

SOROPTIMIST INTERNATIONAL OF SACRAMENTO

Operations Committee

(A Technical Committee)

This committee consists of two (2) Subcommittees, each of which has its own Chair. Each Subcommittee may operate independently with timely reports being made to the Operations Committee Chair.

Subcommittees:

- 1. FINANCE:** This Subcommittee is responsible to prepare a proposed budget for each following club year. It should be familiar with the objectives of the club; financial requirements; and adopted financial procedures and policies.
 - A. Solicit budget requests from each committee Chair in March.
 - B. Convene the committee to structure a proposed budget for both the Service and Operating accounts, which are balanced (when utilizing reserves if necessary)
 - C. Submit the proposed budgets to the Board and membership by April or May And post in the Newsletter the month preceding the Business meeting when it will be voted on.
 - D. Final proposed budget to be adopted by membership at the June Business meeting.
 - E. During the club year, unbudgeted items should be referred to the Finance Committee for consideration, and amendments to the budget should be approved by the Board and club membership.
 - F. Review Club financial statements quarterly and submit revisions to the Board as needed.
 - G. The Finance Subcommittee may also want to prepare, with the aid of the club Treasurer, a comparative budget with the previous club year's income and expenditures for illustrative purposes.

- 2. Laws and Resolutions:** The purpose of this Subcommittee is to promote awareness of SIS Federation, Region and Club Bylaws and standing committees.
 - A. This Subcommittee is responsible for reviewing all proposed amendments to the club Bylaws, and for proposing amendments to the club Bylaws.

- B. This Subcommittee should annually review the club Bylaws to determine if any changes are necessary.
- C. This Subcommittee should prepare (for presentation to the club) any amendments as requested by the club's Board of Directors.
- D. This Subcommittee is considered the authority on the laws, and should assist all officers, committees and members in interpretation of the laws.
- E. The parliamentarian and appropriate region or federation committees should be consulted about additional clarifications.