Club shall be held at a predetermined time and day of each week.
2. Unless otherwise ordered by the Club, business meetings of the Club shall be held at a predetermined time and day of each month.
3. There shall be no meeting in the week of Thanksgiving or in the week between Christmas Day and New Year's Day.
4. The business meeting in June shall be known as the Annual Meeting. The Club shall recess for the summer after the last meeting which is at the discretion of the President and President- Elect. Club meetings shall resume early in September.
5. Special meetings of the Club may be called by the President or upon written request of at least three members. The business transacted at any special meeting shall be limited to that identified in the special meeting notice. Each member must be issued at least a 48-hour advance notice of any special meeting by telephone, first-class mail or email.
6. Special meeting notices shall be issued by the President or at least three members of the Club and shall include the following information: date, time and location of meeting, and topic of discussion.
7. Any and all business of the Club is to be conducted at a business meeting. This includes but is not limited to all matters requiring a vote of the membership.
8. Members must be present to vote.

Article VI – Termination of Club Membership

1. The following shall be reason for termination of membership in the Club:
 - a. Resignation
 - b. Failure to fulfill financial obligations within 60 days of due date;
 - c. Conduct which adversely reflects upon the Soroptimist organization.
2. No membership may be terminated for reasons other than resignation without an opportunity for hearing before the Board of Directors after 30 days' written notice to the member. A two- thirds vote of the Board is required for termination of such membership when grounds for termination have been determined to exist. The decision of the Board shall be final.
3. The Club Board of Directors shall have authority to remove from office any elected officer, Board member, or member either for or without cause, whenever in the judgement of the Board the best interest of the Club will be served. Removal shall occur only upon a two-thirds vote of the Directors then in office, exclusive of the person being removed, and only after being given an opportunity to be heard at a meeting of the Board of Directors.
4. Reinstatement. Members suspended, terminated or expelled pursuant to the above may be reinstated only upon the approval of the Board of Directors, or a committee or officer designated by the Board of Directors for that purpose.

Article VII – Club Officers and Term of Office

1. The elected officers of this Club shall be President, President-Elect, Vice President, Treasurer, Assistant Treasurer, Recording Secretary and Corresponding Secretary.
2. Officers shall serve a term of one year or until a successor is elected.
3. Officers shall not serve two consecutive terms except that, whenever possible, the Treasurer and Assistant Treasurer may be elected to a second or third term.
4. If circumstances warrant, two people may be elected to share the same office for the year, provided that:
 - a. Between them, all functions of the office are properly performed;
 - b. The office shall only exercise one Board vote (although each member retains individual voting rights for Club matters); and
 - c. If the duties and functions of the office are not carried out under this arrangement, the Board may declare the office vacant, and the vacancy will be filled as provided in Article VIII.

Article VIII – Vacancy in Office

1. In case of a vacancy in the office of President, the President-Elect shall assume the office of President.
2. Other vacancies shall be filled in the following manner: The Board of Directors shall act as the Nominating Committee and shall report at the next business meeting or at any special meeting called for that purpose. Nominations may then be made from the floor and the Club shall elect the replacement.
3. A resignation of an officer or director shall be sent to the President who shall present it for action at the next Board of Directors meeting.

Article IX – Duties of Officers

1. The President as chief officer shall:
 - a. Conduct the business of the Club.
 - b. Preside at meetings of the Club and Board of Directors.
 - c. Appoint all committees (chairs and members) unless otherwise provided for by these bylaws or in a motion authorizing the committee. Committee chairs and committee members appointed by the President serve at the discretion of the President.
 - d. Assure that the Financial Review Committee is appointed by the Board in May or June
 - e. Be an ex-officio member of all committees except the nomination committee. (Ex-officio members have all rights as other members of the committee. They can make motions, debate and vote. They are not required to attend all meetings and are not counted in establishing a quorum.)
 - f. Establish the location for Board and regular Club meetings
 - g. Prepare and post weekly updates about the Club's activities and concerns to the website.
 - h. Assume such other duties, responsibilities and powers as assigned by the Board of Directors, or as requested by the membership.
2. The President-Elect shall:
 - a. Schedule and arrange for programs and speakers throughout the Club year.

