

MEMBERSHIP ELIGIBILITY AND CLASSIFICATIONS EFFECTIVE JULY 2001

Membership Eligibility

Article IV, Section 2 of the SI Constitution reads: "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; 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; 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."

These definitions of eligibility are the only criteria that must be met to accept an invited prospective member into Soroptimist.

Membership Classification

Each member actively engaged in a profession, business or occupation shall be classified. This includes regular members, embarking members, and associate members. The classifications are divided into 37 broad industry categories, followed by examples of occupations/professions suitable to those categories, and found in this guide. The classification shall be that which governs the principal and recognized activity of the firm, company, governmental entity or institution with which such 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. Each club shall maintain a classified membership that is representative of the diversity of occupations and classifications in its community.

Instructions

1. Determine the prospective members' eligibility.
2. Choose the primary principal and recognized activity of the firm, company or institution or an independent business or profession that employs the member or prospective member. Consult the alphabetic list numbered 01–37. After the major category is decided, choose the profession, field or job title in which the member works by consulting the specific professions listed under the major category. A two digit number in parentheses follows each profession listed. Please note that the list is broad, but is not completely comprehensive. If a specific occupation is not listed under a major category, use the miscellaneous (00) designation. The complete four digit classification code assigned to each active member identifies the general category (first two digits), followed by the profession of the individual (last two digits).

Examples

Accountant who works for a financial institution
13 – Finance and Investment (Major category)
01 – Accounting

Classification number reported: 1301

Accountant who works for an association
06 – Association (Major category)
01 – Accounting

Classification number reported: 0601

Flower shop owner
37 – Visual Arts/Craft and Design (Major category)
21 – Flower shop owner/manager/supervisor

Classification number reported: 3721

Funeral Home Director
08 – Business, Professional and Trade Services (Major category)
00 – Miscellaneous

Classification number reported: 0800

This method of classification provides an efficient method of tracking members for networking, locating contacts for referral of authorities in a particular field and special interest group inquiries. It also provides a less cumbersome method for clubs to assign and report classification numbers.

Diversity

Club membership should reflect the types of businesses, services, professions and organizations found in the community. As each club should include members that represent a variety of classifications, no business or professional group should dominate the total membership. There is no quota system, however, regarding the number of members with the same classification a club may have.

CLASSIFICATIONS

01 ADMINISTRATIVE

Compiling, recording, communicating, computing and synthesizing data and other information.

accounting (01), computers (02), human resources (03), marketing (04), sales (05), office manager (06), owner (07), supervisor/director (11), technician (12), distributor (13), researcher (14), miscellaneous (00).

02 AGRICULTURE/HORTICULTURE/FORESTRY/FISHING

Farming and services integral to farming, horticultural activities, research and development; raising, catching, producing and distributing fish, seafood and game; manufacturing and distributing equipment; activities of husbandry of forests and timberlands.

accounting (01), computers (02), human resources (03), marketing (04), sales (05), office manager (06), farm supervisor/owner (11), livestock supervisor/owner (12), ranch supervisor/owner (13), dairy farm supervisor/owner (14), breeder (15), greenskeeper (16), landscape supervisor/owner (17), forest or park ranger supervisor/owner (18), vineyard or winery supervisor/owner (19), nursery supervisor/owner (20), miscellaneous (00).

03 ANIMAL AND PET SERVICES

Raising, caring for and selling animals; manufacturing and distributing animal food and supplies.

accounting (01), computers (02), human resources (03), marketing (04), sales (05), office manager (06), veterinarian (11), kennel owner or manager (12), pet store manager or owner (13), breeder (14), shelter or animal pound owner (15), manufacturer (16), distributor (17), administrative (18), miscellaneous (00).

04 ARCHITECTURE/BUILDING SURVEYING/DEVELOPMENT

Design, restoration or remodeling of buildings, areas, or communities.

accounting (01), computers (02), human resources (03), marketing (04), sales (05), office manager (06), owner (07), architect (11), surveyor (12), interior designer/paper wall artisan (13), developer (14), miscellaneous (00).

05 MILITARY SERVICES – *Active duty military officer*

accounting (01), computers (02), human resources (03), marketing (04), sales (05), office manager (06), Air Force officer (11), Army officer (12), Coast Guard officer (13), Marine Officer (14), Navy Officer (15), miscellaneous (00).

06 ASSOCIATION

Executive of professional, trade, civic, service, social, political, fraternal, patriotic and youth organizations.

accounting (01), computers (02), human resources (03), marketing (04), sales (05), office manager (06), chief executive officer or executive director (11), communications/public relations (12), membership (13), programs or education (14), meetings (15), administrative (16), inventory (17), lobbyist (18), archivist (19), miscellaneous (00).

07 BEAUTICIAN/HAIRDRESSER AND RELATED SERVICES

Care of hair and skin for beautification of individuals; marketing and manufacturing of equipment and supplies.

accounting (01), computers (02), human resources (03), marketing (04), sales (05), office manager (06), beauty shop manager or owner (11), cosmetology shop manager or owner (12), masseuse, manager or owner (13), miscellaneous (00).

08 BUSINESS, PROFESSIONAL OR TRADE SERVICES

Services offered to the public by an individual or firm.

accounting (01), computers (02), human resources (03), marketing (04), sales (05), office manager (06), owner (07), consultant (11), temporary agency manager/supervisor (12), management firm manager/supervisor (13), miscellaneous (00).

09 COMPUTER SERVICES

Designing, manufacturing, distributing, marketing, selling or providing technical service of computer hardware and software.

accounting (01), human resources (03), marketing (04), sales (05), office manager (06), computer technician (11), systems analyst or manager (12), computer firm/store owner or manager (13), designer (14), manufacturer (15), distributor (16), miscellaneous (00).

10 CONSTRUCTION

All forms of general and specialized construction work and services.

accounting (01), computers (02), human resources (03), marketing (04), sales (05), office manager (06), owner (07), foreman (11), builder (12), manager (13), supervisor (14), miscellaneous (00).

11 EDUCATIONAL SERVICES

Administration and provision of educational services and/or daycare respite.

accounting (01), computers (02), human resources (03), marketing (04), sales (05), office manager (06), owner (07), teacher of: preschool (11), elementary school (12), junior high school (13), high school (14), college or university (15), remedial education (16), special education (17), adult education (18); or president (19), vice president (20), dean (21), school principal (22), school administrator (23), department chair (24), school owner (25), counselor (26), tutor (27), healthcare (28), professional or trade school instructor (29), food service (30), miscellaneous (00).

12 ENGINEERING

Application of scientific and mathematical principles to practical ends – design, construction and operation of efficient and economic structures and systems.

accounting (01), computers (02), human resources (03), marketing (04), sales (05), office manager (06), owner (07), engineer: chemical (11), electrical (12), mechanical (13), aerospace (14), civil (15), planner (16), manager (17), miscellaneous (00).

13 FINANCE AND INVESTMENT

Investment and management of money, receiving, lending and safeguarding money.

accounting (01), computers (02), human resources (03), marketing (04), sales (05), office manager (06), owner (07), bank officer (11), loan officer (12), FDIC or Federal Reserve supervisor (13), stockbroker/investor/future or options trader (14), financial planner or consultant (15), accountant (16), tax service provider (17), estate planner (18), auditor (19), bookkeeping supervisor (20), foreign exchange dealer (21), supervisor (22), customer services (23), broker (24), title company (25), security (26), miscellaneous (00).

14 FOOD AND BEVERAGE SERVICE

Processing, wholesaling, or retail distribution of food and beverage products.

accounting (01), computers (02), human resources (03), marketing (04), sales (05), office manager (06), owner (07), chef (11), cook (12), supervisor (13), manager (14), manufacturer (15), distributor (16), researcher (17), miscellaneous (00).

15 GOVERNMENT

Official of city, state or federal government.

accounting (01), computers (02), human resources (03), marketing (04), sales (05), office manager (06), U.S. senator (11), U.S. representative (12), governor (13), state senator (14), state representative (15), state official (16), county official (17), county clerk (18), county treasurer (19), mayor (20), councilperson (21), city official (22), city administrator (23), city clerk (24), city treasurer (25), postmaster (26), county administrator (27), village or township administrator (28), lobbyist (29), miscellaneous (00).

16 HEALTH

Diagnosing, preventing, and treating diseases and ailments, or providing health related business such as durable medical equipment, extended care facilities, or emergency medical service.

accounting (01), computers (02), human resources (03), marketing (04), sales (05), office manager (06), owner (07), doctor (11), dentist (12), nurse (13), pharmacist (14), laboratory technician supervisor or manager (15), emergency medical technician (16), chiropractor (17), podiatrist (18), dietician (19), optometrist (20), nutritionist (21) orthodontist (22), ophthalmologist (23), obstetrician (24), physical therapist (25), speech therapist (26), home health care specialist (27), business owner or consultant (28), practice manager (29), hospital administrator (30), nursing home administrator (31), clinic director/administrator (32), medical records (33), alternative medicine (34), manufacturer (35) dental hygienist (36), miscellaneous (00).

17 HISTORY

Studying art and history; scientific buildings or places where objects of permanent value are researched, stored and displayed.

accounting (01), computers (02), human resources (03), marketing (04), sales (05), office manager (06), owner (07), museum curator (11), librarian (12), archivist (13), historian (14), art gallery curator (15), miscellaneous (00).

18 HOTEL/MOTEL/BED AND BREAKFAST

Lodging establishment.

accounting (01), computers (02), human resources (03), marketing (04), sales (05), office manager (06), owner (07), manager (11), supervisor (12), executive housekeeper (13), banquet manager (14), chef (15), miscellaneous (00).

19 INSURANCE

Insurer of life, health, or property against loss or harm.

accounting (01), computers (02), human resources (03), marketing (04), sales (05), office manager (06), owner (07), insurance agent (11), claims officer (12), broker (13), administrator (14), miscellaneous (00).

20 LEGAL/LAW ENFORCEMENT

Federal, state and local agencies, personnel for the enforcement of law, and private practice of law and law enforcement.

accounting (01), computers (02), human resources (03), marketing (04), sales (05), office manager (06), owner (07), attorney (11), judge (12), magistrate (13), sheriff (14), patent examiner (15), coroner (16), paralegal supervisor (17), court reporter (18), court administrator (19), probation officer (20), police supervisor or chief (21), FBI agent (22), CIA agent (23), private investigator (24), law office manager (25), depositions (26), arbitrator (27), miscellaneous (00).

21 LIFE SCIENCES

Research and experimental activities that increase human knowledge of living things, plants and animals.

accounting (01), computers (02), human resources (03), marketing (04), sales (05), office manager (06), owner (07), biologist (11), forester (12), agricultural scientist (13), research scientist (14), activist (15), miscellaneous (00).

22 LITERARY ARTS

Writing, editing, or managing publications of fact or fiction.

accounting (01), computers (02), human resources (03), marketing (04), sales (05), office manager (06), owner (07), journalist (11), author (12), translator (13), editor (14), poet (15), screenwriter (16), advertising (17), publisher (18), partner (19), printer (20), miscellaneous (00).

23 MANAGEMENT

Individual in a capacity to oversee operations of a department, division, company or organization.

accounting (01), computers (02), human resources (03), marketing (04), sales (05), office manager (06), owner (07), chief executive officer (11), manager (12), director (13), supervisor (14), miscellaneous (00).

24 MANUFACTURING

Making or processing materials into a finished product in an industrial setting.

accounting (01), computers (02), human resources (03), marketing (04), sales (05), office manager (06), owner (07), supervisor (11), administrator (12), foreman (13), designer (14), manager (15), corporate officer (16), miscellaneous (00).

25 MARKETING/ADVERTISING/PUBLIC RELATIONS

The promotion of goods and services.

accounting (01), computers (02), human resources (03), marketing (04), sales (05), office manager (06), owner (07), advertising account executive (11), copywriter (12), public relations account executive (13), telemarketing (14), account supervisor (15), firm supervisor (16), president (17), corporate officer (18), miscellaneous (00).

26 PERFORMING, CULTURAL AND AUDIOVISUAL ARTS

Skill or art that involves public performance, including radio and television and entertainment.

accounting (01), computers (02), human resources (03), marketing (04), sales (05), office manager (06), owner (07), stage, television or movie director (11), tea ceremony performer (12), choreographer (13), producer (14), musician (15), composer (16), dancer (17), actor (18), broadcast announcer (19), newscaster (20), miscellaneous (00).

27 PHYSICAL SCIENCES

Scientific study of non-living things and application of knowledge of mathematics, physics or chemistry.

accounting (01), computers (02), human resources (03), marketing (04), sales (05), office manager (06), owner (07), chemist (11), earth scientist (12), physicist (13), material scientist (14), oceanographer (15), geologist (16), mathematician (17), astronaut (18), miscellaneous (00).

28 PUBLIC AND PRIVATE UTILITIES AND CITY SERVICES

Supplying and repairing water, electricity, gas, refuse and telephone services to the public.

accounting (01), computers (02), human resources (03), marketing (04), sales (05), office manager (06), owner (07), electrician (11), plumber (12), fire supervisor/chief (13), city services (14), pipe mechanic/gas supervisor (15), telephone supervisor or owner (16), health and safety inspector supervisor (17), repairs (18), community relations (19), corporate officer (20), miscellaneous (00).

29 REAL ESTATE

Developing, managing, renting, selling, appraising and purchasing of property.

accounting (01), computers (02), human resources (03), marketing (04), sales (05), office manager (06), owner (07), real estate agent (11), contractor (12), landlord (13), property manager (14), sales manager (15), appraiser (16), broker (17), development owner (18), miscellaneous (00).

30 RELIGION

Occupation relying primarily on religious affiliation.

accounting (01), computers (02), human resources (03), marketing (04), sales (05), office manager (06), minister (11), reverend (12), nun (13), theologian (14), priest (15), church administrator (16), educator (17), director (18), musician (19), miscellaneous (00).

31 RETAIL

Selling of merchandise.

accounting (01), computers (02), human resources (03), marketing (04), sales (05), office manager (06), owner (07), department store supervisor or manager (11), drug store supervisor or

manager (12), apparel and specialty store supervisor or manager (13), general merchandise store supervisor or manager (14), public relations (15), security (16), corporate officer (17), general manager (18), miscellaneous (00).

32 SALES

Selling or buying a commodity or service in a non-retail setting

accounting (01), computers (02), human resources (03), marketing (04), sales (05), office manager (06), owner (07), agent or manager (11), vendor (12), auctioneer (13), buyer (14), telemarketer (15), miscellaneous (00).

33 SOCIAL SCIENCE

Research and experimental activities that increase human knowledge.

accounting (01), computers (02), human resources (03), marketing (04), sales (05), office manager (06), owner (07), economist (11), psychologist (12), urban or regional planner (13), statistician (14), miscellaneous (00).

34 SOCIAL WELFARE

Variety of services provided to individuals or families including counseling, welfare, referral services or other social services.

accounting (01), computers (02), human resources (03), marketing (04), sales (05), office manager (06), owner (07), social or welfare supervisor (11), social worker (12), counselor (13), individual and family service agency supervisor (14), director (15), miscellaneous (00).

35 SPORTS

Instruction in sports as a business; manufacturing or marketing sporting goods and services.

accounting (01), computers (02), human resources (03), marketing (04), sales (05), office manager (06), coach (11), club or team supervisor, manager or owner (12), professional athlete (13), instructor (14), store manager (15), manufacturing (16), distributor (17), miscellaneous (00).

36 TRANSPORTATION

Controlling movement of motor vehicles, aircraft, ships, boats or other marine craft to transport passengers and cargo, or the selling of tickets for transportation.

accounting (01), computers (02), human resources (03), marketing (04), sales (05), office manager (06), owner (07), air traffic controller (11), pilot (12), truck supervisor (13), transportation company manager or owner (14), ship captain (15), travel agency owner or manager (16), port or harbor management (17), corporate officer (18), automobile dealership (19), public transit official (20), miscellaneous (00).

37 VISUAL ARTS/CRAFT AND DESIGN

Creation of original works to express or interpret ideas or execute commercial art work.

accounting (01), computers (02), human resources (03), marketing (04), sales (05), office manager (06), owner (07), painter (11), sculptor (12), designer (13), illustrator (14), photographer (15), artist (16), graphic artist (17), potter (18), gallery supervisor/manager (19), festival or craft show organizer (20), floral shop supervisor or manager (21), floral arrangement instructor (22), miscellaneous (00).