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Short Form Return of Organization Exempt From Income Tax

OMB No 1545-1150

2009

Open to Public
InspectionDepartment of the Treasury
Internal Revenue ServiceUnder section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code
(except black lung benefit trust or private foundation)

► Sponsoring organizations of donor advised funds and controlling organizations as defined in section 512(b)(13) must file Form 990. All other organizations with gross receipts less than \$500,000 and total assets less than \$1,250,000 at the end of the year may use this form.

► The organization may have to use a copy of this return to satisfy state reporting requirements.

A For the 2009 calendar year, or tax year beginning

07-01, 2009, and ending

06-30, 2010

B Check if applicable:

- ☐ Address change
☐ Name change
☐ Initial return
☐ Terminated
☐ Amended return
☐ Application pending

Please use IRS label or print or type. See Specific Instructions.

C Name of organization

Scroptimist International of Trucke

Number and street (or P O box, if mail is not delivered to street address)

Room/suite

PO Box 20125

City or town, state or country, and ZIP + 4

Reno, NV 89515

D Employer identification number

88-0152162

E Telephone number

F Group Exemption Number ►

- Section 501(c)(3) organizations and 4947(a)(1) nonexempt charitable trusts must attach a completed Schedule A (Form 990 or 990-EZ).

G Accounting Method ☒ Cash ☐ Accrual
Other (specify) ►H Check ☐ if the organization is not required to attach Schedule B (Form 990, 990-EZ, or 990-PF).

I Website: ► www.sitmnh.org

J Tax-exempt status (check only one) - ☒ 501(c) (3) ◀ (insert no) ☐ 4947(a)(1) or ☐ 527K Check ☐ if the organization is not a section 509(a)(3) supporting organization and its gross receipts are normally not more than \$25,000. A Form 990-EZ or Form 990 return is not required, but if the organization chooses to file a return, be sure to file a complete return.

L Add lines 5b, 6b, and 7b, to line 9 to determine gross receipts, if \$500,000 or more, file Form 990 instead of Form 990-EZ. ► \$ 158,830

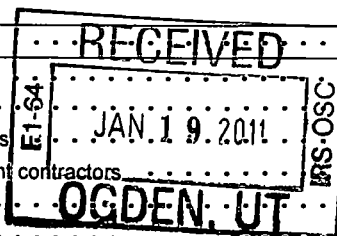
Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances (See the instructions for Part I)

Revenue	1	Contributions, gifts, grants, and similar amounts received	1	62,522
	2	Program service revenue including government fees and contracts	2	
	3	Membership dues and assessments	3	47,037
	4	Investment income	4	10,127
	5a	Gross amount from sale of assets other than inventory	5a	
	5b	Less: cost or other basis and sales expenses	5b	
	5c	Gain or (loss) from sale of assets other than inventory (Subtract line 5b from line 5a)	5c	
	6	Special events and activities (complete applicable parts of Schedule G) If any amount is from gaming, check here <input type="checkbox"/>		
	6a	Gross revenue (not including \$ of contributions reported on line 1)	6a	37,909
Expenses	6b	Less: direct expenses other than fundraising expenses	6b	11,046
	6c	Net income or (loss) from special events and activities (Subtract line 6b from line 6a)	6c	26,863
	7a	Gross sales of inventory, less returns and allowances	7a	
	7b	Less: cost of goods sold	7b	
	7c	Gross profit or (loss) from sales of inventory (Subtract line 7b from line 7a)	7c	
	8	Other revenue (describe ► STM141)	8	1,235
	9	Total revenue. Add lines 1, 2, 3, 4, 5c, 6c, 7c, and 8	9	147,784
	10	Grants and similar amounts paid (attach schedule)	10	100,219
	11	Benefits paid to or for members	11	
Assets	12	Salaries, other compensation, and employee benefits	12	
	13	Professional fees and other payments to independent contractors	13	500
	14	Occupancy, rent, utilities, and maintenance	14	
	15	Printing, publications, postage, and shipping	15	345
	16	Other expenses (describe ► STM130)	16	44,408
	17	Total expenses. Add lines 10 through 16	17	145,472
	18	Excess or (deficit) for the year (Subtract line 17 from line 9)	18	2,312
	19	Net assets or fund balances at beginning of year (from line 27, column (A)) (must agree with end-of-year figure reported on prior year's return)	19	170,825
	20	Other changes in net assets or fund balances (attach explanation)	20	
21	Net assets or fund balances at end of year. Combine lines 18 through 20	21	173,137	

Part II Balance Sheets. If Total assets on line 25, column (B) are \$1,250,000 or more, file Form 990 instead of Form 990-EZ.

(See the instructions for Part II)

	(A) Beginning of year	(B) End of year
22 Cash, savings, and investments	170,825	22 173,137
23 Land and buildings		23
24 Other assets (describe ►)		24
25 Total assets	170,825	25 173,137
26 Total liabilities (describe ►)		26
27 Net assets or fund balances (line 27 of column (B) must agree with line 21)	170,825	27 173,137



Part V Other Information (Note the statement requirements in the instructions for Part V)

		Yes	No
33	Did the organization engage in any activity not previously reported to the IRS? If "Yes," attach a detailed description of each activity		X
34	Were any changes made to the organizing or governing documents? If "Yes," attach a conformed copy of the changes		X
35	If the organization had income from business activities, such as those reported on lines 2, 6a, and 7a (among others), but not reported on Form 990-T, attach a statement explaining why the organization did not report the income on Form 990-T		
a	Did the organization have unrelated business gross income of \$1,000 or more or was it subject to section 6033(e) notice, reporting, and proxy tax requirements?		X
b	If "Yes," has it filed a tax return on Form 990-T for this year?		
36	Did the organization undergo a liquidation, dissolution, termination, or significant disposition of net assets during the year? If "Yes," complete applicable parts of Schedule N		X
37 a	Enter amount of political expenditures, direct or indirect, as described in the instructions	37a	
b	Did the organization file Form 1120-POL for this year?	37b	X
38 a	Did the organization borrow from, or make any loans to, any officer, director, trustee, or key employee or were any such loans made in a prior year and still outstanding at the end of the period covered by this return?	38a	X
b	If "Yes," complete Schedule L, Part II and enter the total amount involved	38b	
39	Section 501(c)(7) organizations Enter:		
a	Initiation fees and capital contributions included on line 9	39a	
b	Gross receipts, included on line 9, for public use of club facilities	39b	
40 a	Section 501(c)(3) organizations Enter amount of tax imposed on the organization during the year under section 4911, section 4912, section 4955		
b	Section 501(c)(3) and 501(c)(4) organizations Did the organization engage in any section 4958 excess benefit transaction during the year or is it aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? If "Yes," complete Schedule L, Part I	40b	X
c	Section 501(c)(3) and 501(c)(4) organizations Enter amount of tax imposed on organization managers or disqualified persons during the year under sections 4912, 4955, and 4958		
d	Section 501(c)(3) and 501(c)(4) organizations Enter amount of tax on line 40c reimbursed by the organization		
e	All organizations At any time during the tax year, was the organization a party to a prohibited tax shelter transaction? If "Yes," complete Form 8886-T	40e	X
41	List the states with which a copy of this return is filed	NV	
42 a	The organization's books are in care of	Gayle E. Baxley, CPA	Telephone no 775-287-3400
	Located at	748 South Meadows Parkway A9 285 Reno, NV	ZIP + 4 89521
b	At any time during the calendar year, did the organization have an interest in or a signature or other authority over a financial account in a foreign country (such as a bank account, securities account, or other financial account)?	42b	X
	If "Yes," enter the name of the foreign country		
	See the instructions for exceptions and filing requirements for Form TD F 90-22.1, Report of Foreign Bank and Financial Accounts.		
c	At any time during the calendar year, did the organization maintain an office outside of the U S?	42c	X
	If "Yes," enter the name of the foreign country		
43	Section 4947(a)(1) nonexempt charitable trusts filing Form 990-EZ in lieu of Form 1041-Check here and enter the amount of tax-exempt interest received or accrued during the tax year	43	
44	Did the organization maintain any donor advised funds? If "Yes," Form 990 must be completed instead of Form 990-EZ	44	X
45	Is any related organization a controlled entity of the organization within the meaning of section 512(b)(13)? If "Yes," Form 990 must be completed instead of Form 990-EZ	45	X