- b. Be responsible for amplification systems, audio-visual equipment, and Club properties, such as the American Flag and the Soroptimist banner and pledge at each Club meeting.
 - c. Arrange for an invocation and/or inspiration to be given at the beginning of each meeting and at other times as appropriate.
 - d. Assume such other duties, responsibilities and powers as assigned by the President, Board of Directors, or as requested by the membership.
- 3. The Vice-President shall:
 - a. Serve as Ways and Means committee chairperson.
 - b. Assume such other duties, responsibilities and powers as assigned by the President, Board of Directors or as requested by the membership.
- 4. The Treasurer shall:
 - a. Receive all funds pertaining to the Club and deposit such funds in the financial institution as authorized by the Board of Directors.
 - b. Disburse Club funds based on appropriate requests and requisition forms.
 - c. Except as specifically approved by the Board in unusual circumstances, provide only one of the two required signatures on all checks for disbursements, the other to be provided by the President or President-Elect.
 - d. Make remittances as required by Federation bylaws and procedures.
 - e. Before November of each year, arrange for Federal and State income tax forms to be filed as
- 5. required to maintain the Club's 501c3 status.
 - a. Pay authorized bills.
 - b. Bill members for dues as directed in Article IV.
- 6. The Recording Secretary shall:
 - a. Record the minutes of the meetings of the Club and of the Board of Directors.
 - b. Maintain a roll of the Club membership and include with the minutes of the Annual Meeting a final roll of Club membership as of that date.
 - c. Be custodian of the permanent records of the Club.
 - d. Submit to the Board of Directors the minutes of the previous Board of Directors meeting.
 - e. Submit to the Club the minutes of the previous Club business meeting and any recommendations from the meeting of the Board of Directors.
 - f. Assume such other duties, responsibilities and powers as assigned by the President, Board of Directors or as requested by the membership.
- 7. The Corresponding Secretary shall:
 - a. Be responsible for correspondence and notices as assigned, including cards for Club members in recognition of life events.
 - b. Acknowledge in writing any contributions to the Memorial Fund.
 - c. Submit an obituary notice regarding any Soroptimist or member of her family to the Club President. This information is to be compiled and submitted to the Club President each March for the "Celebration of Life" ceremony at the Regional Conference.
 - d. Make necessary arrangements for the Soroptimist Tribute.
 - e. Assume such other duties, responsibilities and powers as assigned by the President,

Board of Directors or as requested by the membership.

Article X – Eligibility for Office of the President

1. To be eligible for the office of Club President, a member shall have served on the Club Board of Directors for a minimum of one year. If no willing candidate meets the eligibility requirements, another member may be nominated for the office.

Article XI – Nominations and Elections

1. In February of each year, a Nominating Committee of three regular members shall be chosen as follows: The President shall appoint the Committee chair, the Board of Directors shall elect a second member, and the Club shall elect the third member. Only one member of the Committee may be a member of the Board of Directors.
2. The Committee shall:
 - a. Invite each Club member to suggest names for consideration.
 - b. Nominate at least one candidate for each Club office, for each Board of Directors position, and for each Delegate and Alternate Delegate position.
 - c. Request consent of each nominee before placing the name in nomination.
 - d. Report the list of nominees to the Club at the March business meeting.
 - e. Report the list of nominees again at the April business meeting, at which time the election shall be held.
 - f. Election shall be by ballot for any officer position for which there is more than one nominee.

Article XII – Board of Directors

1. The Board of Directors of the Club shall consist of the President, President-Elect, Vice President, Treasurer, Assistant Treasurer, Recording Secretary, Corresponding Secretary, four elected at-large Board members and the immediate Past President. The Parliamentarian shall serve as a non-voting member.
2. The four at-large Board members must have regular member status and shall hold office for one year.

