

**FOUNDER REGION**  
Soroptimist International of the Americas  
**LEADERSHIP HANDBOOK | 2026**  
Club · Officer · Committees · Member

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"Empowering Through Education"



SOROPTIMIST®  
Investing in Dreams

**REVISED 2026 EDITION**

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## 2026-2028 Founder Region Board

**Governor – Jackie De Vries**

**Governor-elect – Kristal Koga**

**Secretary – Jan Schults**

**Treasurer – Holly Hayashi**

**District I Director – Jennifer Chiarelli**

**District II Director – Dana Holve**

**District III Director – Nancy Koski**

**District IV Director – Crystal Arbuthnot**

**District V Director – Lisa Ma**

### Introduction

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This handbook provides foundational information about the history of our organization, who we are, what we do, how we do it, and key definitions for reference. Links to various Soroptimist websites are included throughout for detailed documents, samples, and updates.

Whether you are a new member or a long-standing one, our goal is to give you the tools to feel comfortable sharing our wonderful organization with others. For those stepping into leadership, the guidance provided will help keep your club well-informed and on the path to success.

The focus in our clubs is to help women and girls take control of their lives and live their dreams—improving their socio-economic status through access to education. Our overarching goal is to increase our collective impact through quality social change.

### 1. About Soroptimist

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#### 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 in professions and careers to unite for mutual support, friendship, and community service.

In the spring of 1921, Stuart Morrow, an organizer of men's service clubs, visited Oakland, California and met with 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.

#### Who We Are

Soroptimist International of the Americas has over 1,000 clubs in countries across North America, Latin America and the Pacific Rim who work to economically empower women and girls. Soroptimist clubs receive assistance in their volunteer efforts by participating locally in programs developed and sponsored by the Soroptimist organization.

## What We Do

- Provide scholarships and educational grants
- Implement SIA Dream Programs
  - Live Your Dream
  - Dream It, Be It

## Mission & Core Values

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.

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

## Our Vision

Women and girls have the resources and opportunities to reach their full potential and live their dreams.

## 2. Organizational Structure

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### International (SI)

Soroptimist International (SI) is the umbrella organization made up of five Federations, focused on global advocacy and communications. The International President serves two years; headquarters is in Cambridge, England. Only federation presidents and presidents-elect vote at SI. An international convention is held every four years on a rotating federation basis.

[www.soroptimistinternational.org](http://www.soroptimistinternational.org)

### Federation (SIA)

Soroptimist International of the Americas (SIA) is one of the five federations. Founder Region is one of 28 regions within SIA.

[www.soroptimist.org](http://www.soroptimist.org)

### Region (Founder Region)

Founder Region is led by an elected board: governor, governor-elect, secretary, treasurer, and one director per district. Club Presidents receive updates through Presidents' Round Tables (PRTs) held by their District Director in August, November, and February. Each club has three voting delegates at the annual Region Conference.

Founder Region covers 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 — divided into five districts (Districts I–V) with 44 clubs.

[www.si-founderregion.org](http://www.si-founderregion.org)

### Clubs

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

### 3. Membership Benefits

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- Engagement in life-changing programs supporting women and girls worldwide
- Exclusive publications: Best for Women (e-newsletter) and Soroptimist Summary (monthly blog)
- Membership resources and networking via the SIA website and online directories
- Leadership development at club, district, region, convention, and other meetings
- Direct communication and feedback through social media, surveys, and other channels
- LiveYourDream.org participation in an empowering online community
- Exclusive discounts and offers through corporate sponsors

### 4. Programs & Projects

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#### Soroptimist International (SI)

Vision: 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

SI advocates for human rights and gender equality through education and empowerment, operating across seven UN Centers (New York, Geneva, Vienna, Rome, Paris, Nairobi, and Bangkok) with 21 Representatives ensuring women's and girls' voices are included in international decision-making.

#### SI Foundation

The Soroptimist International Foundation replaced the International President's Appeal. The SI President leads the Foundation and raises awareness for projects in Cambodia, Uganda, Georgia, the Caribbean, and Paraguay. Soroptimists now have greater say in projects supported and funded. All funds intended for international projects must be processed by SIA to accommodate foreign currency exchange.

