

SOROPTIMIST INTERNATIONAL OF THE AMERICAS INC.  
EASTERN CANADA REGION  
REGION SPRING CONFERENCE PROCEDURES

Adopted: 2018-01-11

Revised:

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<b>DEFINITIONS</b>	Biennium	Two-year period determined by SIA beginning and ending with even years
	Board	Board of Directors for Eastern Canada Region
	Call to Conference	Notice convening the Region Conference
	Club(s)	All Club(s) in Eastern Canada Region
	ECR	Eastern Canada Region
	Federation	Soroptimist International of the Americas, Inc.
	LYD	Live Your Dream
	Region	Eastern Canada Region
	Region Spring Conference	Conference for ECR members convened in the Spring annually
	SFC	Soroptimist Foundation of Canada, a Federally incorporated, not for profit organization, in Canada, with the mission of educating women and girls
	SIA	Soroptimist International of the Americas, Inc., a Pennsylvania Non-profit Corporation, one of four (4) Federations within SI of which ECR is part

<b>SECTION 1</b>	<b>1.1 REGION SPRING CONFERENCE</b>
	The Region Conference shall be held annually.
	The Host Club and location for each Conference shall be approved at Region Conference at least two (2) years prior to the Conference.
	The Conference <b>shall</b> be financially self-sustaining.
	The Conference <b>shall</b> be held in a suitable location with appropriate conference facilities with the approval of the Board before any contracts are signed.
	<b>1.2 PARLIAMENTARIAN AUTHORITY</b>
	The rules contained in the most recent edition of Robert's Rules of Order, Newly Revised shall be the Parliamentary Authority for all matters not specifically covered in the ECR By-Laws or the By-Laws of SI and SIA.

<b>SECTION 2</b>	<b>DUTIES OF THE BOARD FOR CONFERENCE</b>
	<b>2.1 REGION GOVERNOR</b>
	<p>Pre-Conference the Governor, in consultation with the Board shall:</p> <ul style="list-style-type: none"> <li>(a) designate the Host Club to arrange facilities and logistics</li> <li>(b) choose the date for the Conference with the Host Club</li> <li>(c) determine if the Host Club requires an advance of funds for the Conference</li> <li>(d) sign any contracts related to the Conference – i.e. venue, speakers, etc.</li> <li>(e) establish the Conference Registration Fee in consultation with the Host Club. This fee should cover all Conference and Region expenses (see sample budget Appendix “A”)</li> <li>(f) establish the theme for the Conference congruent with SIA</li> <li>(g) establish the Conference Agenda and conduct the Conference</li> <li>(h) issue special invitations to Federation Officers</li> <li>(i) make a pre-conference visit to the Host Club and Conference venue</li> <li>(j) choose speakers for the business sessions and workshops</li> <li>(j) deal with any other matters pertaining to the business of the Region</li> <li>(l) where required, assign a Board or Conference Committee member to liaise with the Federation visitor</li> <li>(m) assign a Board member to make arrangements for the Conference Memorial Service</li> <li>(n) prepare invitation letter to members for inclusion in the Call to Conference and submit to Region Secretary thirty days (30) prior to release of the Call to Conference</li> <li>(o) prepare Governor’s Annual Report and submit to Region Secretary thirty days (30) prior to release of the Call to Conference</li> </ul>
	Have the information available for the Leadership Training Weekend.
	<p>During the Conference, the Governor, or her designate, will present the following Region Awards:</p> <ul style="list-style-type: none"> <li>- Rose Bowl Award</li> <li>- Recruitment Award</li> <li>- Retention Award</li> <li>- Club Soroptimist of the Year</li> <li>- Most attendees at Conference (excluding Host Club)</li> <li>- Highest percentage of attendees at Conference</li> <li>- Live Your Dream Award</li> <li>- Governor’s Award</li> </ul> <p>The explanation for these awards can be found in Section 8 Region Conferences and Meetings, sub-section 8.3 Region Awards of the ECR Policies and Procedures Manual.</p>

