

**Indivisible SOS Santa Fe
Organizational Guidelines
1-11-23**

Name

The name of the organization is Indivisible SOS Santa Fe (hereinafter referred to as iSOS).

Purpose

We are women actively engaged in issues vital to our community and country. We work to realize equitable policies and elect progressive leaders in Santa Fe, New Mexico and nationwide.

Meetings

iSOS shall have regularly scheduled meetings:

- General membership weekly
- Leadership, at least once per month
- Joint leadership and committee chairs, as needed

MEMBERS

Eligibility

Membership is open to women who subscribe to the purposes and goals of iSOS and who have paid their yearly dues.

Dues

Payment of annual dues are required starting on January 1st of the new calendar year. Any dues paid after October 1 will be applied to the upcoming year unless the member requests that the dues be applied to the year then ending. If a member cannot afford to pay the yearly dues, accommodations will be made by the Leadership Team.

The amount of the annual membership dues is set by the Leadership Team.

Opportunities for Participation

Meeting attendance, committee participation, leadership roles, postcards, letters, canvassing, texting, phone banking, donations, rallies, marches, drumming, NM Legislative activities, event planning, etc.

LEADERSHIP TEAM

The Leadership Team of iSOS has been comprised of these positions and can change based on needs and member skills:

- President
- Past President*
- Vice President/Membership
- Secretary
- Treasurer
- Program Director
- Technical Director
- Member-At-Large/national/state Indivisible liaison.

*The Past President serves for one year following the completion of her term.

Selection and Resignation of Leadership

Leadership will annually present a slate of officers to membership for ratification.

A Leadership Team member may resign by delivering a written notice to the Leadership Team. The resignation is effective upon receipt of notice unless the notice specifies a later date. Vacant Leadership Team positions will be filled by the President in consultation with the Leadership Team.

Brief Descriptions of each Position

Detailed job descriptions are contained in separate documents and shall be available to any member for review.

President

The President ensures that iSOS' purpose is achieved.

Past President

The Past President advises the Leadership Team.

Vice President

The Vice President assists the President in her duties and manages membership and committees.

Secretary

The Secretary prepares notes of each meeting and regularly writes and distributes a newsletter.

Treasurer

The Treasurer manages all financial matters.

Program Director

The Program Director handles speaker scheduling.

Technical Director

The Technical Director manages technical aspects of Zoom/hybrid meetings and website/facebook postings.

GENERAL POWERS AND AUTHORITY**Compensation and Reimbursement**

No Leadership Team member or any other member shall receive any compensation for her services rendered in support of iSOS.

Financial Policies

The group's financial policies are contained in a separate document, which shall be available for any member to review.

Support of Candidates

When deciding to support a candidate financially, Leadership will consult with members attending the General Membership meeting for concurrence and approval. Individual members may support any candidate they wish but must take care not to infer iSOS support.

Changes to these Guidelines

The Leadership Team will consider changes to these guidelines or on its own craft amendments or changes. The Leadership Team will annually review this and other documents mentioned herein.