#### Soroptimist International of the Americas (SIA)

##### Live Your Dream Award (LYD)

SIA's signature program assists women with primary financial responsibility for their families to obtain the skills, training, and education needed to improve their employment status and standard of living. Over half of LYD recipients are survivors of domestic violence, trafficking, or sexual assault. Clubs should increase the number of awards given, provide support beyond cash (e.g., mentoring), and maintain long-term contact with award winners.

##### Dream It, Be It Career: Support for Girls

Launched in 2014, DI,BI targets girls in secondary school who face obstacles to their future success. Clubs work with girls in small groups or conference settings to provide resources on career opportunities, setting and achieving goals, overcoming obstacles, and moving forward after setbacks.

##### LiveYourDream.org

An online fundraising and public awareness platform that encourages all women to live their

dreams while helping others 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 contribute to SIA's 2021–2031 Big Goal: Invest in the dreams of half a million women and girls through access to education. Report eligible projects to SIA so your club's work is counted.

## **Founder Region Programs**

### **Founder Region Fellowship**

A non-profit, incorporated entity within Founder Region. Fellowship is the Region's identifying project. Fellowships and grants-in-aid totaling not less than \$20,000 are awarded annually to graduate women in the final phase of doctoral studies at a university within Founder Region's boundaries. Fellowship is funded by an annual mandatory fee of \$7.00 per member, gifts in memoriam, and the Fellows program (individual/club donations of \$1,000+).

### **Violet Richardson Award**

Recognizes young women ages 14–18 engaged in volunteer action in their communities or schools. Given at the club level and submitted for district judging for additional recognition at the annual Region Conference.

### **"S" Club Outstanding Senior Award**

An award specific to Founder Region honoring outstanding high school seniors who are members of an "S" Club of Founder Region. Nominations are submitted by clubs; selection is made by the "S" Club committee. The number and value of awards are determined by the Region Board. Awards are presented at the annual Region Conference.

### **Julia "Bess" Combs Membership Increase Award**

This award is given to the club having the largest net growth in membership during the period from July 1 through March 31. This net growth is not to include that of a newly chartered Soroptimist club sponsored by a club or region. Net growth is understood to mean increase above and beyond current regular membership minus those who resign or whose membership is terminated for other reasons.

This award is presented annually at conference.

### **"Power of 8" Membership Retention Award**

Established in 2014. Recognizes clubs that have retained at least 90% of their membership from the end of one fiscal year to the beginning of the next. Certificates are presented at the district meeting each fall.

## **Club-Level Programs**

Well-rounded clubs typically participate across all levels:

### **International Level**

- Support the Soroptimist Foundation

### **Federation Level**

- Participate in SIA initiatives and reporting
- Live Your Dream: Education and Training Awards for Women
- Dream It, Be It: Career Support for Girls
- Big Goal Accelerator Projects
- Founders' Pennies

- Club Giving Campaign
- Five Pillars: Education, Fundraising, Membership, Programs, and Public Awareness

### Region Level

- Founder Region Fellowship
- Violet Richardson Award
- "S" Clubs — sponsor and support high school service clubs in your community
- Pillars of Success Posters displayed at the Region Conference

### Club Level

- The Ruby Award: For Women Helping Women (optional) — recognizes a non-Soroptimist who has worked to improve the lives of women and girls
- Opportunities to highlight club successes at Region Conference
  - Pillar Posters
- BIG Goal Accelerator Programs which may include Women's Shelters, Domestic Violence, High School Scholarships, Human Trafficking awareness

## 5. Officer Responsibilities & Guidelines

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### Club Board of Directors

A club board typically consists of 5–10 members including a president, vice president/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, handling membership matters, reviewing committee reports, making policy recommendations, and maintaining strong connections with members and the community.

- Focus on Pillars- Education, Fundraising, Membership, Programs, and Public Awareness
- Be open, inclusive, and responsive to ideas and concerns
- Review committee recommendations and present them to the club
- Recommend policy changes but do not implement without member input

### Collaboration & Strategic Planning

"Working As One" is a structured exercise that helps clubs assess projects for alignment with the Big Goal using a decision tree. Soroptimist Forward offers resources to support clubs in program delivery, fundraising, member engagement, and public recognition.

### Club President

The president leads meetings, upholds club policies, engages members, and represents the Soroptimist mission in the community.