**Section 501(c)(3) organizations and section 4947(a)(1) nonexempt charitable trusts only.** All section

501(c)(3) organizations and section 4947(a)(1) nonexempt charitable trusts must answer questions 46-49b

and complete the tables for lines 50 and 51

	Yes	No
46 Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I	46	X
47 Did the organization engage in lobbying activities? If "Yes," complete Schedule C, Part II	47	X
48 Is the organization a school as described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E	48	X
49 a Did the organization make any transfers to an exempt non-charitable related organization?	49a	X
b If "Yes," was the related organization a section 527 organization?	49b	

50 Complete this table for the organization's five highest compensated employees (other than officers, directors, trustees and key employees) who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."

(a) Name and address of each employee paid more than \$100,000	(b) Title and average hours per week devoted to position	(c) Compensation	(d) Contributions to employee benefit plans & deferred compensation	(e) Expense account and other allowances
NONE				

f Total number of other employees paid over \$100,000 ▶

51 Complete this table for the organization's five highest compensated independent contractors who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."

(a) Name and address of each independent contractor paid more than \$100,000	(b) Type of service	(c) Compensation

d Total number of other independent contractors each receiving over \$100,000 . . . ▶

Sign Here	Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.			
	 Signature of officer Patti Doty, President Type or print name and title		Date 1/13/2011	
Paid Preparer's Use Only	Preparer's signature	Date	Check if self-employed <input checked="" type="checkbox"/>	Preparer's Identifying No. (See inst.)
	 Firm's name (or yours if self-employed), address, and ZIP + 4 Gayle E Baxley CPA 748 South Meadows Prkwy Ste A9 Reno, NV 89521	01-07-2011 EIN 775-287-3400	Phone no 775-287-3400	

May the IRS discuss this return with the preparer shown above? See instructions ☒ Yes ☐ No

Public Charity Status and Public Support

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.

▶ **Attach to Form 990 or Form 990-EZ.**

► See separate instructions.

OMB No. 1545-0047

2009

**Open to Public
Inspection**

Name of the organization

Soroptimist International of Trucke

Employer identification number

88-0152162

Part I	Reason for Public Charity Status (All organizations must complete this part) See instructions.
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The organization is not a private foundation because it is: (For lines 1 through 11, check only one box.)

- 1 ☐ A church, convention of churches, or association of churches described in **section 170(b)(1)(A)(i).**
 - 2 ☐ A school described in **section 170(b)(1)(A)(ii).** (Attach Schedule E)
 - 3 ☐ A hospital or a cooperative hospital service organization described in **section 170(b)(1)(A)(iii).**
 - 4 ☐ A medical research organization operated in conjunction with a hospital described in **section 170(b)(1)(A)(iii).** Enter the hospital's name, city, and state _____
 - 5 ☐ An organization operated for the benefit of a college or university owned or operated by a governmental unit described in **section 170(b)(1)(A)(iv).** (Complete Part II)
 - 6 ☐ A federal, state, or local government or governmental unit described in **section 170(b)(1)(A)(v).**
 - 7 ☐ An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in **section 170(b)(1)(A)(vi).** (Complete Part II.)
 - 8 ☐ A community trust described in **section 170(b)(1)(A)(vi).** (Complete Part II)
 - 9 ☒ An organization that normally receives (1) more than 33 1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions - subject to certain exceptions, and (2) no more than 33 1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See **section 509(a)(2).** (Complete Part III)
 - 10 ☐ An organization organized and operated exclusively to test for public safety See **section 509(a)(4).**
 - 11 ☐ An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in section 509(a)(1) or section 509(a)(2) See **section 509(a)(3).** Check the box that describes the type of supporting organization and complete lines 11e through 11h
a ☐ Type I b ☐ Type II c ☐ Type III-Functionally integrated d ☐ Type III-Other
 - e ☐ By checking this box, I certify that the organization is not controlled directly or indirectly by one or more disqualified persons other than foundation managers and other than one or more publicly supported organizations described in section 509(a)(1) or section 509(a)(2)
 - f If the organization received a written determination from the IRS that it is a Type I, Type II, or Type III supporting organization, check this box
 - g Since August 17, 2006, has the organization accepted any gift or contribution from any of the following persons?
(i) A person who directly or indirectly controls, either alone or together with persons described in (ii) and (iii) below, the governing body of the supported organization?
(ii) A family member of a person described in (i) above?
(iii) A 35% controlled entity of a person described in (i) or (ii) above?
 - h Provide the following information about the supported organization(s)

[illegible]

Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)
(Complete only if you checked the box on line 5, 7, or 8 of Part I.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ▶	(a) 2005	(b) 2006	(c) 2007	(d) 2008	(e) 2009	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants")						
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
3 The value of services or facilities furnished by a governmental unit to the organization without charge						
4 Total. Add lines 1 through 3						
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f)						
6 Public support. Subtract line 5 from line 4						

Section B. Total Support

Calendar year (or fiscal year beginning in) ▶	(a) 2005	(b) 2006	(c) 2007	(d) 2008	(e) 2009	(f) Total
7 Amounts from line 4						
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources						
9 Net income from unrelated business activities, whether or not the business is regularly carried on						
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part IV)						
11 Total support. Add lines 7 through 10						
12 Gross receipts from related activities, etc. (see instructions)					12	
13 First five years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here ▶ <input type="checkbox"/>						

Section C. Computation of Public Support Percentage

14 Public support percentage for 2009 (line 6, column (f) divided by line 11, column (f))	14	%
15 Public support percentage from 2008 Schedule A, Part II, line 14	15	%
16a 33 1/3% support test - 2009. If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization ▶ <input type="checkbox"/>		
b 33 1/3% support test - 2008. If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization ▶ <input type="checkbox"/>		
17a 10%-facts-and-circumstances test - 2009. If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and stop here. Explain in Part IV how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization ▶ <input type="checkbox"/>		
b 10%-facts-and-circumstances test - 2008. If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and stop here. Explain in Part IV how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization ▶ <input type="checkbox"/>		
18 Private foundation. If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions ▶ <input type="checkbox"/>		

Part III Support Schedule for Organizations Described in Section 509(a)(2)

(Complete only if you checked the box on line 9 of Part I.)