	<b>2.2 GOVERNOR-ELECT</b>
	The Governor-Elect shall partner with the Governor in the planning and execution of Conference.
	<b>2.3 REGION SECRETARY</b>
	The Call to Conference shall be authorized by the Governor and issued by the Region Secretary to the Region members a minimum of ninety (90) days in advance of the Conference date.
	The Call to Conference shall include <ul style="list-style-type: none"> <li>(a) a tentative Agenda</li> <li>(b) all proposed ECR By-Law amendments and any Motions; these amendments may also be sent out no later than sixty(60) days prior to the Conference</li> <li>(c) such additional Region/Federation information as may be deemed necessary</li> <li>(d) Conference registration form</li> <li>(e) required information from the host Club (i.e. – Conference Registration details, hotel)</li> <li>(f) the proposed Region Budget when required</li> <li>(g) a list of candidates for Region office together with their qualifications when required</li> </ul>
	The Region Secretary will prepare all Award Certificates, cards, as directed by the Governor.
	<b>2.4 REGION TREASURER</b>
	The Region Treasurer shall arrange accommodations for the Governor, Board members, SIA Federation visitor(s) and guest speakers as required.
	The Region Treasurer will ensure Travel, Meal and Accommodation subsidy is paid for the Region LYD recipient(s) based on information received from the Region's Award Chairs.
	The individual subsidies shall be: <ul style="list-style-type: none"> <li>(a) allocated equally between the Region LYD recipients attending the Conference, such subsidy not to exceed the amount as set out in the Region budget</li> <li>(b) mileage or flight, whichever is required, shall be reimbursed at the rate determined by the Board plus one (1) nights shared accommodation if distance travelled is extensive for the award recipient(s)</li> <li>(c) ECR will also pay the cost of the LYD recipient(s) and one (1) guest's meal(s)</li> <li>(d) additional LYD recipient's family/guests will be able to attend at their own expense</li> </ul>

	(e) the Host Club must be notified regarding the number of LYD recipients and guests attending prior to the start of Conference so that meals and accommodations can be arranged for.
	The Region Treasurer shall ensure cheques are available to pay speakers and Awards as required.
	The Region Treasurer shall make the calculations necessary to ascertain which Clubs are the recipients of Conference Awards.
	The Region Treasurer will prepare the Treasurer's Annual Report and submit to the Region Secretary thirty days (30) prior to release of the Call to Conference
	The Region Treasurer shall pay the required portion of costs of the SFC speaker.
	<b>2.5 DIRECTORS</b>
	The Directors shall: (a) participate in the planning of Conference with the Governor (b) present SIA reports and awards (c) prepare Directors' Annual Report and submit to Region Secretary thirty (30) days prior to release of the Call to Conference (d) duties as assigned by the Governor
	<b>2.6 IMMEDIATE PAST GOVERNOR</b>
	Prepare Nomination Report and submit to the Region Secretary thirty days (30) prior release of Call to Conference.
	<b>2.7 REGION COMMITTEE CHAIRS</b>
	Prepare Committee Annual Report(s) and submit to Region Secretary thirty days (30) prior to release of the Call to Conference.
	<b>2.8 PARLIAMENTARIAN</b>
	The Parliamentarian will facilitate the processing of Motions received for and at Conference.

