



SASO Girls North
San Antonio
Chapter Guidelines
2019



San Antonio-North Chapter Guidelines 2019

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I. Board Development

Board Development

1. Initial board members should commit to a two-year term. After the first two years, a nomination/recruiting process for new board members.
2. Terms will follow the SASO calendar with initial term starting April 2020 for SASO San Antonio-North chapter.
3. All board members are required to attend annual information meeting along with membership meeting.

The following are elected board positions for SASO-North San Antonio:

PRESIDENT/VICE PRESIDENT

DUTIES AND RESPONSIBILITIES

- President and/or Vice President shall attend all Board Meetings
- Collaborate to make sure Board resolutions are carried out.
- To lead the SASO-North San Antonio Boys Organization
- Oversee all committees
- Able to approve spending for SASO related purchases of \$250 or less without Board permission
- Call special meetings if necessary
- May form special committees when deemed necessary
- Work with board to recruit new Board members.
- Act as a spokesperson for the organization.
- Periodically consult with board members on their roles and help them assess their performance & remain up to date with each Board position.
- Set Agenda for each board meeting with the input from Board Members
- Review all written materials produced by SASO Boys
- Organize and preside over yearly General Membership Meeting.
- Follow Robert's Rules of Order.
- Support and Recruit new membership each year.
- Ensure an orderly succession of the Board.

SECRETARY

DUTIES AND RESPONSIBILITIES

- Attend all Board Meetings or designate a secretary in your absence
- Take minutes and review minutes at every board meeting
- Ensure accuracy of all board records
- Email minutes to board members within one week of meeting
- Work with membership coordinator to determine returning members are in good standing

Treasurer

DUTIES AND RESPONSIBILITIES

- Attend all Board Meetings or designate a secretary in your absence
- Collect Dues from all members
- Keep accurate financial records and present at board meetings
- Reconcile monthly bank statements
- Create the procedures for deposits and reimbursements/donations
- Create membership spreadsheet
- Work with membership coordinator to determine returning members are in good standing
- Primary person to sign checks for the organizations
- Work with the attorney/accountant to file tax forms

Membership Coordinator

DUTIES AND RESPONSIBILITIES

- Attend majority of Board Meetings
- Use Treasurer's New Membership Spreadsheet and create an event spreadsheet to track members participation
- Track member event status by collecting the event sign in sheets from event coordinators. (philanthropy)
- Keep updated on No Shows and Cancellations.
- Email a reminder to members missing event requirements.
- Work with the board to update membership applications for upcoming annual meeting.
- Attend new member meeting
- Bring list of members in poor standing to this board meeting on membership.
- Send letters of suspension to members that applied and did not end the previous year in "good standing".
- CC President on all form letters and email communication concerning membership status.
Serve as the contact in case someone calls SASO to verify hours served.
- Email sign in sheet to event captains prior to event

Philanthropic Coordinators

SASO San Antonio North chapter will have 2 Philanthropic Coordinator(s).

DUTIES AND RESPONSIBILITIES

- Attend majority of Board Meetings
- Secure an event captain to monitor attendance.
- Attend philanthropy meetings as needed for event planning
- Research new organizations to partner with who would be a good fit for SASO members
- Plan personal visits to organizations to inquire and plan events as needed
- Prepare an end of the year review summary on events.
- Present a "working" calendar during the board meeting to show events planned/proposed for the new SASO year.
- Finalize new event calendar.
- Provide 30 days notice for scheduled upcoming events.
- Provide Website Administrator pertinent information for events. Day, time, location, sign up start date, sign up end date.
- Have the Website Administrator email member names/emails that are registered for next event, the day the event sign up closes.
- Send the list of event participants names/emails to Event Coordinator
- CC President on all event information
- Keep event calendar updated and bring to all board meetings

Communication Coordinator

DUTIES AND RESPONSIBILITIES

- Attend majority of Board Meetings
- Point of contact for prospective new members
- Newsletter and event announcements, press releases, and communication with schools and city as appropriate, as needed
- Manage social media including twitter, facebook, instagram
- Be primary contact for creation and maintenance of website
- Communicate philanthropic information via the website
- Point of contact for website designer
- Post event and meeting information within 48 hours of notice from board chairs

Personal Growth Coordinator(s)