#### 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 the 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

#### 3 Keys to Success

- Teamwork — 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

## Vice President / President-elect

Supports the President and steps in during the President's absence. In most clubs, responsible for organizing programs and speakers.

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

### Working with Speakers

- Initial contact: share information about Soroptimist and provide event details
- Gather 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

The club secretary prepares, maintains, records, and circulates all records, correspondence, and minutes of meetings in accordance with club bylaws and SIA's Club Secretary Guidelines.

### Primary Duties

- Record and preserve meeting minutes
- Manage club correspondence
- Ensure timely distribution of mail and notices
- Maintain membership rosters and club documents
- Call meetings to order in the absence of leadership
- Bring essential documents to all meetings (minutes, bylaws, committee lists, budgets, agenda)

### Writing Effective Minutes

- Include: meeting details, main motions, votes, reports, and significant discussions
- Avoid: opinions, withdrawn motions, and full reports unless necessary
- Send minutes promptly to the President and members after the meeting
- Highlight unfinished business for the next meeting

## Treasurer

The club treasurer maintains and presents all financial records required for club operations in accordance with club bylaws and SIA's Club Treasurer Guidelines.

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

## Director(s)

Acts as a liaison between members and the board.

- 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

Represent the club members in voting and discussions at Region and SIA meetings. Each club should have three delegates — each of whom must be a regular member.

### **Before the Conference**

- Ensure registration and credentials are in order
- Verify that the club's financial obligations are met
- Understand the club's positions on key issues before voting

### **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 with the club

## **Parliamentarian (Appointed)**

Advises the president on parliamentary procedures when requested. Does not express opinions unless asked. Final rulings are made by the presiding officer. A Soroptimist serving as parliamentarian retains her voting rights as a member.

## **6. Meeting Management & Protocol**

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### **Order of Introductions**

Introduce region officers in the following order at all club events and awards programs:

- City/Government Officials
- Visiting Soroptimists (other regions/federations)
- Past Fellowship Presidents
- Past Governors
- Current Fellowship Director
- Current Fellowship President
- Visiting District Directors
- District Director
- Region Treasurer
- Region Secretary
- Region Governor-elect
- Region Governor (last)

### **Soroptimist Pledge**

Recited at the end of each club meeting:

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**

- The U.S. flag always leads in a processional or recessional
- When the flag passes, 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
- 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

## 7. Transition Checklist for Outgoing Presidents

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1. Club Information form due to District Director and SIA by July 1. Include LYD and DI, BI chair information. **Select LYD and DI, BI chairs before July 1.**
2. Pay club dues to Region and SIA by July 1, and no later than July 30.
3. Update bank account signature cards.
4. Update meeting location contract if needed; send changes to the Region Secretary.
5. Pass the Post Office Box key and any storage unit key to the incoming president.
6. Organize club email — file into folders, delete junk mail.
7. Designate a chair for the Club Installation with approval of the incoming President.
8. Provide hard copies or electronic sample copies of the following to the incoming President:
  - Board and Business Agendas
  - Budget, Bylaws and Procedures
  - Club Activity Reports, Brochure, History, Roster, Member Email List, Newsletters
  - Committee Sign-up Sheet and email templates
  - Facebook/Social Media sign-ins and 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
9. Provide one-on-one training to ensure a smooth transition.

## 8. Committees

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Committees execute Soroptimist activities, promote programs, and manage club operations. The president facilitates committee formation within 30 days after election; **LYD and DI, BI chairs** must be appointed before July 1.

- Follow direction from members, club officers, and past recommendations
- Treat all members with respect and integrity
- Support committee decisions and be willing to fulfill assigned tasks

### Fundraising (Ways & Means) Committee

Successful fundraising goals: generate financial support for programs, build member enthusiasm, strengthen the club's public image, and increase community support.