Section A. Public Support

Calendar year (or fiscal year beginning in)	(a) 2005	(b) 2006	(c) 2007	(d) 2008	(e) 2009	(f) Total
1 Gifts, grants, contributions, and membership fees received (Do not include any "unusual grants")	95,875	83,598	91,336	87,865	111,965	470,639
2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose	112,306	109,930	32,779	34,614	37,909	327,538
3 Gross receipts from activities that are not an unrelated trade or bus under sec 513						
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
5 The value of services or facilities furnished by a governmental unit to the organization without charge						
6 Total. Add lines 1 through 5	208,181	193,528	124,115	122,479	149,874	798,177
7a Amounts included on lines 1, 2, and 3 received from disqualified persons						
b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of \$5,000 or 1% of the amount on line 13 for the year						
c Add lines 7a and 7b						
8 Public support (Subtract line 7c from line 6.)						798,177

Section B. Total Support

Calendar year (or fiscal year beginning in)	(a) 2005	(b) 2006	(c) 2007	(d) 2008	(e) 2009	(f) Total
9 Amounts from line 6	208,181	193,528	124,115	122,479	149,874	798,177
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources	1,921	6,721	4,728	(6,320)	10,431	17,481
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975						
c Add lines 10a and 10b	1,921	6,721	4,728	(6,320)	10,431	17,481
11 Net income from unrelated business activities not included in line 10b, whether or not the business is regularly carried on						
12 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part IV.)	377	2,121		705	1,235	4,438
13 Total support. (Add lines 9, 10c, 11, and 12.)						820,096
14 First five years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here						<input type="checkbox"/>

Section C. Computation of Public Support Percentage

15 Public support percentage for 2009 (line 8, column (f) divided by line 13, column (f))	15	97.33	%
16 Public support percentage from 2008 Schedule A, Part III, line 15	16	97.44	%

Section D. Computation of Investment Income Percentage

17 Investment income percentage for 2009 (line 10c, column (f) divided by line 13, column (f))	17	2.13	%
18 Investment income percentage from 2008 Schedule A, Part III, line 17	18	1.03	%

19a 33 1/3% support tests - 2009. If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and stop here. The organization qualifies as a publicly supported organization ☒

b 33 1/3% support tests - 2008. If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3%, and line 18 is not more than 33 1/3%, check this box and stop here. The organization qualifies as a publicly supported organization ☐

20 Private Foundation: If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions ☐

Name of the organization

Complete if the organization answered "Yes" to Form 990, Part IV, lines 17, 18, or 19, or if the organization entered more than \$15,000 on Form 990-EZ, line 6a.

▶ Attach to Form 990 or Form 990-EZ. ▶ See separate instructions.

OMB No 1545-0047

Open to Public Inspection

Soroptimist International of Trucke

Employer identification number

88-0152162

Fundraising Activities. Complete if the organization answered "Yes" to Form 990, Part IV, line 17
Form 990-EZ filers are not required to complete this part

- 1** Indicate whether the organization raised funds through any of the following activities. Check all that apply.
- | | |
|--------------------------------------------------------------------|-------------------------------------------------------------------------|
| a <input type="checkbox"/> Mail solicitations | e <input type="checkbox"/> Solicitation of non-government grants |
| b <input type="checkbox"/> Internet and email solicitations | f <input type="checkbox"/> Solicitation of government grants |
| c <input type="checkbox"/> Phone solicitations | g <input checked="" type="checkbox"/> Special fundraising events |
| d <input type="checkbox"/> In-person solicitations | |
- 2a** Did the organization have a written or oral agreement with any individual (including officers, directors, trustees or key employees listed in Form 990, Part VII) or entity in connection with professional fundraising services? ☐ Yes ☒ No
- b** If "Yes," list the ten highest paid individuals or entities (fundraisers) pursuant to agreements under which the fundraiser is to be compensated at least \$5,000 by the organization.

(i) Name of individual or entity (fundraiser)	(ii) Activity	(iii) Did fundraiser have custody or control of contributions?		(iv) Gross receipts from activity	(v) Amount paid to (or retained by) fundraiser listed in col (i)	(vi) Amount paid to (or retained by) organization
		Yes	No			
Total						

- 3** List all states in which the organization is registered or licensed to solicit funds or has been notified it is exempt from registration or licensing.

Part II Fundraising Events. Complete if the organization answered "Yes" to Form 990, Part IV, line 18, or reported more than \$15,000 on Form 990-EZ, line 6a. List events with gross receipts greater than \$5,000.

		(a) Event #1	(b) Event #2	(c) Other Events	(d) Total Events
		Air races	Thanks Youth		Add col (a) through col (c)
		(event type)	(event type)	(total number)	(col (c))
Revenue	1 Gross receipts	25,643	12,266		37,909
	2 Less Charitable contributions				
	3 Gross revenue (line 1 minus line 2)	25,643	12,266		37,909
Direct Expenses	4 Cash prizes				
	5 Non-cash prizes				
	6 Rent/facility costs				
	7 Food and beverages				
	8 Entertainment				
	9 Other direct expenses	10,193	853		11,046
	10 Direct expense summary Add lines 4 through 9 in column (d)				(11,046)
11 Net income summary. Combine line 3, column (d), and line 10				26,863	

Part III Gaming. Complete if the organization answered "Yes" to Form 990, Part IV, line 19, or reported more than \$15,000 on Form 990-EZ, line 6a.

	(a) Bingo	(b) Pull tabs/instant bingo/progressive bingo	(c) Other gaming	(d) Total gaming (Add col (a) through col (c))
1 Gross revenue				
2 Cash prizes				
3 Non-cash prizes				
4 Rent/facility costs				
5 Other direct expenses				
6 Volunteer labor	<input type="checkbox"/> Yes _____ % <input type="checkbox"/> No	<input type="checkbox"/> Yes _____ % <input type="checkbox"/> No	<input type="checkbox"/> Yes _____ % <input type="checkbox"/> No	
7 Direct expense summary Add lines 2 through 5 in column (d)				()
8 Net gaming income summary Combine line 1, column (d), and line 7				

	Yes	No
9 Enter the state(s) in which the organization operates gaming activities: _____		
a Is the organization licensed to operate gaming activities in each of these states?	9a	
b If "No," Explain: _____		
10a Were any of the organization's gaming licenses revoked, suspended or terminated during the tax year?	10a	
b If "Yes," Explain: _____		
11 Does the organization operate gaming activities with nonmembers?	11	
12 Is the organization a grantor, beneficiary or trustee of a trust or a member of a partnership or other entity formed to administer charitable gaming?	12	

		Yes	No
13	Indicate the percentage of gaming activity operated in:		
a	The organization's facility 13a %		
b	An outside facility 13b %		
14	Provide the name and address of the person who prepares the organization's gaming/special events books and records		
	Name ► _____		
	Address ► _____		
15a	Does the organization have a contract with a third party from whom the organization receives gaming revenue? 15a		
b	If "Yes," enter the amount of gaming revenue received by the organization ► \$ _____ and the amount of gaming revenue retained by the third party ► \$ _____		
c	If "Yes," enter name and address		
	Name ► _____		
	Address ► _____		
16	Gaming manager information		
	Name ► _____		
	Gaming manager compensation ► \$ _____		
	Description of services provided ► _____		
	<input type="checkbox"/> Director/officer <input type="checkbox"/> Employee <input type="checkbox"/> Independent contractor		
17	Mandatory distributions.		
a	Is the organization required under state law to make charitable distributions from the gaming proceeds to retain the state gaming license? 17a		
b	Enter the amount of distributions required under state law distributed to other exempt organizations or spent in the organization's own exempt activities during the tax year ► \$ _____		

Federal Supporting Statements

2009

Name(s) as shown on return

FEIN

Form 990EZ, Part I, Line 10 Grants and Similar Amounts Paid Schedule

Statement #122

		<u>Amount</u>	<u>Relationship</u>
Activity	Scholarships for Women	37,398	None
Grantee	Various		
Address			
Activity	Scholarships for Youth	17,000	None
Grantee	Various		
Address			
Activity	Unsung Hero Awards to Youth	1,500	None
Grantee	Various		
Address			
Activity	Support Girls' Education in Nepal	12,699	None
Grantee	Various		
Address			
Activity	Support for Community Organizations	24,561	None
Grantee	Various		
Address			
Activity	Dues to Parent Organization	5,355	Affiliate
Grantee	Soroptimist Int of America		
Address	1709 Spruce Street		
	Philadelphia PA 191036103		
	Total	<u>98,513</u>	

2009

Name(s) as shown on return

FEIN

Statement #122

		<u>Amount</u>	<u>Relationship</u>
Activity	Dues to Region	1,706	Affiliate
Grantee	Soroptimist Int-Sierra NV Region		
Address			
		<hr/>	
	Total	<u>1,706</u>	

<u>Description</u>	<u>Amount</u>
Conferences	2,516
Storage	1,370
Lunches	33,325
Software	258
Supplies	1,278
Miscellaneous	121
Investment Fees	734
Bank Fees	50
Making a Diff for Women Costs	<u>4,756</u>
Total	44,408

<u>Description</u>	<u>Amount</u>
Miscellaneous	<u>1,235</u>
Total	1,235

**SOROPTIMIST INTERNATIONAL
OF TRUCKEE MEADOWS**

SECTION I

NAME OF CLUB

The name of the club shall be Soroptimist International of Truckee Meadows.