This chapter will have 2 personal growth coordinators

DUTIES AND RESPONSIBILITIES

- Attend majority of Board Meetings
- Plans and organizes and oversees the personal growth meetings offered to the membership
- Communicate schedule of PG meetings to the communications coordinator
- Provide 30 days notice for scheduled upcoming personal growth meeting
- Secure meeting locations

Apparel Coordinator

DUTIES AND RESPONSIBILITIES

- Attend majority of Board Meetings
- Establish/Maintain a working relationship with an apparel vendor and make sure this vendor is approved by the SASO board
- Bring all pricing and apparel design information to the board meeting for approval/review.
Help update/review apparel forms for February membership drive
Collect apparel forms from Secretary
- Verify members paid correct amount by emailing Treasurer
- Place order with selected vendor
- Process all orders of apparel
- Provide an address for apparel pick up and a deadline
- Keep board updated and provide feedback about vendor, apparel and process
- Apparel should be ordered within one month of the conclusion of the membership drive.



II. Board Meetings

Board Meetings

1. All board meetings will be run in accordance with Robert's Rules of Order. All decisions will be held with a motion, second and a vote. The entire board will support all voted motions.
2. Minutes will be kept at each meeting and supplied for review one week prior to the next scheduled board meeting. They will be voted into record at that meeting.
3. Board Members may request that an item be added to the agenda by contacting the President and Secretary.
4. Board meetings will be at least quarterly and could be in conjunction with other events.



III. Budget and Financials

Budget and Financials

Budget considerations vary amongst chapters, but all chapters should consider (as applicable) including:

- Line item per event offered, budgeted amount will cover complete costs of all aspects of the event
- Line item for any funds approved by the board to be donated to an organization that you are supporting by supplying volunteers as a SASO event
- Line item for Personal Growth Meetings to cover any expenses related to the meeting; to pay speakers, provide a small token gift to the speaker, rental space, and any supplies needed for the boy/girls in attendance, if applicable
- Line item for website fees, if applicable
- Line item for constant contact fees, if applicable
- Line item for accountant fees, if applicable
- Line item for attorney fees, if applicable
- Line item for Board insurance (if you chose to carry board insurance for your officers)
- Line item for miscellaneous expenses, printing, copying, office supplies, meeting supplies, not related to any specific event
- No SASO membership dues will be used to host any type of party, graduation, coming out event, senior presentation, etc.
- SASO membership dues are to be used solely to operate the organization and support the philanthropic/personal growth events organized and/or attended by the membership.
- Any holiday or end of year event could have additional optional costs outside of dues. Any related cost and money collected would not be comingled with Chapter dues. Participation in these events are completely voluntary.



IV. Membership

Membership

1. Membership packet needs to be created, finalized, and approved by the board.
2. Prepare the membership packet in an electronic version that can be forwarded via email and posted on the web site.
3. Set a date for a Membership Informational Meeting or Annual Member Meeting.
4. SASO PowerPoint should be finalized by the Board to use as a presentation tool or a presentation using your website at your membership meeting.
4. Board must define the application process BEFORE the membership meeting.
5. Application Process must include:
 - Dates of membership drive
 - Location where applications can be dropped off and if there are any limitations to the number of members being accepted. If there are limits, define the process for date and time stamping applications.
 - SASO is exclusive but inclusive. We do not pick and choose who becomes a member but we do have to be reasonable with how many members we can provide meaningful community service for. A SASO group may limit a membership drive but they must take the applicants in the order they are received and date stamped. And the number being accepted must be clearly advertised, as should the process.
 - Membership drive should start the day of the membership meeting. DO NOT give out applications before the membership meeting. Applications should be posted on the website as soon as the meeting is over or the following morning.
 - Applications must be turned in to the same location. No board members may except an application and then try to work it into the stack, the process must be followed for date stamping as received at the designated location.

Membership Kick Off/Annual Member Meeting

1. All Board members should be present and in SASOT-shirts.
2. Present your PowerPoint and or review your website, answer questions, review application process.
3. Send everyone to the website to download the application or have on hand to give out at the conclusion of the meeting. Be sure it was advertised that applications will be available at the conclusion of the meeting and/or available on the website at the conclusion of the meeting.
4. Determine if you want your school, school district or city to send out an announcement
5. All board members are expected to assist in the membership recruitment process.