<b>SECTION 3</b>	<b>DUTIES OF THE HOST CLUB FOR CONFERENCE</b>
	The Host Club shall establish a Conference Committee.
	<p>The Conference Committee will be responsible to look after the following using the sample budget as a guideline: (refer to Appendix “A” for sample budget.)</p> <p>(a) <b>ACCOMMODATIONS:</b></p> <ul style="list-style-type: none"> <li>- arrange facilities and logistics requested by the Governor</li> <li>- arrange with the facilities for a block of hotel rooms at a reasonable cost for members arriving Friday night and departing on the Sunday afternoon after Conference</li> <li>- arrange with the facilities for Board meeting room(s),</li> <li>- arrange for meals as decided by the Governor (including menus, flowers, place cards for the head table, printing meal tickets and table favours where required) and meals for presenters</li> <li>- plan for a variety of seating arrangements appropriate to the session</li> <li>- ensure a laptop, computer projector and technician is available; that the podium and microphone are of appropriate height; that all equipment is in proper working order (NOTE: ECR Board has a projector and speakers available for use at the Conference. Host Committee should obtain equipment information from ECR and confirm with the Conference facilities that the ECR equipment is compatible with that of the Conference facilities.)</li> <li>- provide roses for the Rose Bowl award</li> </ul>
	<p>(b) <b>REGISTRATION:</b></p> <ul style="list-style-type: none"> <li>- design a registration form with artwork for approval by the Governor before January 31<sup>st</sup> each year to be included in the Call to Conference</li> <li>- maintain an up to date list of registrants by the following designations: Federation officer(s); guest(s) from other Regions, Presidents, Delegates, Alternates, Soroptimist members and first-time attendees; make this list available to the Host Club member looking after the Credentials (see Appendix “D” for sample form)</li> <li>- arrange to have identification badges available; these badges should show the registrant’s designation</li> <li>- organize Conference kits</li> <li>- have the registration desk open as required to distribute Conference kits and other information to incoming registrants</li> <li>- forward Registration forms or the list of first time attendee’s including their addresses to the Region Treasurer by the close of Conference</li> </ul>
	<p><b>NOTE:</b> All registrant’s, including first time attendees, must pay the Conference Registration Fee. Conference Registration Fee for first time attendees will be refunded by the Region Treasurer. First time attendees</p>

	are to complete the ECR Expense form when registering to receive their refund. The Conference Registrar will confirm payment and submit the Expense form to the Region Treasurer. (See Appendix "C" for a blank ECR Expense form.)
	<p>(c) <b>CONFERENCE TREASURER</b>  The Conference Treasurer shall:</p> <ul style="list-style-type: none"> <li>- manage all fiscal controls for the Conference</li> <li>- set the Conference Registration Fee in consultation with the Governor; the Registration Fee should cover all Conference and Region expenses such as Friday night social and entertainment room rental; all meals; coffee/tea breaks as required; equipment rental where required; memorial service; flowers for Region awards; fees/gifts for speakers/presenters; meals and accommodations for the SIA visitor(s), award recipient(s) and plus one (1) guest; supplies for Conference (i.e. – name tags); photocopying Conference material where required; (refer to Appendix "A" for sample budget.)</li> </ul>
	<p>(d) <b>PUBLICITY</b></p> <ul style="list-style-type: none"> <li>- arrange for releases to the media and SIA in consultation with the ECR Public Awareness Chair</li> <li>- make use of the ECR website and Facebook page for pre-Conference publicity</li> </ul>
	<p>(e) <b>TRANSPORTATION</b></p> <ul style="list-style-type: none"> <li>- Meet guests' planes, trains and buses as needed</li> <li>- arrange any transportation required during the Conference</li> </ul>
	<p>(f) <b>SOCIAL</b></p> <ul style="list-style-type: none"> <li>- arrange entertainment which the Host Club wishes to provide in addition to the regular Conference sessions</li> </ul>
	<p>(g) <b>CREDENTIALS COMMITTEE</b>  The Credentials Committee shall be composed of at least two (2) members.</p> <p>The Committee shall verify the credentials of the voting members of the conference and shall report the numbers of voting members and others registered and in attendance each day to the Conference body.</p>
	<p>(h) <b>POST-CONFERENCE DUTIES</b>  Within sixty (60) days of the close of Conference, the Host Club shall submit reports to the Board as follows:</p> <ul style="list-style-type: none"> <li>- number of registrants separated into the designations as set out in Registration</li> <li>- make recommendations to the Board so the Policies and Procedures regarding Conference may be updated</li> </ul>