#### Types of Fundraising

- Passive: Partner with businesses for percentage-based sales donations
- Active: Club-organized events and projects
- Grants: Apply 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 and align with club resources

#### 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: Seasonal celebrations, cook-offs, athletic challenges

## 9. Membership Responsibilities

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### Guidelines for Effective Participation

- Attend meetings regularly and be on time
- Be attentive during meetings and speak only when you have the floor
- Address the presiding officer by title and name (e.g., "President Violet" or "Vice-President Patti")
- Address fellow Soroptimists by their first names
- Avoid side conversations
- Conduct business professionally
- Pay your own way unless invited as a guest or speaker
- Welcome visiting Soroptimists warmly; disagree politely per parliamentary procedure
- Follow Code of Conduct

### Nominations & Elections

- Form a Nominating Committee per club bylaws
  - Eligibility Check: Secretary provides a list of voting-eligible members
  - Nominating Committee presents nominations; president asks for additional nominations
  - President appoints tellers to oversee the voting process
  - Tellers verify each voter as they cast their ballot (when more than one person is running)
  - Once all eligible members have voted, the president declares the polls closed
- Tellers report vote totals to the president, who officially declares elected officers

## 10. Parliamentary Procedure

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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 (as specified in club bylaws).

- 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

- Amending Motions: Amendments can involve inserting, adding, striking out, or substituting words
- Stopping Debate: Say "I move the previous question" — requires a second and a two-thirds vote
- Requesting Clarification: Say "I have a point of inquiry"
- Motion Maker's Rights: The maker of a motion can vote against it but cannot speak against it; may withdraw the motion if desired
- Committee or board recommendations do not require a second to open discussion
- A second only opens the motion for discussion; the person who seconded can later speak or vote against it
- If a motion is not seconded, it will not be considered
- A two-thirds vote is required to remove a member's right to speak or participate in a matter

## 11. Technology Tips

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### Club Email

Each club has an official email account provided by SIA. The president is responsible for checking club email or delegating to another officer per club bylaws. SIA sends important communications only to the official club email address.

#### Forwarding Club Email (Office 365)

1. Go to Mail → Forwarding (or search 'Forwarding' in Settings)
2. Toggle Enable forwarding on
3. Enter the forwarding email address
4. Optionally check Keep a copy of forwarded messages
5. Click Save

### 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

- Open the PDF in Acrobat Reader > Export PDF > Image > JPEG, then upload to Facebook
- Alternative: Use the Windows Snipping Tool to capture the flyer and save as an image

### Cyber Safety

- Avoid suspicious emails; never 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
- Back up data regularly to protect against loss

## 12. Netiquette & Club Communication Protocol

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### Email & Online Communication Guidelines

- Start emails with a greeting and close professionally
- Stay focused; keep emails concise with one subject per message
- Proofread emails before sending
- Respond to emails promptly (ideally within 48 hours)
- Do not use excessive punctuation (!!!! or ????)
- Do not send large email attachments — share links to files instead
- Do not engage in heated responses or conflicts online
- Pause before replying to negative emails; keep responses professional and polite

### Founder Region Protocol

- Invite the District Director and other region officers to club installations, fundraisers, or awards programs
- Submit proposals for collaborative projects to your District Director for input
- Respond promptly to District Director requests for Activity Reports
- Ensure invited region officers are seated in a place of honor at all events
- Confirm in advance whether the District Director or Governor would like to speak at your event
- Attend Presidents' Round Table meetings, or send designee

## 13. Correct Terminology & Naming Conventions

<b>Members</b>	We are "Soroptimists," not "Sorops"; we are "members," not "sisters" or "girls"
<b>Clubs</b>	We are "clubs," not "chapters"
<b>Federation</b>	We are a "federation," not "national" or "federal"
<b>Pledge</b>	We have a "pledge," not a "creed" or "motto"
<b>Events</b>	We attend "meetings," "conferences," and "conventions," not "gatherings"
<b>Officers</b>	We elect "region officers," not "regional officers"
<b>Belief</b>	We believe in "Soroptimist," not "Soroptimism"

### Organization Name Formats

- Club names: SI/[Club Name] (e.g., SI/Los Angeles) or Soroptimist International of [Club 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)