Article XIII – Duties and Meetings of the Board of Directors

1. The Board of Directors shall have administrative control over the affairs, funds and property of the Club, except that the Board may not modify any action taken by the Club.
2. The Board of Directors shall act upon invitations to membership, changes in membership status, termination of membership, and disciplinary matters; receive reports of committees as may be necessary between business meetings of the Club; receive and submit policy recommendations to the Club; and perform such other duties as the Club, Region, Federation or these bylaws may require. The Board may itself initiate proposals for policy changes and expenditure of funds, and it may approve expenditure of funds up to \$300 without action by the Club as a whole.
3. Any member of the Club may petition the Board for the expenditure of funds, and the Board shall act upon the request, including approving the request, denying or deferring it, or referring it to a committee for further development.
4. Members of the Board of Directors shall maintain regular attendance at Board Meetings.
5. The Board of Directors shall meet within the week of each business meeting at a time and

place determined by the President.

6. Special meetings of the Board of Directors may be called by the President or upon the written request of at least three Board members. The business transacted at any special meeting shall be limited to that for which the meeting was called.
7. Special meetings of the Board require at least 24-hour notice by telephone, first-class mail or email, to each member of the Board. A majority of the members of the Board of Directors in attendance shall constitute a quorum at any Board of Directors meeting.

Article XIV – Club Delegates/Area Representatives and Delegate Expenses

1. There shall be two Club delegates, each with an alternate. Either the President, or her alternate, the President-Elect, shall serve as a delegate. The other Delegate and her alternate, neither of which shall be a member of the Board of Directors, shall be elected by the Club membership and shall serve a term of two years. This Delegate, or her alternate, shall also serve as Area Representative.
2. In the year of Federation convention, the newly elected President shall be the delegate and the newly elected President-Elect shall be the alternate.
3. The duties of the Delegates shall be:
 - a. To represent the Club and vote at Federation Convention, Regional Conference and District Meetings, as instructed by the Club membership.
 - b. To prepare and present a report to the Club within two months after any Federation Convention, and within one month after any Regional Conference or District Meeting the Delegate attends. The person who serves as Area Representative shall plan and host the annual area (SILK) meeting, together with area representatives from other clubs in our area. When elected to do so by the area representatives, the Area Representative shall also attend District Leadership Committee meetings at District Meetings and Regional Conference.
 - c. The second Delegate shall attend the Club Board meetings but shall not have a vote.
 - d. The second delegate along with the President will be in charge of the Tell and Sell at District 2 or Region meeting in the event the club decides to participate.
2. The President shall provide time for delegates to give reports following Federation Convention, Regional Conference, and the District Meeting.
3. The Club shall pay the expenses of one delegate to the Federation Convention and two delegates to the Regional Conference and District meeting as follows:
 - a. Registration fees, reasonable transportation expenses, and lodging and meal expenses.
 - b. The delegate expense for Federation Convention, Regional Conference and District Meeting shall be determined by the Finance Committee and included in the operating budget. Funds that are not used in one year shall be carried over to the same line item in the following
 - c. year's budget.
 - d. The expense for Federation Convention shall be prorated over a two-year period.
 - e. The Treasurer may issue a check to a delegate for expenses of transportation prior to departure, if necessary.
 - f. In order to be reimbursed, delegates shall submit to the Treasurer a written account of actual approved expenses, including receipts, within 30 days of attendance at the conference or meeting.

- g. In the year of Federation Convention, the President-Elect may opt to attend Federation Convention. The Club will pay the registration fee and lodging if the line item in that year's budget contains sufficient funds to cover these expenses. All other expenses shall be borne by the President-Elect.