SECTION II

TERRITORIAL LIMITS

The territorial limits of this club shall be the same as the territorial limits for the Sierra Nevada Region.

SECTION III

OBJECTS

The Soroptimist objects shall be:

- a. to maintain high ethical standards in business, professions and other aspects of life;
- b. to strive for human rights for all people and in particular, to advance the status of women;
- c. to develop a spirit of friendship and unity among Soroptimists of all countries;
- d. to quicken the spirit of service and human understanding;
- e. to contribute to international understanding and universal friendship;
- f. to develop interest in community, national and international affairs;
- g. to assist in developing the highest concept of patriotism and love of country.

SECTION IV

POLICY

It is the policy of Soroptimist International to be concerned with international and national issues that relate to its objects and programs. On matters of political controversy between nations, of party politics and of sectarian religion, Soroptimist International maintains a position of strict neutrality.

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SECTION V

MEMBERSHIP AND ENTITLEMENTS

Qualification, Definition, and Classification

A. Membership Qualifications

1. To qualify for membership of Soroptimist International a woman should:
 - a. be working in a profession or business or in an occupation of comparable status or responsibilities to those of a person working in a profession or business (Regular Member); or
 - b. be recently retired from or temporarily or permanently out of work from a profession or business or an occupation of comparable status or responsibilities to those of a person working in a profession or business (Retired/Unemployed Member); or
 - c. be embarking on a career in a profession or business or occupation of comparable status or responsibilities to those of a person working in a profession or business (Embarking Member).
 - d. Additionally, the person must live or work within the territorial limits of the club.

B. Membership Definitions

1. Regular member shall be those members qualifying in V, A, 1, a.
2. Retired/Unemployed member shall be those members qualifying in Section V, A, 1, b.
3. Embarking member shall be those members qualifying in Section V, A, 1, c.
4. Life member shall be those members meeting the definition of "Active Life" or "Retired Life" classes of membership as described in the 1999 SIA Federation bylaws and who were so designated by the federation prior to July 1, 2001. Life members shall, if they choose, retain life membership for their lifetime.
5. Affiliate membership shall be granted by the board to a Regular Member in good standing who chooses to not attend regular club meetings.
Affiliate Members may not make motions and vote at club business meetings.
6. Soroptimist Associate Member: This type of classified membership may be granted to an eligible prospective member who wished to join Soroptimist International and there is no club in her community, or to any current member of a disbanding club. The member will be designated as a "Soroptimist Associate" with the understanding that the Federation will attempt to organize a club in the

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community in the future. Such members are not eligible to vote or hold office at any level. Associate membership shall be maintained so long as the member maintains eligibility and remits the required dues and fees to the Federation. Membership will be terminated if a club forms in the community and the member declines to join or for conduct that adversely reflects upon the Soroptimist organization. Such members shall pay dues in an amount to be determined by the Federation Board of Directors. Fifteen percent (15%) of the dues collected shall be rebated to the Region whose territorial limits include the mailing address of the Soroptimist Associate.

C. Membership Classification

1. Each member actively engaged in a profession, business or occupation shall be classified.
2. The classification shall be that which governs the principal and recognized activity of the firm, company, governmental entity or institution with which said individual is connected; or if independently engaged in a business or profession, the classification shall be that which covers the principal and recognized business or professional activity.
3. Each club shall maintain a classified membership that is representative of the diversity of occupations and classification in its community.

D. Entitlements

1. Members whose financial obligations to the club have been paid current shall be considered in good standing. Members are expected to participate in one Ways and Means Committee, one Service Committee and one Technical Committee as a requirement for membership.
2. Members who meet the financial obligations of the club may speak, make motions and vote.
3. Only a Regular member in good standing may be elected to, or retain office in the federation, region, district or club or serve as a member of any board or serve as a delegate or alternate to any convention, conference or district meeting.
4. Active Life and Retired Life Members who have met the financial obligations of the club may speak, make motions and vote and serve on committees as they choose.
5. All members may serve on all committees.
6. A member shall not hold more than one elected office within the Soroptimist organization. The following are not considered elected offices: parliamentarian, delegate to federation convention, delegate to a region conference or district meeting, region delegate to Soroptimist International board meeting, any advisor,

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coordinator or committee coordinator or member (including the nominating committee) serving Soroptimist International, the Federation, region or club.

7. A member may belong to only one Soroptimist club.
8. A member may transfer membership to another club if the business or residence is located within the territorial limits of such club. The club in the new location shall accept a transferred member upon receipt of written verification from the former club that all financial obligations have been satisfied. If the territory of a new club includes the business, profession or residence of a member, such member may retain membership in the original or may transfer membership to a new club.
9. A member may make requests for specific non-club related projects or donations to be undertaken by the membership. Any request that involves the time or money of the members must be approved by the board of directors prior to proposing the project or request to the membership.

SECTION VI

ADMISSION TO MEMBERSHIP

A. Proposals

1. Any member of this club may propose for membership any individual meeting eligibility requirements as stated in Section V, A.

B. Requirements

1. To be eligible for membership, a person must meet the qualifications as described in Section V, A. In addition, the person must live or work within the territorial limits of the club.
2. A member may discuss membership with a prospective member prior to the club's issuance of the official invitation to membership.

C. Procedure

1. A proposal for membership shall be submitted to the coordinator of the Recruitment and Retention committee.
2. The committee shall promptly meet to verify eligibility, determine classification when appropriate, and shall without delay, submit its report to the president.
3. The Recruitment and Retention committee shall submit the proposal to the board of directors at the next regular or special board meeting.

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4. If a majority of the board concurs, an invitation to membership shall be extended.
5. The invitation shall remain open for ninety days, but may be extended by vote of the board.
6. The new member shall be enrolled when the following conditions are met:
 - a. has attended one business meeting and two regular club meetings
 - b. has received notification of acceptance of the invitation to membership
 - c. has completed or is scheduled to complete the SOLT orientation
 - d. has paid all required fees and dues.

7. Attendance Requirements

- a. Regular members maintain a standing lunch reservation and must cancel within the prescribed time period to avoid the assessment for the lunch expense. Life members will not have a standing lunch reservation and must notify attendance if they would like to be included in the standing lunch reservation list.
- b. Each member shall be allowed two weeks vacation each year for perfect attendance purposes. The member shall notify the attendance committee to cancel lunch reservation at the time of the request. The attendance coordinator shall note the attendance register to reflect vacation. The meetings requested by a member as vacation shall not be counted against the member's attendance.
- c. Make-up meetings must be made within the club year during which the absence occurred and shall be credited as follows for perfect attendance only as follows:

One Make-up

- club board meetings
- meetings of other Soroptimist clubs
- district meetings
- winter council meetings
- leadership meetings
- working on a club project at another location on club meeting day
- working on a major fundraiser (one make-up for each day or portion thereof) worked
- Venture club meetings
- S club meetings
- Region board meetings

- Region Conference (one make-up for each day attended)
- Club Orientation Training Retreat (one make-up for each day attended)

Five Make –ups

- Federation Biennial Conventions
- International Quadrennial Conventions

Except for club board meetings, club projects or major fundraisers, each member shall be responsible for notifying the Attendance coordinator of authorized make-ups. Details shall include name of meeting, date and location. On club projects and major fundraisers, the committee coordinator will submit a list of participants to the Attendance Coordinator.