## 14. 2026–2028 Club President Annual Timeline & Checklist

Date	Activity
June 30	Report DI, BI and Big Goal Accelerator projects prior to June 30
July 1	Club and Region Officers officially take office
July 1-July 30	Dues to Federation and Region due — confirm with Treasurer; Treasurer to input officers, Live Your Dream Chair and Dream It, Be It Chair
July 1	Club Information form to District Director
July	Sign new bank account signature cards
July	Download Live Your Dream Award poster from SIA and distribute in community and local colleges
July	Complete Committee sign-up; appoint committee chairs and members
July	Complete Club Activity Report for District Director (August region board meeting)
August	Ensure club's financial books are reviewed for the previous year (complete by August 31)
August	Confirm LYD chair has logged into system; contact District LYD Rep for assistance
Aug/Sept	Attend Presidents' Round Table (dates TBD)
September	Remind Treasurer to file Federal and State tax forms by November 15
September	Ways & Means begins plans for club fundraisers — check with District Director and other clubs to avoid date conflicts
September	Begin plans for member mixers and recruiting events
September	Publicize and promote Live Your Dream Award applications
Sept/Oct	Plan for and attend District Meeting (review Call to District Meeting with club members)
October 3	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 Club Activity Report for District Director (November region board meeting)

DATE	ACTIVITY
November	Attend Presidents' Round Table (dates TBD)
November 15	Live Your Dream Award club deadline for submission of applications
November 15	Violet Richardson Award applications due to clubs (suggested date)
November 15	Federal and State tax forms must be filed
November 15	Proposed changes to Founder Region and Founder Region Fellowship Bylaws due
November 25	International Day for the Elimination of Violence Against Women — "Orange the World" Campaign begins through December 10
December 1	Nominations due to Nominating Chair (even years-Nominating Committee, Odd years-FR Board)
December 10	UN Human Rights Day
Dec/Jan	Judge Live Your Dream Award applications; share unused applications with LYD District Rep
January	Appoint club's nominating committee
January	Complete Club Activity Report for District Director (February region board meeting)
January 11	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' Round Table (date TBD)
February 1	Live Your Dream Award application and transmittal due to District Representative
February 1	Violet Richardson Award club winner application and transmittal due to District Representative
February 15	Live Your Dream Award district winner applications due to Region Chair
March	Women's History Month
March 8	International Women's Day
March	Review Call to Conference with Club (posted on Region Website)
March 31	Deadline for new member transaction forms and Fellowship contributions for recognition at Founder Region Conference
March/April	Region Conference Registration deadlines; Memorial Form Deadline; Club Giving contributions deadline for Conference acknowledgement
April	Finance Committee to prepare and present the club proposed budget
April 1	Deadline for Soroptimist Club Grants for Women and Girls applications at SIA Headquarters
May	Founder Region Conference
May	Begin preparation of dues forms; prepare and distribute Dues Statements to club members
May	Review SI/SIA Call to Convention; plan and prepare registration
May 31	Club Giving contributions due to SIA (for recognition on conference submitted by March 31).
June	Budget proposed/approved at business meetings; annual committee reports due
June	Leadership Training — Districts I, II, III (location TBD)
June	Leadership Training — District IV (location Eureka)
June	Redwood Memorial Grove Service (Second Sunday in June)
June/July	Hold Installation events; invite region board members
June/July	Joint club board meeting for transition and transfer of materials
June 30	Evaluate club activities, programs, and projects. Report DI, BI and Big Goal Accelerator (final deadline)

## 15. Quick Links

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### President Resources

[Sample Club Bylaws](#)

### Secretary Resources

[Sample Business Meeting Minutes](#)

### Treasurer Resources

[Sample Budget](#)

[Club Treasurer Guidelines](#)

[Founder Region Treasurer](#)

[Forms Club Treasurer](#)

[Calendar](#)

[SIA Financial Transaction Form](#)

### Digital & Branding Resources

[Digital Toolkit](#)

[Branding & Logos](#)

[Social Media Resources](#)

### Key Websites

[Founder Region](#)

[Soroptimist International of the Americas \(SIA\)](#)

[Soroptimist International \(SI\)](#)

[Fellowship](#)

## 16. Glossary of Terms

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### Attendance

As written in SIA Bylaws, Section 5.02: all members whose participation meets club bylaw requirements may hold office, speak, make motions, and vote. Clubs shall not require attendance at meetings as a condition of retaining membership.

### Best for Women Newsletter

The organization's fully digital e-newsletter and primary communication vehicle for members. Includes communication from leadership, Dream Program information, and more. Sent in members' respective language.

### Big Goal Accelerator Projects

Local projects working with women and girls facing obstacles that provide access to education leading to economic empowerment. Must be reported to SIA by June 30.

### Club Email

Official email addresses provided by SIA for each club — important for internal and external communications while protecting individual member privacy.