Article XV – Committees, Duties and Special Projects: As necessary for the efficient conduct of committee business and at the discretion of the chair of the committee or project, members may participate in committee deliberations and vote in person or by telephone if the member is unable to attend the meeting in person.

1. Club Committees

a. ROAR:

- i. The recruitment orientation and Retention (ROAR) Committee shall arrange for membership recruitment activities and new member induction. New member induction shall be conducted as needed.
- ii. Orientation of new members shall be held within 30 days after induction.
- iii. The ROAR Committee shall be responsible for educating all members about the heritage, purpose, objectives, policy, and programs of the organization as well as preparing the membership for leadership.

b. Ways and Means:

Except as provided in paragraph 1c below, the Committee shall suggest methods for raising funds and shall conduct the fund-raising activities approved by the Club.

c. Holiday Bazaar:

The Bazaar Committee shall plan, arrange for and conduct the annual Holiday Bazaar. The Bazaar Committee Chair may request that funds be budgeted in the annual budget process to advance costs of the Bazaar, but any such funds expended will be reimbursed from Bazaar proceeds. The location shall be at the discretion of the committee. The President shall appoint the chair of the committee.

d. Service:

- i. The Service Committee shall prepare the service budget for the coming year based on funds raised during the year of budget preparation. Funds that have been allocated for a specific project or line item but were not disbursed according to the budget shall be "carried over" and available to be used in the next club year. The "carried over" funds shall be in a new budget line item called "carry over."
- ii. The budget shall be presented at the May business meeting and again at the June business meeting.
- iii. Funds budgeted in the Service budget should fit within the Soroptimist mission.
- iv. A program meeting shall be scheduled in the spring of each Club year to disburse service funds.
- v. The Service Committee may commit funds from budgeted unspecified funds in the budget, provided that:
 - 1. The Committee shall have 60% Committee participation for a vote on spending budgeted unspecified funds.
 - 2. Any amount over \$300 from budgeted unspecified funds or

- carried over funds shall be submitted
- a. to the board for recommendation and
 - b. to the Club for consideration and vote at the next business meeting.
3. Any person(s) requesting funds may make a presentation to the committee, but must leave the meeting before any discussion or vote takes place.
- vi. All written requests for funding shall be acted upon within 60 days of submission to the committee.
- e. Finance: The Finance Committee shall:
- i. Prepare and present a propose operating budget at the April Business meeting. The budget shall be presented again at the May business meeting and, if no further information is needed, will be voted on at that time. If additional information is needed the voting may be postponed until the June business meeting.
 - ii. Report to the Club at least once during the year on the state of the budget.
 - iii. If there is a need for revision of the budget, the Committee shall present the proposal to the Club for approval at any business meeting. The budget may be revised by a majority vote of the Club members present and voting.
 - iv. Oversee the Memorial Fund and make recommendations to the Board of Directors and Club as to investment strategies.
 - v. Conduct an annual review of the contract and feasibility of the contracted financial professional.
 - vi. Conduct an annual review of the Treasurer's procedures. If there is a need for revision of the Treasurer's procedures, the Committee shall present the proposal to the Club for approval at any business meeting.
 - vii. The Treasurer shall serve as a chair of the Committee.
- f. Laws and Resolutions: The Laws and Resolutions Committee shall:
- i. Conduct an annual review of the Club's bylaws and procedures and present any recommendations for change to the Club. Changes made by Federation or Region action that affect the Club shall automatically be included in the Club bylaws and procedures.
 - ii. Prepare appropriate proposed amendments and/or resolutions for Federation or Region for submission to Region and, if applicable, to Federation.
- g. Website/Roster: The Website/Roster Committee shall:
- i. Maintain on the website the Club's records, including the Business meeting minutes, membership roster, bylaws, and current dues schedule.
 - ii. Document the Club's events and activities, preserve the Club's history, and post information to the Northwest Region's website as appropriate.
2. Northwestern Region (NWR) Projects: The Area Representative shall serve as liaison with NWR to stay informed about and share with the Club relevant information concerning NWR projects. The Club shall support NWR projects as appropriate at a level and kind as determined by the Club at the time the project receives designation as an NWR project.
3. Awards and Programs:
- a. Dream-It Be It! Program: This program focuses on opportunities to help young

women in the community establish and actively pursue realistic goals for personal and professional achievement. The Club will see, evaluate and pursue appropriate projects and activities in the community to advance the goals of the program.

