

Indivisible SOS Santa Fe
Organizational Guidelines

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 annual dues.

Dues

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

Opportunities for Participation

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

Leadership Team

The Leadership Team of iSOS includes the following positions and can change based on needs and member skills:

- Co-Chairs
- Secretary
- Treasurer

- Program Director
- Technical Director
- Member At Large

Selection of Leadership Team members

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

Leadership Terms and Resignations

Members of the Leadership Team serve for two years and may be nominated for additional years at the discretion of the Leadership Team. The Leadership Team will work to ensure that no more than one-third of its members leave the team in any year. Most particularly, no more than one Co-Chair will leave the team in any year, to assure continuity and help orient and train the incoming Co-Chair.

A Leadership Team member may resign by so informing the Leadership Team at its next meeting, or in writing to one of the Co-Chairs at any time. The resignation is effective upon receipt of notice unless the notice specifies a later date. Vacant Leadership Team positions will be filled by the Co-Chairs in consultation with the Leadership Team.

Brief Description of Leadership Positions

Detailed job descriptions are contained in separate documents posted on the iSOS website and shall be available to any member for review.

Co-Chairs

The Co-Chairs ensure that iSOS' purposes are achieved. Between them they manage meetings, membership, committees, issue-based activities, projects, campaigns and relations with external organizations.

Past Co-Chairs

The Past Co-Chairs advise the Leadership Team when requested.

Secretary

The Secretary prepares notes of each meeting and either writes and distributes a quarterly newsletter or delegates this task.

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.

Member At Large

The Member At Large represents herself at Leadership Team meetings; she may assume other roles at her discretion.

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 is posted on the iSOS website and shall be available for any member to review.

Support of Candidates

When deciding to support a candidate financially, the Leadership Team 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.

Revised 11-13-23