8. Leave of Absence

- A leave of absence may be granted by the board to members in good standing for not less than three consecutive meetings or more than six months, in case of applicant's illness, travels, temporary removal from the community or other just cause. Once on leave, the member's permanent lunch reservation is cancelled with the Attendance Committee for the duration of the leave.
- The board may extend such leave provided the leave does not extend past the current club year.
- Except in emergency situations, a leave of absence shall be requested in advance.
- A member on leave of absence may attend committee and board meetings without breaking the leave. The member may also attend a club meeting should the opportunity present itself but shall be counted as on leave of absence and must make a lunch reservation with the Attendance Committee. Such attendance shall not constitute a make-up meeting.
- All mandatory fees and dues must be paid by a member on leave of absence.

- A member may make requests for specific non-club related projects or donations to be undertaken by the membership. Any request that involves the time or money of the members must be approved by the board of directors prior to proposing the project or request to the membership.

SECTION VII

OFFICES AND DUTIES

A. Offices and Duties

All officers are members of the board of directors and are required to attend all board meetings.

1. PRESIDENT

The president shall:

- a. be the chief officer;
- b. direct the conduct of business of the club;
- c. preside at meetings of the club and board;
- d. appoint all committees;
- e. appoint a parliamentarian;
- f. appoint an archivist;
- g. be ex-officio member of all committees except the nominating committee;
- h. attend all district meetings and region conferences and vote on behalf of club members, speaking for their concerns. Most importantly, provide complete information concerning all Soroptimist matters that affect the club and its members.

2. PRESIDENT-ELECT

The president-elect shall:

- a. perform duties of the president in the absence of the president;
- b. perform such duties as arise from membership on the board or as assigned by the president or the board;
- c. be ex-officio member of all committees except the nominating committee;
- d. prepare to serve as club president;
- e. oversee the ways and means committees.

3. VICE-PRESIDENT/SERVICE

The vice president/service shall:

- a. preside in the absence of the president and the president-elect;
- b. coordinate the service committees by interfacing closely with each service committee coordinator;
- c. be ex-officio member of all service committees;
- d. perform such duties as arise from membership on the board or as assigned by the president or the board.

4. VICE PRESIDENT/TECHNICAL

The vice president/technical shall:

- a. preside in the absence of the president, the president-elect and vice president service;
- b. coordinate the technical committees by interfacing closely with each technical committee coordinator;
- c. be ex-officio member of all technical committees except the

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- nominating committee;
- d. perform such duties as arise from membership on the board or as assigned by the president or the board.

5. TREASURER/GENERAL FUND

The treasurer general fund shall:

- a. receive, record and deposit all club general funds in the appropriate financial institution;
- b. prepare dues notice and interface with attendance committee coordinator as described in these bylaws;
- c. sign all general fund checks;
- d. make remittance as required by federation bylaws and region procedures;
- e. pay authorized bills upon warrants approved by the board or as approved in the budget;
- f. submit a written financial report at each board meeting, business meeting and at other times when requested by the president or the board;
- g. send bills to club members at the end of each month for any amounts owed that month;
- h. maintain record of individual member's financial obligation and eligibility to vote;
- i. serve as ex-officio member of the finance committee;
- j. submit Form 5008 to federation and region for new members, or reinstated members;
- k. submit Form 5010 to federation and region for members who have resigned, transferred to another club, or changed their address, email, telephone, etc.

6. TREASURER/SERVICE FUND

The treasurer/service fund shall:

- a. receive, record and deposit all club service funds in the appropriate financial institution;
- b. sign all service fund checks;
- c. pay authorized bills upon warrants approved by the board or as approved in the budget;
- d. submit a written financial report at each board meeting and business meeting and at other times when requested by the president or the board;
- e. serve as ex-officio member of the finance committee.

7. RECORDING SECRETARY

The recording secretary shall:

- a. keep the minutes of the meetings of the club and the board;
- b. submit to the club the minutes of the club business meetings, board action and the recommendations of the board;
- c. submit to the bylaws committee coordinator, finance committee coordinator and the attendance committee coordinator, copies of minutes of board meetings and club business meetings.

8. CORRESPONDING SECRETARY

The corresponding secretary shall:

- a. be in charge of the general correspondence of the club;
- b. review club correspondence at board and business meetings;
- c. generate such correspondence as directed by the president or the board.

9. DIRECTOR(S)

The director(s) shall:

- a. perform such duties as arise from membership on the board or as assigned by the president or the board.

10. DIRECTORS/DELEGATES

The directors/delegates shall:

- a. perform such duties as arise from membership on the board or as assigned by the president or the board;
- b. be informed regarding matters on which a vote at District Meetings or Region Conference is to be taken and know how club members feel about such issues;
- c. attend all district meetings and region conferences and vote on behalf of club members, speaking for their concerns. Most importantly, directors/delegates will provide complete information concerning all Soroptimist matters that affect the club and its members. Provide reports of general information regarding meetings and conferences to the board and to the club.

11. DIRECTORS/ALTERNATE DELEGATE

The directors/alternate delegate shall:

- a. perform such duties as arise from membership on the board or as assigned by the president or the board;
- b. be informed regarding matters on which a vote at District Meetings or Region Conference is to be taken and know how club members feel about such issues;
- c. serve as club delegate at regional conferences when the director/ delegate is unable to attend. Vote on behalf of club members, speaking for their concerns. Provide a report to the board and to the members regarding each meeting and conference highlighting adopted resolutions.

B. Term of Office

All officers of this club, except for treasurer/general fund, treasurer/service fund, directors, directors/delegates and directors/alternate delegates shall hold office for one year beginning July 1 and ending June 30. Treasurer/general fund, treasurer/service fund, directors, directors/delegates and directors/alternate delegates shall hold office for two years. The treasurer general fund shall be elected during years ending with even numbers and the treasurer/service fund shall be elected during years ending with odd numbers.

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C. Vacancy in Office

1. President

- a. In the event of a vacancy in the office of president, the president-elect shall become president and shall hold office for the balance of the club year.
- b. The succeeding president shall continue in the office of president the following year.
- c. If the president is unable to serve the following year, a new president shall be elected at the same time as other club officers.

2. Other vacancies shall be filled in the following manner:

- a. 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 this purpose.
- b. Nominations may then be made from the floor and the club shall elect.
- c. If election is by ballot, the counted ballots and tally shall be destroyed after one week, providing a recount is not requested.

D. Nominations and Elections

1. Nominating Committee

- a. The president shall appoint the coordinator of the nominating committee.
- b. The board shall elect the second member prior to the February business meeting.
- c. The third member of the nominating committee shall be elected by the club membership at the February business meeting.
- d. Only one member of the board may serve on the nominating committee.