- b. Live Your Dream – SIA Identifying Project: This award aids women seeking to improve their economic status by gaining additional skills, training, and education. Eligible applicants are the primary financial support of their dependents who must enter or return to the workforce, or who improve their employment status in order to support themselves and their families. There are two level awards as specified in the Club budget. The District reporting deadline is February 1, and the Region deadline is February 15.

Article XVI – Assistant to the President

At her discretion, the President may appoint a member to serve as her assistant during the President’s term of office. This appointment is personal to the President and will carry responsibilities and roles assigned by the President.

Article XVII – Parliamentarian

Each President shall appoint a member to serve as Parliamentarian. The Parliamentarian should be present at Board of Directors meetings but has no vote. The Parliamentarian should be familiar with Federation bylaws, Region and Club bylaws and procedures, and with parliamentary procedure.

Article XVIII – Bonding of the Treasurer and Assistant Treasurer

The Club shall bond the Treasurer and Assistant Treasurer in the amount of \$100,000 each.

Article XIX – Club Fiscal Year

The fiscal year for Soroptimist International of Klamath Falls shall be July 1 through June 30 of the following year.

Article XX – Financial Reconciliation

A 3-member Financial Reconciliation Committee shall be appointed by the Board of Directors at its June meeting. The Committee shall reconcile the Club’s financial reports, checking account records, and other financial documents and shall complete its work by July 30. The Committee shall report its findings at the September Board of Directors meeting and at the next Business meeting thereafter.

Article XXI – Quorum

A majority of the Club members in attendance shall constitute a quorum at any Club meeting.

Article XXII – Parliamentary Authority

Robert’s Rules of Order Revised, latest edition, shall be the parliamentary authority of this Club.

Article XXIII – Amendments

These by-laws and procedures may be amended at any regular Club business meeting by a two-thirds (2/3) vote, providing notice of the content of the proposed amendment(s) has been given at the preceding business meeting and members not in attendance have been notified at least fourteen days before the business meeting at which the vote will be taken. Notice may be in writing or by telephone, first-class mail, or email and shall be given to each Club member.

PROCEDURES AND TRADITIONS

SOROPTIMIST INTERNATIONAL OF KLAMATH FALLS

Updated 12/19/2019

Procedures identify traditions and practices within Soroptimist International of Klamath Falls (SIKF or the Club). They are intended as guidelines and may be supplemented or modified as needed from time to time by the Board, provided that the Club may – by a majority vote – override the Board.

DUES: Dues for the 2022 – 23 year are as follows:

	Regular	Life
Club Dues	\$95.24	\$40.34
Region Dues	9.00	2.80
Federation Dues	70.00	10.00
International Dues	5.00	9.00
Federation Insurance	3.00	6.00
Founders Pennies	5.76	5.94
TOTAL	\$188.00	\$74.08

New Member Fee: \$10.00

Total New Member: \$198.00

PRESIDENT’S PROJECT: The President may bring forward a signature project, present to the Board of Directors for discussion and their recommendation of said project to the Regular membership. This signature project is exempt from presentation to and approval by the Service Committee.

SOROPTIMIST OUTSTANDING KLAMATH COUNTY WOMAN AWARD: This award honors women who - through their professional or personal efforts - are making extraordinary differences in the lives of women and girls. Honorees are women whose work has had a significant impact and that both inspires and encourages other women. A Club level donation will be made to the charitable organization of the winner’s choice. Previous award winners, Soroptimists, immediate family members of Soroptimists and employees of Soroptimists are not eligible for the award. The deadline is March 1.

