



# STATUTES OF THE SCHOLARSHIP FUNDS



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## **SOROPTIMIST INTERNATIONAL OF EUROPE STATUTES OF THE SCHOLARSHIP FUNDS**

### **Preamble**

Soroptimist International of Europe provides for two types of Scholarship grants.

One type is to honour the founder of Soroptimist International of Europe, Dr. SUZANNE NOËL, by providing financial assistance to female doctors who wish to perfect their knowledge of, and experience in, plastic and reconstructive surgery.

The other type aims at supporting women in a profession undertaking 1) continuing education within their present chosen profession/vocation; 2) a pending career change; and 3) supporting women from developing countries with an existing SI/E Club, towards professional and/or vocational training.

Both types of grants are regulated by the Statutes as amended in Bratislava (Slovakia) in 2023.

### **Article I**

#### **Dr Suzanne Noël Scholarship**

##### **1. Object**

A Fund named "Dr Suzanne Noël" is set up within Soroptimist International of Europe to honor the founder of SIE.

The object of the Fund is to cover the costs for ongoing education of female doctors who wish to perfect their knowledge of, and experience in, plastic and reconstructive surgery.

The Dr. Suzanne Noël Scholarship will be granted every even year.

##### **2. Qualification**

The candidates must be under the age of 50; have a diploma authorizing to practice medicine; be specialized in, or preparing a thesis in plastic and reconstructive surgery.

##### **3. Open to all women**

The candidate may be a Soroptimist or a non-Soroptimist but may not be a Member of the Restricted Board nor the Scholarship, Mentoring and Leadership Academy Committee of the Federation. The current position of any Soroptimist candidate is to be clearly indicated in the application form and in the summary prepared for the Governors Meeting. The non-Soroptimist candidate has to be recommended by a Soroptimist.

##### **4. Maximum amount**

The amount of each scholarship/grant shall not exceed € 15'000.



## Article II Federation Scholarship

### 1. Object

The object is to award each year scholarships and grants to women for their own professional advancement and through this benefitting society in general.

### 2. Purpose

The scholarships and grants are aimed at three purposes:

- Supporting women in profession undertaking continuing education within their present chosen profession/vocation; regardless of educational level or discipline;
- Supporting women in profession undertaking a pending career change; regardless of educational level or discipline;
- Supporting women from developing countries with an existing SIE Club, towards professional and/or vocational training.

Preference may be given to professions and vocations in non-traditional fields for women, like STEM (Science, Technology, Engineering and Mathematics) and to candidates attending the last year of their studies or training courses.

In case candidates for only one of the above purposes are available, the scholarships may be granted for one such purpose only.

### 3. Open to all women

The candidate may be a Soroptimist or a non-Soroptimist. The non-Soroptimist candidate has to be recommended by a Soroptimist.

### 4. Maximum amount

The amount of each scholarship/grant shall not exceed € 15'000.

## Article III Procedure

### 1. Nomination

#### a) Federation Scholarship

Each Union may nominate two candidates recommended by their Clubs.

Each Single Club may nominate one candidate, but limited to one per country or two in case of countries with 5 or more Single Clubs as long as they are not from the same Club.

#### b) Dr. Suzanne Noël Scholarship

Each country may nominate one candidate every even year.

### 2. Application

The application shall include:

- a) An endorsement letter from the President of the Union and Club or Single Club presenting the application;



- b) A motivation letter and an engagement letter signed by the candidate. As well as a letter from the President of the Club;
- c) A recommendation letter from a professional person who knows the candidate;
- d) The completed Application Form must be submitted online in the Member Area of SIE website;
- e) A short description of the studies and specialization or of the envisaged project;
- f) The expected budget for the studies or project to be completed; including proof of main costs for the period of study;
- g) A letter of admission to the program of study or of ongoing matriculation;
- h) **Applicants for the Dr. Noël Fund** will need in addition a written certificate/recommendation letter from a plastic surgeon who is a member of the Association of Plastic and/or Reconstructive Surgery from the country submitting the candidate, or from a surgeon practicing Plastic and/or Reconstructive Surgery from countries where an Association does not exist.

### 3. Procedure in Unions/Single Clubs

For the purpose of proposing suitable candidates, each Union or Single Club may set up a Scholarship, Mentoring and Leadership Academy Committee or Officer which will be responsible for selecting the candidates after a thorough examination of their qualifications.

### 4. Selection process

The grantees of scholarships will be voted on by the Council of Governors from among candidates presented by the Unions or Single Clubs, and recommended by the Board on the proposal of the Scholarship, Mentoring and Leadership Academy Committee.