2. Within seven days after election of the nominating committee, the coordinator shall:

- a. invite each member to suggest, on a form furnished by the club, names for consideration to the nominating committee;
- b. from the names suggested and any additional names the committee

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proposes, the committee shall nominate one or more candidates for each office;

- c. the treasurer/general fund shall be elected to serve a two year term during years ending with even numbers;
- d. the treasurer/service fund shall be elected to serve a two year term during years ending with odd numbers;
- e. one director/delegate and one director/alternate delegate shall be elected each year and shall serve for two years;
- f. the committee shall secure the consent of each nominee before announcing candidacy;
- g. a synopsis of each candidate's experience and qualifications shall be presented to the membership prior to the elections;
- h. the committee shall email, fax, hand distribute or mail its report to each member no later than the March business meeting;
- i. the committee shall present its report again at the April business meeting at which time additional nominations from the floor may be made provided consent of the nominee has been obtained.

3. Election

- a. A mail election ballot containing the slate of officers shall be emailed, faxed, hand distributed or mailed out to all members in good standing within seven days following the March business meeting. The mailing will offer members in good standing the option of marking an absentee ballot prior to the April business meeting.
- b. The election of officers shall be held at the April business meeting as follows:
 - i. If there is more than one candidate for any office, election shall be by ballot.
 - ii. In the event there is only one candidate for each office to be filled, election may be by voice-vote.
 - iii. A majority vote shall elect.
- c. The nominating committee shall present a ballot to the club for consideration and vote. The ballot shall include, where possible, the names of at least two individuals for each office with the exception of president which shall be filled by the president-elect and director 2 years which shall be filled by the immediate past president. In the event the president-elect or the past president are unable to serve, a ballot with at

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least two names where possible, shall be presented for the offices of president and director 2 years. There shall be no campaigning or spending of monies in pursuit of an elected position.

- d. The counted ballots and absentee ballots and tally will be destroyed after one week, provided a recount is not requested.

SECTION VIII

DELEGATES

A. Federation Convention Delegate

- 1. The president of the club year preceding the Federation Convention shall serve as club delegate.
- 2. The current president shall serve as alternate delegate to the Federation Convention.

B. Region Conference and District Meeting Delegates

- 1. Delegates to Region Conferences and District Meetings, winter council meetings and training sessions shall be the president and two regular members to be elected as stated in these procedures, Section VII, A,1, 10 & 11.
- 2. Directors/delegates and directors/alternate delegates shall serve for two years or until their successors are elected.

C. Reimbursement

- 1. The club shall defray expenses of delegates in amounts to be recommended by the finance committee and approved by the club.
- 2. The club shall defray expenses of the Federation Biennial Convention delegates and alternate delegates in amounts to be recommended by the finance committee and approved by the club.
- 3. If the delegate and/or alternate delegate are unable to attend the convention, the club shall immediately following notification, elect a regular member(s) to represent the club.

SECTION IX

MEETINGS

A. Regular Club Meetings

Unless otherwise ordered, regular meetings of this club shall be held at noon each
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Thursday of the month. The second meeting of the month shall be the business meeting. During the Holiday weeks of July 4th, Thanksgiving Day, Christmas Day and New Year's Day, regular meetings of this club shall not be held. Sunday through Saturday shall be defined as a Holiday week. During those years when Veteran's Day occurs on a scheduled meeting day, the meeting shall be considered cancelled.

1. Place of Meeting

The place of the regular meetings of this club shall be determined by the club. Should a regular club meeting be scheduled for a location other than the regular meeting location, the following procedures will apply:

- a. The date and location of the meeting will be published in the SITM Newsletter when possible.
- b. The date and location change of the meeting will be announced at as many meetings as is reasonable and possible.
- c. The membership may also be notified of the date and location change by any other communication method such as email.

2. Quorum

A quorum of any regular meeting of this club shall be 40% of the members in good standing.

3. Special Meetings

Any special meeting of this club shall be held only after at least 48 hours of notice; personal, written, electronic or telephone contact to each member of the club.

SECTION X

BOARD OF DIRECTORS

- A. The board of directors shall be comprised of all elected club officers.
- B. The responsibility of the board shall be to facilitate the business operations of the club.
- C. Board Meetings

1. The board shall meet once a month on the Tuesday immediately preceding the business meeting.

- a. The place of the board meeting shall be determined by the president and board members.

- b. A special meeting of the board shall be held at the discretion of the

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president after attempts have been made to notify all board members.

- c. A quorum of the board shall be 51% of the elected board.
- d. A member of the board shall not miss more than two board meetings during the club year without adequate cause and board approval. Action for removal of a board member whose attendance does not meet these requirements may be taken by the board.
- e. Club members may attend board meetings but may not make motions, vote or participate in discussion unless requested by the president or the board.
- f. Each member of the board is entitled to one vote. Members may not vote by proxy, but may vote by email/fax response if a majority of the Board agrees to authorize it, or if the President requests it when a special meeting cannot be called and time is of the essence.

SECTION XI

COMMITTEES

- A. Each member, except for committee coordinators and board members is expected to serve on one service committee, one technical committee and one Ways and Means Committee.
- B. Prior to July 1 of each year, the incoming board shall assist the incoming president-elect in determining the method of member allocation.
- C. All committee reports to the board shall be in writing and such reports shall be attached to the board minutes.
- D. Each committee is encouraged, at the end of each club year and by the June board meeting, to submit a year end report of the committee's activities to the board.

SERVICE COMMITTEES

A. ECONOMIC AND SOCIAL DEVELOPMENT

Soroptimists are concerned with improvement of the quality of life shaped by economic and social conditions. This committee pursues an improved economic and social climate for women, children and senior citizens through cooperation with social service organizations, educational institutions and other service clubs.

B. EDUCATION-WOMEN

Since its founding in 1921, one of the aims of Soroptimist has been to improve the status of and make a difference in the lives of women with a strong commitment to the ideal of

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quality education for women. This committee strives to present to the club, information concerning education which may include issues which women encounter, investigate career training for women and promote equal access to non-traditional and new career training. The committee Administers Soroptimist International of the Americas sponsored Women's Opportunity Award, and encourages Doctoral students to apply for Region Fellowship Award. SITM honors the memory of Nancy Gomes, Mary Gojack and Jack Simon who all were committed to the ideals of service, education and improving the level of women and their families with scholarships established in their names. The committee administers the Nancy Gomes/Mary Gojack/Jack Simon scholarships by advertising, considering applications, planning ceremonies and awarding the scholarships. This committee is concerned with fostering increased awareness for the club and the community in this area.

C. EDUCATION-YOUTH

Soroptimists have long been committed to opportunities and education for the young. This committee focuses on the needs of youth in our community through promotion of programs to build self-esteem and improve recreational opportunities, legal protection and education.

The committee interfaces with Education Collaborative of the Washoe County School District, supports SITM's adopted Partners in Education School by meeting with the principal and staff members to determine needs and event dates, establishes goals at the beginning of the school year and works to achieve them, encourages SITM members to support the school through classroom participation and by staffing programs like career day, reading, listening, field trips, math fairs, science fairs, school parties, etc.

The committee administers the application and selection process for Youth Scholarships and Thanks to Youth (Unsung Hero) Awards which are presented during the annual Thanks to Youth luncheon held in the spring. The committee administers the application and selection process for the Violet Richardson Award. The committee receives all proceeds from Thanks to Youth which are allocated to fund all youth projects and expenses including the Violet Richardson Award, Unsung Heroes, youth scholarships, adopted Partners in Education school and any other youth related project or programs.

The committee meets with and supports the Thanks to Youth Committee during planning and execution of the Thanks to Youth luncheon.

D. ENVIRONMENT

Soroptimists understand that the environment has a profound effect on quality of life and we must be aware of environmental concerns and participate in community projects – not just for the present benefits but also to preserve for the future. This committee is concerned with fostering increased awareness for the club and the community in this area.

E. HEALTH

Soroptimists will strive for the goals of well-being of individuals. The committee may focus on education of the club concerning the health effects of drugs, alcohol, teen pregnancy and child abuse. It may promote understanding of mental health issues and arrange programs that foster mental and emotional health. It may focus on women's health issues and concerns and may promote the development of needed services and efforts which foster independence of the physically or mentally impaired.