SOROPTIMIST OF THE YEAR: Each year SIKF recognizes the efforts of a Club member who has demonstrated a strong commitment to our mission, focus or fund-raising efforts during the year. This award is presented annually at the Club level. The previous year’s honoree chairs and appoints two members to serve as the selection committee. The committee solicits nominations from the club and arranges the recognition ceremony.

MEETING YEAR	RECIPIENTS
2020-21	Johanna Scholar & Connie Werst
2019-20	Sandi Dunn
2018-19.....	Judy Phearson
2017-18.....	Judy Brosterhous
2016-17.....	Kim Abel
2015-16.....	Rowena DeMartin & Sally Ann Palcovich
2014-15.....	Linda Moudry
2013-14.....	Janice Woodhouse
2012-13.....	Michelle Wynne
2011-12.....	Sue Shapiro
2010-11.....	Nancy Dey & Holly Drew
2009-10.....	Judy Phearson
2007-08.....	Judy Brosterhous & Fawn Macivor (Rookie of the Year)
2006-07.....	Kathy King
2005-06.....	Cindy DeRosier
2003-04.....	Sally Ann Palcovich & Darlyne Smith
2002-03.....	Trudy Farr, Julie Rokes & Cindy Schmeck
2001-02.....	Kathy King
1995-96.....	Vonnie Powley

TRADITIONS

1. An assessment may be imposed on any member for any of the following:
 - 25¢ for not wearing Soroptimist pin according to protocol.
 - 25¢ for tardiness at meeting.
 - 25¢ for not wearing official name badge.
 - \$2.00 for replacement of lost name badge.
2. Upon discretion of the President a fine of at least 25 cents and not more than \$5.00 will be imposed for special publicity of a member through the media.
3. A \$1.00 per pound fine for the birth of a child, grandchild or great grandchild.
4. Happy bucks may be contributed by members in regard to business or special personal announcements.
5. The incoming President shall choose her Installation Committee.
6. Any new member joining on/after April 1 will be officially entered on the roster after July 1. All new members shall be furnished a membership pin and Club roster.
7. \$10.00 or more as approved by the Club will be sent for each new Club chartered in the region.
8. The Soroptimist Tribute - A loving farewell to Club Members. First, permission from the family to present the tribute at the funeral or memorial service is obtained. The tribute then begins by having a clear vase, which represents the clear vision Soroptimists have of service to their community, filled with leaves of laurel, representing friendship and success, and adorned with ribbons of blue and gold, placed inside the church or funeral home near the casket or placed near the family. Club Members attending the service, when acknowledged by the presiding official, proceed forward, in a line together, each placing a single yellow flower in the vase, representing the sunshine this Club Member brought into the lives of her fellow Soroptimists and her community. There will be no speeches, just this symbolic, silent tribute. A small card will be placed in the bouquet explaining the meaning of the ceremony.

Established Spring 2002

SPONSOR GUIDELINES

Purpose: To clarify the responsibility of the sponsoring member and to assist in the nurturing and retention of new members.

Requirements of Sponsors:

1. Be a member of SI of Klamath Falls for at least two years.
2. Sponsors will be requested to get a co-sponsor if they wish to sponsor more than one new member a year.

Prior to Invitation - What a sponsor must do:

1. Know the requirements of eligibility.
2. Fill out a Member Application form and have the ROAR Committee review for classification and eligibility.

Invitation to Membership:

1. Meet with prospective member to share the commitment to service, the mission and value statements.
2. Let the prospective member know what the time commitments are (Club meetings, committee meetings, service projects.) Does her job allow her time for such a commitment?
3. Let the prospective member know what the financial obligations and options are (dues, weekly luncheons, happy bucks, 50/50 raffle at Business Meetings, Fund Raising Activities, Sponsorships, Holiday Bazaar gifts, and purchases at the Holiday Bazaar Silent and/or oral auction, District Meetings and Regional Conferences.)