	<ul style="list-style-type: none"><li>- provide a final accounting of income and expenses for Conference</li><li>- return Conference funds advanced as well as any Conference surplus</li><li>- in the event there were any NSF cheques received for Conference, forward these to the Region Treasurer for action</li></ul>
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<b>SECTION 4</b>	<b>GIFTS AND MEALS FOR SPEAKERS AT CONFERENCE</b>
	Gifts and meals for Keynote Speaker(s) and Workshop Presenter(s) at Conference will be included in the Conference budget.
	<p>The Board shall authorize the following</p> <ul style="list-style-type: none"> <li>(a) Keynote Speaker: Reasonable fee, meal(s) and one (1) night's accommodation, where required, will be paid</li> <li>(b) Workshop Presenter(s): Soroptimist member: Token gift; value not to exceed \$25.00</li> <li>(c) Workshop Presenter(s): non-Soroptimist member: Gift not to exceed \$50.00</li> <li>(d) Meals for Presenter(s): non-Soroptimist member: Cost will be included in the Conference budget</li> </ul>

<b>SECTION 5</b>	<b>DELEGATES AND ALTERNATES</b>
	Each Club attending the Conference shall have three (3) voting Delegates being the Club President or designate and two (2) Club members with one (1) Alternate in the event a designated voting delegate is unable to continue as a delegate
	All Delegates and Alternates are required to attend all Conference sessions, workshops and meals to be available for discussion and voting on Motions that may be on the Conference Agenda or added to the Conference Agenda during Conference.

## APPENDIX "A"

### **SAMPLE BUDGET - FOR DISCUSSION ONLY**

#### **ECR Spring Conference Budget**

#### **EXPENSES:**

		<b>COMMENTS</b>
Name Tags (\$1 ea.)	\$ 50.00	
Program - Sunday Service (\$1 ea.)		N/A
Program - Sunday Luncheon (\$1 ea.)		N/A
Miscellaneous Photocopies		
Conference material folders	\$ 100.00	
Friday Night Raffle (tickets + bags)	\$ 15.00	
Flowers for Rose Bowl + engraving	\$ 100.00	roses for the rose bowl, plaque engraving where required
Gift for Governor	\$ 50.00	
Gift for Official Visitor	\$ 50.00	
Goodie Bags & Items - Candy Bar	\$ 50.00	
Friday & Sat. Entertainment	\$ 20.00	includes hospitality suite, prizes, hat decorating
Guests Meals on Sunday - base this on 1 LYD recipient plus 1 guest	\$ 75.00	winner LYD - no guest
Guest/photographer	\$ 135.60	day rate approved by committee
Early Bird Draw (registration fee)	\$ 55.00	registration fee usually refunded to first member to register
Host Club Identifier	\$ 80.00	
SIA Guest Weekend Costs	\$ 531.10	ECR Treasurer writes the cheque to pay this cost
Keynote Speaker fee \$400.00 + \$52.00 13% taxes	\$ 452.00	ECR Treasurer writes the cheque to pay this cost
Keynote Speaker Viamede Saturday Day Rate	\$ 265.55	ECR Treasurer writes the cheque to pay this cost
Day Trippers	\$ 678.00	5 - day tripper's x \$135.60
Return Conference deposit to ECR	\$ 2,000.00	
1st time attendee registration fee refund \$55 x 15 first time attendees	\$ 825.00	ECR Treasurer writes the cheques to pay this cost
<b>Total Expenses</b>	<b>\$ 5,532.25</b>	

#### **REVENUE:**

Conference Deposit received from ECR	\$ 2,000.00	
Registration Fee (see Note 3)	\$ 3,960.00	
Friday Night Raffle	\$ 924.00	covers first time attendee registration
<b>Total Revenue</b>	<b>\$ 6,884.00</b>	
<b>excess/(deficit)</b>	<b>\$ 1,351.75</b>	

#### **Notes:**

1. SIA visitor and Keynote Speaker do not pay the registration fee.
2. ECR Treasurer will write the cheques to pay for SIA visitor accommodations, Keynote Speaker fee, refunds to first time attendees
3. To calculate registration fee, divide total estimated expenses by 50 and round up to the nearest \$5.00.