F. HUMAN RIGHTS/STATUS OF WOMEN

Soroptimists are urged to support and emphasize the principles of the 1948 United Convention on the Nations Declaration on Human Rights and the 1967 United Nations Declaration of the Elimination of Discrimination against women. The committee will promote Soroptimist International of the America's permanent identifying focus, "The Soroptimist Ruby Award: For Women Helping Women". The committee will support the Soroptimist International of the Americas Project, "Prevention of Domestic Violence" through awareness, advocacy and action. The committee shall generate member awareness, advocacy and action for Soroptimist International President's December 10th appeal project. The committee will promote legislative advocacy.

G. INTERNATIONAL GOODWILL AND UNDERSTANDING

Soroptimists emphasize the international relationships of individuals and clubs through the Friendship Links and expanding these links into a channel through which substantive projects are implemented. The committee shall generate member awareness, advocacy and action regarding issues and projects, especially as they relate to the United Nations.

This committee also administers SITM's project to "Remove Barriers to Education for Girls in Thulipokhari, Nepal" by raising money to support girls' scholarships for tuition and dormitory housing and oversees the Animal Assistance Project to provide low-cost loans to villagers to purchase animals.

The committee will monitor and maintain the club Friendship Link(s).

H. MAKING A DIFFERENCE FOR WOMEN

"Making a Difference for Women" is a work-readiness program created as a "hands-on" project to encourage participation by all SITM members. The all-day seminar is designed to give re-entry women trying to return to the workforce, the skills, confidence and contacts they need to meet the challenges of full-time employment. The committee shall provide participants with SITM Training Grant applications to be reviewed by the Education Women committee for training funding. The committee may evaluate and adjust the program each year to address the changing needs of the community.

TECHNICAL COMMITTEES

A. ATTENDANCE

1. The committee has the following responsibility:
 - a. Record attendance at weekly club meetings and maintain an accurate record of attendance for each member for perfect attendance requirements.
 - b. Keep record when a member's leave of absence begins and informs the board if the member does not resume regular attendance when the time expires.
 - c. Keep record of members' vacation request(s).
 - d. Coordinates attendance and meal commitments with the meal provider.
 - e. Issues make-up slips to visiting Soroptimists.
 - f. Administers perfect attendance awards. Make-up meetings to achieve perfect attendance may be obtained by several methods. Refer to Page 5, Section 7c. for a description of make-up opportunities.
 - g. Notifies the treasurer/general fund at the end of each month the club members owing fees for missed (uncanceled) luncheons.

B. BYLAWS

1. The Bylaws Committee is responsible for:
 - a. Reviewing all proposed amendments to the club bylaws and for making recommendations to the club.
 - b. Working with club committees as requested regarding recommended revisions to the club bylaws.
 - c. Reviewing the club bylaws annually and preparing any amendments considered necessary.
 - d. Preparing (for presentation to the club) any amendments requested by the club's board of directors.
 - e. Updating the bylaws to reflect Federation, Region and Club amendments.

The committee is considered the authority on bylaws and should assist all officers, committees and members in interpretation of the bylaws. The appropriate federation or region committee shall be consulted regarding additional clarifications.

C. FINANCE

The coordinator of the finance committee shall serve for two years. The committee is in charge of devising the budget and must be familiar with Club bylaws and procedures, Region bylaws and procedures and Federation bylaws and procedures. The committee shall submit proposed operating and service budgets the succeeding year at the business meeting in April or May. These budgets, subject to revision, shall be presented for adoption at the June business meeting. The committee shall report to the board, at least quarterly, on the state of the budget. The committee shall review investments and investment opportunities at least semi-annually during regular board meetings and report to the board and club annually. The finance committee shall consist of a minimum of three members. The treasurer of the general fund and the treasurer of the service fund shall be ex-officio members of the committee. Each year the committee shall review the practice of paying fees for first time attendees at District III meetings and Sierra Nevada Region conferences. The committee shall make recommendations to the board regarding such payments subject to a review of the financial status of the club.

Members or committees proposing expenditures for non-budgeted items shall present their request to the Board of Directors and provide the purpose of the expenditure and the source of the funds prior to consideration by the Board of Directors and recommendation to the club. The committee may be asked to determine the availability of funding for any special requests.

D. RECRUITMENT AND RETENTION

The committee is responsible for reviewing applications of proposed members for eligibility and for recommendations to the board. The committee works with the hospitality committee and SOLT committee to coordinate efforts for member development including good attendance, committee participation and "esprit de corp" among SITM members. Committee members should be well informed in all phases of Soroptimism and be enthusiastic and creative, for the continued growth and strength of SITM is their responsibility.

E. HOSPITALITY

The committee plans and organizes club functions and social events to promote interaction and friendliness among members. The committee cooperates with other committees to help make guests and new members feel welcome. Additionally, the committee sends out various greeting cards as appropriate.

F. NEWSLETTER

The coordinator of this committee serves as the editor of the club newsletter. The committee members gather news, prepare material to be published and coordinates

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mailings.

G. PHOTO SCRAPBOOK

This committee attends SITM functions, takes photographs and distributes them as appropriate. It compiles the President's scrapbook and conducts the "Year in Review" meeting. They may seek assistance from other members in taking photographs or gathering mementos.

H. PUBLIC RELATIONS/WEBSITE

The committee works toward favorable public relations in accordance with the public relations program of the federation. The committee is responsible for developing public relations for the club in the community and for obtaining publicity for all club activities and events. The committee is responsible for maintaining the club website. The committee works very closely with the ways and means committees.

I. ROSTER/DATA BASE

The committee is responsible for updating and distributing club roster information as appropriate. The committee shall provide updated roster information to the Treasurer, General Fund when it is received from a member. The Soroptimist International of Truckee Meadows Roster shall not be reprinted or distributed in any way to individuals or groups outside the club without prior approval of the board except as required by Sierra Nevada Region.

J. SOROPTIMIST ORIENTATION AND LEADERSHIP TRAINING (SOLT)

The committee is responsible for planning and conducting the induction of new members and providing new member orientation regarding the heritage, purpose, objects, policies, procedures and programs of the organization. The committee shall provide new members with Soroptimist education materials and a copy of SITM club bylaws. The committee will schedule Soroptimist-education meetings for members and encourage attendance of district meetings and leadership seminars. The committee is responsible for helping members become and remain active, interested and participating Soroptimists willing to accept leadership positions as requested. The committee also provides education to club members about Soroptimist International of the Americas, how it is funded and how the funds are used. Founder's pennies shall be explained and the committee shall encourage contributions to Soroptimist International and Soroptimist International of the Americas for established programs. The committee is responsible for selecting the annual SITM Ceec Abrahams award winner from nominations submitted by the membership.

WAYS AND MEANS COMMITTEES

SITM holds major fund raising programs during the year which provide the club with funds to support the Federation's projects in addition to programs and projects unique to our area. Committees are formed with lead coordinators but all members are required to participate.

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A. AIR RACES

Soroptimist International of Truckee Meadows has supported the National Championship Air Races since 1982 operating a concession booth. Funds raised from this event support community service project budgets.

B. THANKS TO YOUTH

This annual event is hosted by the Atlantis Casino honoring our youth scholars and unsung heroes between the ages of 6 to 18. Funds are raised to provide scholarships and shopping sprees for the youth scholars and unsung heroes and to fund all youth focused projects and expenses undertaken by the Education Youth Committee.

