

Eastern Canada Region
Soroptimist International of the Americas
92nd Region Spring Conference
 April 26-28, 2024

A Million Dreams



PRESIDENTS' CHECKLIST

Due Date	Responsibility	Contact
<input type="checkbox"/>	Credentials Form	
<input type="checkbox"/>	Rose Bowl Award	
<input type="checkbox"/>	ECR Soroptimist Remembrance Form	
<input type="checkbox"/>	Ensure all club members attending have registered	Club Presidents
<input type="checkbox"/>	Ensure all club members going to Conference have current conference materials. You will receive these by email.	Club Presidents And ECR Conference Secretary, Aline Chan

Club Presidents please remember to share the Call to Conference document and any updates with those members of your club.

Please complete and return all forms by the specified due date to the person identified on the form by email.

Please print clearly on forms.

DELEGATES

1. Each club shall be entitled to three delegates to a region conference. The delegates of each club shall be the President and two members.
2. A club shall be deemed to be in good standing if all requirements of the bylaws, rules and procedures established by Region Conference and Region Board have been met at the time its delegates register. A delegate may represent only the club in which the delegate's membership is held.

CONFERENCE STANDING RULES

1. In the case of virtual meetings, the requirement for Club Delegates to be seated together is waived.
2. The official program shall be the order of business upon adoption by the conference body. Changes may be made only by majority vote of the Conference body.
3. Cell phones and other devices are to be silenced during sessions of conference.
4. The voting members of the conference shall be the Region Officers and board members, and the accredited delegates of standing.
5. A credentials report shall be given at the opening of each business session and/or any time outlined in the official agenda.
6. To speak at the meeting, a delegate or other member shall raise their hand, address the Chair and after being recognized, clearly and distinctly state her name, Club and position within the Club or Region.
7. During debates, a member may speak two minutes and only once, unless no one else wishes to speak.
8. Both delegates and non-delegates shall be allowed the privileges of the floor, but precedence shall be accorded to delegates.
9. Only registered delegates or registered alternates, when delegate is not in attendance at conference, are entitled to answer roll call or vote.
10. All motions must be submitted electronically to the Secretary at the time they are made.
11. No conference discussion or action shall be released for publicity without the approval of the Region Governor, the Region Secretary and the Public Awareness Chair of the Region.

RULES OF COURTESY

- Voting delegates to the Conference should be signed in prior to the start of each session.
- All attendees should have their cell phones muted.
- When voting, delegates are to maintain their raised hands until recognized in the count.
- Listen to the opinions of others with an open mind even if those opinions are not the same as yours. You will be afforded the same respect when you speak.

PRESIDENT AND DELEGATE RESPONSIBILITY

Prior to Conference ... President's Responsibility

- Meet all conference deadlines as outlined in the President's Checklist.
- Share with club and discuss tentative agenda, proposed amendments, etc.
- Majority opinion should serve as a guide to the delegates
- Appoint delegates. Each club shall be entitled to three delegates to the region conference and they shall be the President and two (2) members or alternates.
- Fill out and sign Credentials Form (email to Credentials Chair, Jean Skillman: jean.skillman@gmail.com) and maintain a copy for Club records.
- Promote club member participation at spring conference.

During Conference... President & Delegate Responsibility

- Register promptly. Present the Credentials Form to Credentials Desk (when in-person). Wear your name badge. Attend all sessions.
- Be prepared. Jot down important business proceedings.
- Know conference rules. When recognized by the chair, state name, club and position within your club or region (using microphone). Speak clearly.
- Vote with club viewpoint in mind.
- Participate in discussion. Do so with friendliness, moderation and dignity.
- Be willing to accept an assignment from the Governor.

After conference... President & Delegate Responsibility

- Report conference activities to the club (the following outline may be helpful):
 - report action by conference (procedures, elections, etc.)
 - summarize workshops and speeches
 - provide a brief account of social activities, exchange of ideas, friendships, etc.
 - share personal evaluation of the conference
- Share information/handouts/reports received at Conference with appropriate club officers and committees and club members.



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At this year's ECR Spring Conference, we are requesting that each Club donate gift cards totalling \$75.00 or more for the Friday evening draw. Funds raised by this draw will be used to defray the cost of the registration fee for first-time attendees.

We would like to encourage everyone to be creative and enhance their gift cards presentation by decorating them in the theme of this year's conference. There will be a prize for the gift card presentation that best embodies this year's conference theme of "A Million Dreams."



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Credentials Form

PLEASE ENTER THE INFORMATION REQUESTED BELOW.

CLUB Name: _____

CLUB # _____

EACH CLUB IS ENTITLED TO THREE VOTES

To the Credentials Chairman:

The following members have been appointed to represent Soroptimist International of _____
at the Region Conference, to vote and to transact such business as may come before the Conference:

President	Or Vice President
Delegate	Or Alternate
Delegate	Or Alternate

Date: _____

Signed: _____

Club President or Secretary

Please email form to Conference Secretary Aline Chan: Alinchan@rogers.com

Put **ECR Credentials Form** in the subject heading.

Deadline: April 5th, 2024



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ROSE BOWL AWARD FORM

Please list below the names and dates of induction for all new members who have joined your club between **April 1, 2023 and March 31, 2024** and return to the Region Treasurer.

Note: Region dues for all members must be paid to Region Treasurer in order for new member to qualify for Rose Bowl Award. Email treasurer **Karen Bortolin** bort@tbaytel.net

PLEASE PRINT OR TYPE

Name	Date of Induction	Recruited by

Soroptimist International of _____

Club President or Membership Chair

Please email Aline Chan
alinchan@rogers.com

Deadline: April 5th, 2024



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ECR SOROPTIMIST REMEMBRANCE FORM

Many faithful Soroptimist members and friends have passed from our clubs. If your club has lost a member(s) due to death from April 1, 2023 through March 31, 2024, please send the following information to Jean Skillman, ECR Membership Chair.

The Remembrance will be held on Sunday, April 28, 2024 recognizing members who have passed away in the past year. Please include information about the member's contribution to your Club and to the Region (if appropriate).

Please email your form (use additional page if required) and a PHOTO(s) to Jean Skillman
jean.skillman@gmail.com

Deadline: April 5th, 2024

Name	Date of Passing	Contribution to your Club/Region

Soroptimist International of _____

Club President or Membership Chair