### Club Giving Campaign

A recognition program for clubs that contribute locally raised funds to support federation programs. Founder Region's goal is for all clubs to contribute 10% of funds raised.

## **Club Roadmap for Success**

A guide to help clubs understand their role in achieving the goals of the SIA Strategic Plan.

## **Code of Conduct**

The Soroptimist International of the Americas (SIA) Member and Leader Code of Conduct was recently developed and launched — the process was spurred by feedback from lapsed member surveys showing that a lack of civility at the local level was causing members to leave the organization.

## **Committees**

Committees plan and accomplish the activities of the organization at all levels — from the club to international. Serving on committees increases organizational knowledge and leadership skills.

## **Conference**

The annual business meeting of a region. Founder Region Conference is held the first weekend in May (not including Mother's Day).

## **Convention**

The biennial meeting of SIA, usually held in July of even-numbered years. The quadrennial meeting of SI, usually held in July of an odd-numbered year.

## **Delegates**

At district meetings and region conferences, each club should have three regular member delegates. They represent their club in voting, speak to concerns, and report back on all Soroptimist matters.

## **District Meetings**

Opportunity to educate members about International, Federation, and Region programs and activities. Inspiration and direction given by the district director and region board.

## **Dream It, Be It (DI,BI)**

Launched in 2014. Targets girls in secondary school who face obstacles to their future success. Provides access to professional role models, career education, and resources. Report by June 30.

## **Federation**

One of the five geographical areas that make up Soroptimist International of the Americas (SIA), Europe (SIE), Great Britain & Ireland (SIGBI), South West Pacific (SISWP), and Africa (SIAF).

## **Fellow**

Individuals and clubs who donate \$1,000 or more to Founder Region Fellowship are honored with the designation 'Fellow.'

## **Fellowship, Inc.**

The identifying service project of Founder Region. Provides financial grants-in-aid to deserving women in the final phase of a doctoral degree within Founder Region's boundaries. The Fellowship program began in 1948.

## **Financial Transaction Form**

A two-page document used to send all financial contributions (dues, Club Giving, Laurel Society, etc.) to SIA Headquarters.

## **Founders' Pennies**

An annual contribution to SIA based on six cents per member times the number of years since Soroptimist's founding in 1921.

### **Founder Region Newsletter**

Published monthly on the 15th of the month and posted to the Founder Region website. Also see the monthly Governor's Blog.

### **Founder Region Website**

Contains the history of our region, all clubs, the Founder Region Roster, and a Resource page with links to forms, bylaws, and other useful information.

### **Induction**

A ceremony that formally brings a person into membership in Soroptimist.

### **Installation**

The ceremony that formally places newly elected members into office. Founder Region has over 120 installation ceremonies to choose from.

### **Laurel Legacy**

By making a planned gift to Soroptimist in your will or trust, you join the Laurel Legacy and help ensure long-term viability of SIA programs.

### **Laurel Society**

A recognition program for individuals who have donated \$1,000 or more to support SIA programs. The Soroptimist Stargazers Monthly Giving Program allows members to work towards membership on a monthly basis.

### **Live Your Dream (LYD)**

SIA's identifying Dream Award project. Established in 1972 to assist women with primary financial responsibility for their families to obtain the skills, training, and education to improve their employment status. Each year, over \$3.1 million is awarded to nearly 2,269 women across SIA's 28 member countries.

### **LiveYourDream.org**

An online community empowering offline volunteer action. Covers women's economic empowerment, ending violence against women, human trafficking, and more.

### **Member**

Any person who has joined a Soroptimist club, attends meetings, serves on committees, and pays dues and fees as agreed.

### **Membership Types**

Regular members: individuals who support SIA's vision, mission, and core values. Life members: those who met the 'active life' or 'retired life' definitions prior to July 1, 2001, and chose to retain this status.

### **Memorial Grove**

The Redwood Memorial Grove, a region project initiated during the 1946–1948 biennium. An annual memorial service is held the second Sunday of June at Prairie Creek National Park, Humboldt County.

### **Motion Form**

The form used to provide accurate wording for a motion at club business or board meetings.

### **Name Badge**

To be worn on your right side (where it is more easily read) at all club meetings and Soroptimist events.