After prospective member has accepted membership and paid her dues, Sponsor needs to:

1. Serve as a mentor, be a friend, making the new member feel welcome and comfortable in our Club.
2. Introduce the new member to other Club members until the point where the new member can get to know the others on her own.
3. Invite new member, on a regular basis, to Club and committee meetings. If the new member misses a meeting, follow up with a call.
4. Inform the President of the new member's interests and talents and help the President find a committee that matches her interests and talents best.
5. Invite the new member to work with the sponsor on service and fund-raising projects.
6. Make sure that the new member is not overwhelmed with demands for money. Be sensitive to the needs and situation of the new member. Do they have more time than financial resources - or vice versa? Know your new member.
7. Invite your new member (and attend) at least two board meetings in the first two years.
8. Encourage your new member to attend District Meetings and Regional Conferences within the first two years of membership. Sponsors are encouraged to attend with a new member.
9. Provide informal and ongoing education to the new member such as our traditions and history.

- 10. Provide formal education to your new member regarding the organization of the Club, policies and procedures, officers, roles, areas of service, types and roles of committees, District, Region, and Federation, etc.
- 11. **BE A SPONSOR FOREVER.**

Adoptive Sponsor:

The sponsor, prior to resigning Club membership, shall give the President notice for and assistance in finding an adoptive sponsor to carry on in her absence. In the event that the sponsor is unable to do this, then the ROAR committee shall take the responsibility of finding a new sponsor for the member. ROAR shall be the sponsor for transfer members until an adoptive sponsor can be appointed.

MEMORIAL FUND

The Soroptimist International of Klamath Falls Memorial Fund shall be a permanent fund created and sustained through bequests, memorial contributions and other gifts, that will generate income.

All funds designated as contributions to the Memorial Fund shall be received by the Club Treasurer, and added to the general Memorial Fund principal. Earnings from the Memorial Fund principal shall be transferred at maturity to the General Service Budget. The Fund principal is to remain intact with only the earnings distributed.

Recommendations for the investments of the funds shall be made by the Finance Committee, presented to the Board of Directors and voted upon by the general Club membership.

It shall be the responsibility of the Corresponding Secretary to acknowledge, in writing, any contributions to the Memorial Fund.

<i>Jewels of Giving</i>	<i>Status</i>
0 - \$ 999	Copper
\$1,000 - \$2,499	Bronze
\$2,500 - \$4,999	Silver
\$5,000 - \$9,999	Gold
\$10,000 or more	Platinum
<i>Platinum.....Bettie Schmeck - 2001</i>	
<i>GoldAlice Lamm - 1965</i>	
<i>SilverCrystal Cloake - 1998</i>	
<i>Bronze.....Margaret Strode 2001</i>	

Laurel Society

The Laurel Society is the permanent recognition program of Soroptimist International of the Americas that honors dedication to the organization and its mission. Laurel Society members are committed to the soroptimist focus of making a difference for women.

Soroptimist International of Klamath Falls Laurel Society Members

Name	Status in Laurel Society
Rowena DeMartin	Diplomat
Kathy King	Diplomat
Debbie Adkins	Envoy
Connie Werst	Envoy
Sue Shapiro	Attaché
Mary Bothwell†	Attaché
Cindy DeRosier	Attaché
Josephine Reginato†	Attaché
Debra Bingham†	Attaché
Julie Rokes	Attaché
Betty Bolin	Attaché
Kathy Pence	Attaché
Sarah Parsons	Attaché
Vonnie Powley	Attaché
Barbara Roufs-Massey	Attaché
Kay Von Tersch	Attaché
Janice Woodhouse	Attaché