SITM WAYS & MEANS COMMITTEES' PROCEDURES

Committee coordinators for SITM Ways & Means committees should review and understand these procedures PRIOR to event planning and their first committee meeting. If they have questions about any procedure, the President-Elect should be contacted. She is the SITM Board liaison and advisor to Ways & Means committees. Should she not be available, the Vice President-Service, the President or the Treasurer/Service fund should be contacted.

1. Committee coordinators should carefully review files, notes, binders and recommendations from the event coordinator for the prior year in order to understand the types of revenues and expenditures and the timelines for the event. This review should provide an overview of the event and helpful tips.
2. One member of each Ways & Means committee should be designated as the Event Treasurer.
3. Each Ways & Means committee shall prepare for the SITM Board a basic budget PRIOR to the event to disclose expenses necessary to stage the event and projected revenue. Board approval is required. Also, a plan for club members' participation should be submitted to the SITM Board PRIOR to the event. Prior to making any expenditures or commitments, the Ways & Means committees shall submit a preliminary budget to the SITM Board
4. PRIOR to preparing the budget for the SITM Board approval, the coordinator should visit the club's storage unit to be aware of supplies that are available for the committee to use. (The President and President-Elect have keys to the unit.)
5. The coordinator should work closely with event "partners" (see below) and, as needed, have agreements in writing. Any advance deposits should be as small as possible and should be documented. Merchandise should be accepted on consignment only or with a modest deposit against sales.

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- A) Air Races – written agreements for jewelry, book, art, etc. vendors should clarify amount and timing of payment of RARA commission and also commission to SITM. The required commissions are assessed to any vendors in the SITM booth.
- B) Thanks to Youth – have written agreements with vendors providing products or services to the event.
- 6. Inventory Control: No inventory should be opened prior to or during the event without instructions from event coordinator. This will eliminate the issue of opened boxes of items that can't be returned at the end of the event. This should also be explained to SITM members working at the event. A daily tally sheet of items sold should be maintained.
- 7. In no event, should cash from the event be used for any purchases. Checks must be issued by the Treasurer/Service Fund for all expenses. Original receipts should be submitted for reimbursements and original invoices submitted for payments to outside vendors. No cash is to be removed from the cash registers to pay for anything during the event.
 - A) Air Races – the Treasurer/Service Fund will prepare checks for payments to RARA and issue checks to vendor “partners” for their net proceeds.
- 8. All sales should be recorded in the cash register machines, if applicable. Each morning the register should be cleared to start with a zero total. This procedure is required by Reno Air Race Association and will aid in calculating accurate payments to RARA (Air Races) of the required commission.
- 9. All cash, checks and credit card drafts should be deposited with the Treasurer/Service Fund or her designee DAILY. Cash for change to begin the day may be retained but should be reported to the Treasurer/Service Fund.
- 10. Daily reconciliation of cash: the daily reconciliation must match the register total. This report should be completed at the end of each day. A suggested format is:

Beginning Cash (change fund)
Add receipts: Cash
 Checks
 Credit card drafts
 Subtotal
Less change fund
Less credit card drafts
Amount of cash/checks to deposit

Daily sales should agree to the subtotal above less the change fund.

- 11. Training – members doing sales and cash collections should be trained by the committee coordinator. A handout is recommended.

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12. AFTER EVENT: All coordinators of Ways & Means events shall (1) present a brief preliminary report to the membership at the first luncheon after the event and (2) present a written report to the SITM Board and membership at the next scheduled board and business meetings. (If necessary, final data should be presented at a subsequent board and business meeting also.)

The written report should include (1) a summary of revenues and expenditures, (2) a summary of the procedures followed and the planning timeline, (3) recommendations for the next event and (4) a summary of non-cash donations and their estimated value and the estimated value of any services received (for example, donated food, printing, etc.).

13. All fundraising events have items specific to staging that event. These items need to be inventoried, packed appropriately and stored in the SITM storage facility immediately following the event. This enhances the usefulness of the items purchased and provides access for future coordinators.

SPECIAL COMMITTEES

A special committee may from time to time be appointed to handle some certain piece of work and only that work. Upon completion of that work and after a report to the club, the special committee automatically ceases to exist.

SECTION XII

FINANCE

A. Club Dues and Fees

1. The annual dues of the club, as of July 1, 2007, shall be:

Regular Member	\$145.00
Embarking Member	\$145.00
Retired/Unemployed Member	\$145.00
Life Member	\$93.00
Affiliate Member	\$500.00

Per club action June 2001, the dues shall increase by 3% annually, rounded to the nearest dollar. If a Federation or Region dues increase occurs, SITM dues will increase by the greater of the Federation or Region increase or 3%.

2. Dues for new members shall be prorated on a quarterly basis. The base new member dues will be per dues in Paragraph A.1 above with reduction of \$15/quarter after the first quarter. New member fees will be added per Paragraph A.6. The member's induction shall be the date used for proration.

Dues as stated above include region dues and fees, federation dues and fees, founder
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pennies and the federation assessment per capita for club liability insurance and the federation magazine.

3. Dues are payable annually in advance of the first of June.
4. A \$25.00 late fee shall be assessed all delinquent dues not paid by the June Business meeting of each year. The fee may be waived by the board due to extenuating circumstances. Delinquent dues are also subject to a \$10.00 reinstatement fee assessed by Soroptimist International of the Americas.
5. The New Member fee shall be \$35.00 for SITM. The SITM fee shall cover the cost of a membership roster binder, notebook, name badge, and pin. The New Member Fee charged by SIA shall also be added to the New Member base dues. It is currently \$7.50 and is subject to change annually by SIA.
6. All members shall pay a luncheon fee when attending club meetings whether or not they eat.

B. Financial Overview

Each June, the board shall select a Certified Public Accountant who shall be responsible for conducting an overview of the financial records of the Club, preparing adjusting entries and providing such entries to the treasurers and preparing the annual federal tax Form 990 by the due date of the return or any applicable extension. The selection of the CPA shall exclude any member who is a signer on the club accounts.

- C.** No committee may exceed the expenditures authorized by the annual budget without prior consent of the board. All monies collected by any committee shall be paid to the appropriate club treasurer within three (3) business days.

SECTION XIII

CLUB ROSTER

- A.** The Soroptimist International of Truckee Meadows Roster shall not be reprinted or distributed in any way to individuals or groups outside the club without prior approval of the board except as required by Sierra Nevada Region.
- B.** The Soroptimist International of Truckee Meadows fundraiser data base shall not be reprinted nor distributed in any way, except for Soroptimist sanctioned purposes, to individuals, groups or organizations outside the club.

The Soroptimist International of Truckee Meadows fundraiser data base shall include any and all sources of donor and participant information, including but not limited to, checks, raffle tickets, entry tickets, registration lists and thank you letters.

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SECTION XIV

DISCIPLINE

- A. Whenever a member fails to meet financial obligations, the board shall be notified. Upon receiving notification, the board shall notify the member to satisfy the obligation within 30 days. Failure to do so will result in termination of membership.

SECTION XV

PARLIAMENTARY AUTHORITY

The rules contained in the current editions of "Robert's Rules of Order, Newly Revised" shall be the parliamentary authority for all matters not specifically covered in these bylaws, Sierra Nevada Region Bylaws and handbook, Soroptimist International of the Americas Bylaws and procedures or Soroptimist International Constitution.

SECTION XVI

AMENDMENT OF CLUB BYLAWS

These bylaws may be amended by a two-thirds vote at any business meeting of the club providing notice of the proposed amendment has been given at the preceding business meeting.

If any amendment to the Soroptimist International Constitution, Soroptimist International of the Americas Bylaws and procedures or Sierra Nevada Region Bylaws and procedures makes a corresponding amendment to these bylaws necessary, these bylaws shall be amended automatically without further action by the club.