### **Program Chair**

The board member (governor-elect) who oversees, coordinates, and promotes SIA programs 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 (largest net membership growth July 1–March 31); 'S' Club Outstanding Senior Award; Power of 8 Award (90%+ membership retention, recognized at district meeting).

### **Ruby Award**

Honors women who have worked to improve the lives of women and girls through their profession and/or volunteer work. Named for first federation president Ruby Lee Minar. Optional club-level award.

### **"S" Club**

Authorized in 1958; first club chartered in 1960. A group of high school students who wish to serve their school and community through service projects, often in conjunction with their sponsoring Soroptimist club.

### **"S" Club Outstanding Senior Award**

Available to senior "S" club members- currently \$500. Award with application on Founder Region Website.

### **Sigma Society**

Established in 1966. Provides Soroptimists the opportunity to mentor college-age women and instill a desire for volunteerism.

### **Soroptimist Club Grants**

Funds given to clubs to start or continue projects improving the lives of women and girls. Application deadline: December 1 through April 1.

### **Soroptimist Pin**

To be worn on the left side over the heart at all club meetings and Soroptimist events.

### **Stargazer / Monthly Giving**

The Soroptimist Stargazers Monthly Giving Program allows individuals to work towards Laurel Society membership on a monthly basis.

### **Strategic Plan**

SIA's model — Shaping the Future of Soroptimist through Increased Collective Impact — identifying outcomes in four Pillars for Success: Program, Membership, Public Awareness, and Fundraising.

### **Violet Richardson Ward**

One of the first eighty charter members of the Soroptimist Association in 1921; the first charter president. Her motto: 'It's what you do that counts.'

### **Violet Richardson Award**

Recognition for young women ages 14–18 engaged in volunteer action in their communities or schools.

### **Working With Youth**

Procedures developed to support clubs in conducting programs in a safe and secure environment for participating youth. Resources available on the SIA website.



**Soroptimist International (SI)**  
President Reneta Trotman  
2026-2027

5 Federations  
28 Regions  
15 US  
5 Japan  
2 Canada  
2 S. America  
1 Korea, Taiwan  
The Philippines,  
Mexico/C. America

**Americas (SIA)**  
SIA President  
Madoka Ushio

Great Britain & Ireland  
(SIGBI)

Europe  
(SIE)

South East Asia Pacific  
(SIEAP)

Africa  
(SI AF)

**Founder Region**  
Governor Jackie De Vries  
SI/Vacaville  
2026-2028



**Region Board**  
Governor-elect Kristal Koga, SI/The Marianas  
Secretary Jan Schults, SI/The Delta  
Treasurer Holly Hayashi, SI/Honolulu

**5 Districts, 44 Clubs**

Director Jennifer Chiarelli  
SI/Martinez

**District I**

7 Clubs  
SI/24/680 (Walnut Creek)  
SI/Benicia  
SI/El Cerrito  
SI/Martinez  
SI/Oakland-The Founder Club  
SI/Richmond  
SI/The Tri-Valley

Director Dana Holve  
SI/Vacaville Twilight

**District II**

9 Clubs  
SI/American Canyon 2018  
SI/Antioch  
SI/Central Solano County  
SI/The Delta  
SI/Dixon  
SI/Rio Vista  
SI/Vacaville  
SI/Vacaville Twilight  
SI/Vallejo

Director Nancy Koski  
SI/Santa Rosa

**District III**

10 Clubs  
SI/Calistoga  
SI/Mendocino-Sonoma Coast  
SI/Napa  
SI/Novato  
SI/Oakmont Wine Country  
SI/Santa Rosa  
SI/St. Helena  
SI/St. Helena Sunrise  
SI/Sonoma Valley  
SI/Windsor

Director Crystal Arbuthnot  
SI/The Redwoods

**District IV**

10 Clubs  
SI/Arcata  
SI/Crescent City  
SI/Eel River Valley  
SI/Eureka  
SI/Fort Bragg  
SI/Humboldt Bay  
SI/Noyo Sunrise  
SI/Redwoods, The  
SI/Ukiah  
SI/Willits

Director Lisa Ma  
SI/Honolulu

**District V**

8 Clubs  
SI/Central Oahu  
SI/Guam  
SI/Honolulu  
SI/North Oahu  
SI/The Marianas  
SI/Maui  
SI/The Northern Mariana Islands  
SI/Waikiki Foundation, Inc.