†Deceased

Past Presidents

Bertram, Laura (Mrs. F.W.)†	1938
Garcelon, Effie (Mrs. C.E.)†	1939
Odell, Ida (Mrs. R.O.)†	1940
Lyle, Ruby (Mrs. J.)†	1941
Sabo, Coral (Mrs. Stephen)†	1942
Poole, Rose (Mrs. Harry)†	1943
Brumbaugh, Catherine (Mrs. Sheldon)†	1944
Thompson, Kathleen†	1945
Moore, Gertrude (Mrs.)†	1946
Henry, Thelma (Mrs. Bob)†	1947
Peyton, Doris (Mrs. Cal)†	1948
Lawler, Esther†	1949
Hart, Vivian (Mrs.)†	1950
Smith, Ofa (Mrs. Mark)†	1951
Borgman, Isabelle (Mrs. Harvey)†	1952
Adams, Ruth (Mrs. J. Frank)†	1953
Lamm, Alice (Mrs. W.E.)†	1954
Backes, Dena (Mrs. Al)†	1955
Larkin, Margaret (Mrs. C.B.)	1956
Beechey, Naomi (Mrs. Anthony)†	1957
Albrecht, Edna (Mrs. Emil)†	1958
Bothwell, Mary (Mrs. J.D.)†	1959
Harnden, Rhoda (Mrs. Elmer)†	1960
Cloake, Crystal (Mrs. Harold)†	1961
Lassett, Ida (Mrs. Walter)†	1962
Hicks, Delight (Mrs. Joe)†	1963

Past Presidents (Cont'd)

Reginato, Josephine (Miss)†	1964
Nitschelm, Melvene (Mrs. H.A.)†	1965
Robinson, Marilou (Mrs. L.)†	1966
Rodgers, Dorothy (Mrs. George)†	1967
Angstead, Nellie (Mrs. Paul)†	1968
Williams, Betty (Mrs. E.D.)†	1969
Lake, Catherine (Mrs. John)†	1970
Gooding, Arlene (Mrs. Roy)†	1971
O'Connor, Pati (Miss)†	1972
Owens, Marie (Mrs. Bruce)†	1973
Mortensen, Jean (Mrs. Chuck)†	1974
Neumann, Sybil	1975
Cavanaugh, Phyllis (Mrs. Bernard)†	1976
Farr, Trudy (Mrs. Arthur) †	1977
Patterson, Niletta (Mrs. A.H., Jr.)†	1978
Wardell, Barbara (Mrs. George)†	1979
Lowery, Charlotte†	1980
Azevedo, Joanne	1981
Runnels, Darle (Mrs. Buff)†	1982
Shapiro, Sue	1983
Warren, Elsie†	1984
Parsons, Sarah	1985
Roufs-Massey, Barbara (Mrs. Robert)	1986
Haines, Marcee - Mid-Santa Cruz County	1986
Meeker, Sue†	1987
Swanzy, Jan	1988
Short, Kay	1989

Past Presidents (Cont'd)

Bowen, Doris Omundson	1990
Basden, Sue	1991
Hines, Mary Beth†	1992
Thom, Barbara	1993
Pedersen, Pari	1994
Schmeck, Bettie†	1995
Bingham, Debra†	1996
Patton, Sharon	1997
Ehlers, Renie	1998
Powley, Vonnie	1999
Heider-Owens, Linda	2000
Larson, Kathy	2001
Beach, Susan	2002
King, Kathy	2003
Rokes, Julie	2004
Connie Werst	2005
Debbie Adkins	2006
Nancy Dey	2007
Holly Drew	2008
Kristi Redd	2009
Judy Brosterhous	2010
JoEllen Lake	2011
Linda Moudry	2012
Jill Russel	2013
Janice Woodhouse	2014
Susan Crismon	2015
Tessa Gutierrez	2016

Past Presidents (Cont'd)

Connie Werst 2017

Vonnie Powley 2018

Judy Phearson 2019

Kim Abel 2020

Susan Crismon 2021

† Deceased