**SAMPLE FINAL ACCOUNTING – FOR DISCUSSION ONLY****HOST CLUB****INCOME**

Conference Deposit rec'd from ECR	\$ 2,000.00
Registration Fees 72 @ \$55.00	\$ 3,960.00
Day Trippers 8 @ \$135.60	\$ 1,084.80
Friday Night Raffle	\$ 924.00
<b>TOTAL HOST CLUB INCOME</b>	<b>\$ 7,968.80</b>

**HOST CLUB****EXPENSES**

Return Conference Deposit	\$ 2,000.00
Friday Night Raffle (tickets + bags)	\$ 9.90
Rose Bowl-flowers & engraving	\$ 81.35
Gift for Governor & SIA President	\$ 44.25
Gift for Official Visitor	\$ 32.00
Goodie Bags & Items - Candy Bar	\$ 79.40
Friday & Sat. Entertainment	\$ 107.10
LYD recipient Sunday lunch	\$ 38.99
Guest/photographer	\$ 135.60
Early Bird Draw (registration fee)	\$ 55.00
Host Club Identifier	\$ 1.70
Day Trippers 5 @ \$135.60	\$ 678.00
Day Trippers refunded 2 @ \$135.60	\$ 381.20
Bank Fees	\$ 21.55
<b>TOTAL HOST CLUB EXPENSES</b>	<b>\$ 3,666.04</b>
<b>NET HOST CLUB INCOME</b>	<b>\$ 4,302.76</b>

**SAMPLE** Conference Registration Form

APPENDIX "B"



**Soroptimist International of the Americas**  
**Eastern Canada Region**  
**Insert Conference # (i.e. 85<sup>th</sup>) Biennium Region Conference**  
**Insert Month, Day & Year**  
**Insert Conference Theme (i.e. Sail Away)**

*Hosted by Soroptimist International of*  
**CONFERENCE REGISTRATION FORM**

Name		
Address		
City/Province		Postal Code
Telephone: Home	Business	Cell
Email: Personal		Business
Club		
Club Position (i.e. President, Member, etc.)		
Delegate: Yes	No	Alternate Delegate: Yes No
First Region Conference: Yes No		
Dietary Requirements		
Allergies?		
Will you require assistance at Conference due to Health/Mobility issues? Yes No If yes, please advise Host Club when registering as well as venue when booking accommodations.		
Registration Fee Information		
Registration contact/ mailing information		
Hotel information: Name of Hotel, address, contact name and phone number Name rooms are held under to book individual rooms Room Cost(s) Directions to hotel		

**TRANSFER FROM AIRPORT:**

I will be arriving at:

Hamilton International Airport on \_\_\_\_\_ at \_\_\_\_\_ am/pm  
(day, date) (time)

Toronto International Airport on \_\_\_\_\_ at \_\_\_\_\_ am/pm  
(day, date) (time)

Other: \_\_\_\_\_ on \_\_\_\_\_ at \_\_\_\_\_ am/pm  
(Airport) (day, date) (time)

On airline \_\_\_\_\_ Flight # \_\_\_\_\_

*Should transportation from the Airport and return be required, please indicate here: \_\_\_\_\_*



**SOROPTIMIST INTERNATIONAL  
OF THE AMERICAS  
EASTERN CANADA REGION**

**EXPENSE ACCOUNT REPORT**

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PROJECT: \_\_\_\_\_

DESCRIPTION		AMOUNT
Board Meeting (rental/food)		
Travel	Airfare	
	Train	
	Mileage _____ kms@\$.30/km	
Supplies	Photocopies	
	Postage	
	Office Supplies	
Other (please specify)		
<b>TOTAL EXPENSE</b>		

**TOTAL AMOUNT PAID:**

To be completed by Region Treasurer

**DATE PAID:**

To be completed by Region Treasurer

**PAID VIA:**

	Cheque# _____
	Cash

SIGNATURE: \_\_\_\_\_

Please attach receipts and submit to Region Treasurer.