Determining Membership

1. A special board meeting will be held to finalize the membership roster. All applications are taken in the order they are received with the exception of Legacy applications of siblings who are in good standing. Their sibling's application will be moved to the front of the stack and taken in the order it was received within Legacy applications. The remaining spots will be given in application order of receipt, no bumping or moving people in that order.
2. If you have returning members not in good standing at the conclusion of the membership drive and you have additional philanthropic opportunities in the current SASO year, you must wait until they complete their requirements and are in good standing to add them to the member list.
3. If returning members do not meet their requirements for the current year and are not in good standing, they are not eligible to be included in the new SASO year, they must sit out one year and they may reapply the following year for membership. At this time, they will apply as a new member and follow the new membership application process.

4. If there is a waitlist, the Membership Coordinator will contact the applicants on the waitlist to let them know of the application status and ask if they wish to stay on the waitlist or would like their membership check returned. Be prepared to tell them what number they are on the waitlist.
5. All the apparel forms need to go to the Apparel Coordinator.
6. All Applications should go to the Membership Coordinator/Treasurer.
7. All checks need to go to the Treasurer within two (2) weeks of the close of the membership drive for deposit.
8. All members should be entered in to an excel spreadsheet. A contact list should be generated once this is complete.
9. A welcome email will go out from the Board to the new members, within one month of the membership drive. A calendar listing the planned upcoming events should be included.



V. Partnerships, Events, and Requirements

Partnerships, Events and Requirements

1. When speaking to organizations, remember that SASO is event focused. You will want to find events where your members can make a meaningful contribution.
2. Philanthropic partnerships should be different from the other SASO group, if there is more than one in your area or if there is a Boys or Girls group. The intention is not to have joint opportunities or combined events. (This is specific to having a boys and girls group in the same town)
3. The board member/members overseeing an event will determine the number of hours awarded and the number of volunteers needed for the event. Some events may have to be broken into shifts this will be predetermined by the philanthropic coordinator before the event opens for sign up. Each shift may be considered an event within the overall event for satisfying membership requirements.
4. The Board can determine the number of Board members that will help with an event.
6. Every event will have a designated boys, known as event captain(s), that will have leadership responsibilities.
6. Sign-ups for an event should be made available one month before an event.
7. The sign in table at each event should always be manned by a Board member or designee. Members must sign in to check in.
8. Members more than 20 minutes late to an event or PG meeting will not be given credit for the event or meeting.
9. Members need to give 48 hours cancellation notice prior to event or it is considered a no show.
10. Members that do not show up for more than 2 events that they committed to attend are subject to board review for continued membership.
11. At the conclusion of each event, each member will receive a SASO card. They will come by the check in table to pick up their card. They use of the card is to ensure members stay for the entire event. (See card example in the appendix)
12. Immediately following the event the Membership Coordinator should receive the sign in sheet with 72 hours.

13. SASO San Antonio North chapter may or may not have an event box. Suggestions for this box: volunteer cards, pens, tape, scissors, sign in sheets, a SASO banner to be hung and a binder that includes important information for the event or SASO. This box will go to every event.

Requirements

Member Requirements:

Girls:

- Volunteer at 3 events (about 20 hours)
- Attend 3 personal growth meetings

Mothers:

- Enroll during annual membership drive (re-enrollment will be required annually for all members in good standing)
 - Submit membership application and dues
 - Volunteer at 3 events with your daughter (10 hours minimum)
1. Membership is open to girls and their moms who reside in the Clark, Brandeis, or O'Connor attendance zones.
 2. Membership is open to girls entering 9-12th grades.
 3. Members not in good standing at year-end will not be permitted to reapply for membership for that year. They must sit out one year and may reapply as a new member the following year. There are no exceptions for members who do not fulfill their requirements.



VI. Website

Website

1. The SASO Website will be the primary means to disseminate information on events and meetings for the SASO Girls North San Antonio chapter.
2. All members will have personal login access for the website and this will be the primary means for members to sign up for personal growth and philanthropic events.
3. Logos for other organizations or businesses may be placed on the Website with board approval.



VII. Appendix



Name:

Date:

Hours Served:

Event:

