

SOROPTIMIST INTERNATIONAL OF EUROPE

GUIDELINES

FOR SINGLE CLUBS

I. General : The Club

- The Club must meet once a month , at least 10 times a year, at a precise meeting place easily accessible to all. This can be any public area, school, communal hall, restaurant, coffee shop.

The Club must have an annual General Assembly to which all members are invited to attend. This General Assembly should take place some two months before the Federation's Governors' Meeting. Elections are to be held at this meeting for officers of the Club who will take office on October 1st which is the beginning of the Soroptimist year.

The President of a Club is elected for two years and may not be re-elected to the same office for a second consecutive two year period. All members of the Board are elected for two years. Only the Treasurer may be re-elected for one further two years term of office.

The Charter President will start immediately before the chartering of the club and will end on the 30th of September of the second year following the chartering date, even if this period is less than two full Soroptimist years. Her term of office may not be extended any further and elections will have to be held to nominate the next President during the months of March/April immediately preceding the end of the term mentioned above.

SIEHQ must be informed in good time of the names and addresses including telephone and fax numbers and e-mail addresses of the President, Secretary and Treasurer who have been elected for the biennium and it would also be desirable that it is indicated in which language they prefer to communicate : English or French, or both.

- There are six programme areas for which six Programme Co-ordinators are elected. However, this is not an obligation and the Club may, if it prefers, have a more limited number of Programme Co-ordinators, each covering one - or more than one - programme area. The term of office of the Programme Co-ordinators shall be two years. They may be re-elected for one further two years term of office.

It is indispensable that SIEHQ be informed of the names and addresses of the Club's Programme Co-ordinators so that due contact may be established with their respective Federation Programme Co-ordinators. **A Co-ordinator can cover more than one programme area.**

All such information pertaining to the President, Secretary, Treasurer and Programme Co-ordinators must be communicated to SIEHQ not later than one month after the election and in any case by June 15th of that year.

- Although the Federation provides for the basic By-laws for Single Clubs, each Club may annex internal decisions in the form of a memorandum covering certain particularities related to the Club, provided that these are not in contradiction with the official Constitution and By-laws.

- **In order to maintain a good communication with the Federation**, it is recommended that the club designate a correspondent who is fluent in either English or French. This member could also read printed matter and report at the club's meetings.
- It is the task of the secretary to keep all important documents and minutes of each monthly meeting .
- At the end of each two year period, the Club officers must turn over to their successor all relevant documents.

II. Obligation to the Federation

Dues and Fees

Once a year, on May 1st, the Federation Treasurer sends a membership questionnaire which must be completed by the Club Treasurer (or failing her by the Club President) and returned as soon as possible. **This membership questionnaire has to be completed and forwarded to the Federation Treasurer not later than the 15th of June.**

The Federation Treasurer then returns to the Club a calculation of fees which must be paid to the Federation by November 30th of each year. In this connection, please see page 4 hereafter Solidarity Fund.

If a pro-forma invoice is required due to exchange control, this should be specified when returning the membership questionnaire.

Should there be any administrative problem for the payment of the fees, the Club should inform the Federation Treasurer before November 30th.

Annual Report of the Club

The Club must make an annual report or questionnaire in either English or French to SIEHQ and the SI/E Vice- President .SIEHQ can send the club a specific form for such a report.

Club information / Directory

SIEHQ sends out in April of each year a request for information regarding Club officers for the printing of the SI/E Directory, such information to be sent to SIEHQ by June 15th of each year. If no such information is sent by the Club, then the Directory will either carry the previous information it may have had or no information at all on the Club.

The Club must make sure that during the year SIEHQ is informed of any change of address - including email addresses - of the President, the Secretary, the Treasurer, the Programme Co-ordinators and Technical Committee Chairmen, if any.

III. Communication with the Federation

SEP (Secrétariat européen permanent) Permanent European Headquarters/ SIE Headquarters
Executive officer: Jenifer Beles

Any questions a Club may have regarding Soroptimist matters in general may be addressed to SIEHQ which, according to the subject, shall forward same to other Federation officers, such as The Extension Committee, Programme Co-ordinators, Follow-Up Officers and the Treasurer should this be necessary.

The address is : Soroptimist International of Europe Head Quarters (SIEHQ)
72, route de Florissant
CH - 1206 Geneva (Switzerland)
Tel. (022) 346.08.80 / Fax (022) 789.04.43
E-mail: soroptimist@europe.org

The SI/E Funds

The Scholarship Fund

Each year the Federation offers scholarship grants to candidates submitted by the Unions and Single Clubs. For a scholarship application to be taken into consideration by the SI/E Scholarship Committee, an appropriate Scholarship Application Form must be duly completed and sent to the SI/E Scholarship Committee Chairman within the specified time limit. Such Application Forms are addressed to the President of the Club some time in June-July of each year and the President presents this to the members of the Club. Application Forms are also available, on request, from SIEHQ.

The Terms of Reference of the Scholarship Fund specify that grants are offered for:

- (1) Further studies or training for the advancement of a woman exercising a profession or vocation;
- (2) Refresher studies or training or retraining for a woman who has temporarily interrupted the exercise of her profession or vocation.

Preference should be given to professions and vocations in non-traditional fields for women.

- (3) Grants for women from developing countries where an SI/E Club exists for education, vocational training or retraining for professional advancement of women in their countries.

A Club may submit to the Federation no more than one candidate.

Any Application Form not fully completed or arriving after the deadline shall not be accepted.

Action Fund

The Clubs may apply for:

- immediate financial assistance in cases of disaster;
a project
- to support humanitarian projects and promote educational programmes for women.

The Club may call upon the Federation Board through SIEHQ for cases of emergency, as specified above, at any time during the year. For other grants from the Action Fund, all applications, fully documented, must reach SIEHQ 120 days before the Governors' Meeting. Applications arriving after this date will not be accepted.

For more information please look at the Action Fund Guidelines – www.soroptimisteurope.org

Solidarity Fund

When a Single Club or a member finds it difficult to pay its fees to the Federation, either partially or fully, it may apply for an allocation from the Solidarity Fund. The Terms of Reference of this Fund give a complete picture of what a club may apply for and how it should proceed.

Rules governing Funds, Constitution booklet

The club will receive two copies of the statutes of each Fund at the time of its chartering. When any of these documents are updated or modified, a copy will be mailed to the Club President.

Candidates for election at Federation level

Single Clubs of five years standing have the possibility to submit to the Federation candidates for the office of SI/E Programme Co-ordinator. She has to speak either English or French. It is the Club's responsibility to make sure that the candidate speaks fluently at least one of the official languages of Soroptimist International.

The Federation's annual meeting: the Governors' Meeting

The Federation President may invite the Club President or if she is unable to attend - preferably a Board member - to the Governors Meeting. Single Clubs have no vote at this meeting but may be given the floor.

The travel expenses of an official Club delegate are covered by the Federation. Depending on budgetary considerations accommodation and meals may or may not be covered by the Federation. At the time of issuing the call, SIEHQ will inform the Clubs as to what expenses will be covered by the Federation.

If there is more than one Club in a country, the SI/E President's invitation is addressed on a rotation basis to each of the Clubs, and its delegate shall be the official representative of the country. It is possible for the other Clubs to apply to attend as silent observers, but official confirmation by the Federation must be expected before any travel arrangements are made. It should be noted that the Federation does not cover any of the expenses for silent observers.

SI/E Congress

There is a quadrennial SI/E Congress which is open to all members. There is no Federation financing for attendance at this meeting. The last Congress was held in Vienna 2006 and the next Congress will be held in 2008 in Warsaw, Poland.

Friendship Links

Clubs may and should establish as many contacts as they can with other clubs. They also have the possibility of establishing official links with other Clubs - known as the Friendship Links - with which they may also plan joint projects and exchange visits. The establishment of such Friendship Links is done through the SI/E headquarters (SIEHQ). Application forms for Friendship Links are presented to the Club together with the chartering material or upon request from SIEHQ.

The Link / The International Soroptimist

The Federation's quarterly bulletin, "The Link / Le Trait d'Union", is sent free of charge to the President of the Club. Members should be urged to subscribe to this bulletin which is a combined issue in either English or French. Subscription forms are sent to the President of the Club at the appropriate time, but may also be obtained on request from SIEHQ.

A copy of the international quarterly bulletin, "The International Soroptimist" (also available in French: "Le Soroptimist International"), is sent to the Club President. Members may also subscribe directly to SEP for the French version and to Soroptimist International Headquarters (87 Glisson Road, GB-Cambridge CB1 2HG - England) for the English version.