**Grants from the Dr. Suzanne Noël Fund** shall be in addition evaluated and proposed by the Scholarship, Mentoring and Leadership Academy Committee and the President of the French Union or her representative.

### 5. Payment

The Union or Single Club whose candidates have been approved as grantees for scholarships will inform the Federation Treasurer in writing of the name of the bank, the name of the account holder and bank account number of the Club or Single Club into which the scholarship grant should be paid. The Union or the Single Club will be responsible for ensuring of the utilization of the grant and report to the Federation Scholarship, Mentoring and Leadership Academy Committee accordingly.

### 6. Direct payment

In exceptional cases, grants can be transferred directly to the grantee. A written request signed by the Union/SC President to SIE HQ has to be done. SIE HQ will inform the Union or the Single Club of the transfer. Their responsibility for follow-up and reporting to the Federation Scholarship, Mentoring and Leadership Academy Committee remains unchanged.

### 7. Utilization

The scholarships/grants will have to be utilized not later than September 30th of the following Soroptimist year. Otherwise, it must be returned to the Treasurer of the Federation for the Scholarship Fund, in whole or in part. Any not utilized part shall be returned to the Treasurer as aforesaid.

In extraordinary circumstances, recognized and declared as such by the SIE Board, the deadline for utilizing the scholarships/grants could be postponed to the same date of the following year or to a further date that the SIE Board considers appropriate up to a maximum of 2 years.

### 8. Final or completion report

The grantee must present her final report upon completion of the course or project to the nominating Club/Union by 31st December at the latest. In the case of extraordinary circumstances postponing the deadline for utilizing the scholarships/grants, the grantee must present her final report upon completion of the course or project to the nominating Club/Union by the date established by the SIE Board. The Club/Union forwards the



report to the Scholarship, Mentoring and Leadership Academy Committee and to SIE HQ by February 15 of the following year, or by the date the SIE Board has established.

**From the grantees of the Dr. Noël Scholarship** an additional copy has to be sent to the Union President of France.

## 9. Sanctions

The Unions and Single Clubs who do not send the final report for their grantees to the Scholarship, Mentoring and Leadership Academy Committee by 15<sup>th</sup> February accordingly, or in the case of extraordinary circumstances by the deadline set by the SIE Board, may not nominate new candidates for 2 years.

## Article IV

### Budget

#### 1. Budget

The budget of the Funds will consist of:

a) Federation **Scholarship Fund**

Per capita fees payable by the members of the Federation at an annual rate of €2.33 per member, or any other rate as may be decided by the Council of Governors.

b) **Dr. Noël Fund**

The amount earmarked to the Dr Noël Fund every year is a budget allocation from the Federation and a part of the annual rate per capita. Scholarships can be granted according to the available amount.

c) Legacies and donations given for this purpose or allotted to the Funds by the decision of the Council of Governors.

10% of the annual budget of the existing scholarship fund are earmarked to be operated on a rolling applications and admissions basis throughout the calendar year, solely for those applicants/candidates seeking financial support for qualifying initiatives that fall outside the traditional, Soroptimist year, timeframe.

#### 2. Administration

Once a year, as early as possible, the Treasurer shall inform the Chair of the Committee mentioned in Article V hereunder of the amount available for disbursement during the month of September of the same year.

The Treasurer will be responsible for the accountancy of the Funds, report of which will be included in her annual statement of accounts submitted to the Council of Governors.

## Article V

### Scholarship, Mentoring and Leadership Academy Committee

The Scholarship, Mentoring and Leadership Academy Committee is a Permanent Committee of the Federation.



It consists of three members. Each member should have an academic background or comparable education and a good knowledge of both official languages, English and French. The term of office of the members will be two years and they may be re-elected for a second term.

## **Article VI**

### **Expenses**

Any expenses involved in the administration of the Funds, including travelling allowances of the members of the Scholarship, Mentoring and Leadership Academy Committee as mentioned below, shall be subject to the approval of the Federation Board, who may decide to cover some out of the Fund's capital. Travelling expenses as aforesaid may be authorized by the Board in exceptional cases.

## **Article VII**

### **Duration of the Funds**

#### **1. Duration**

The duration of the Scholarship **Federation Fund** and the **Dr. Noël Fund** will be as long as no decision for its dissolution is taken by the Council of Governors. This decision shall specify how the capital of the Funds shall be disposed. The collection of the per capita fee of which the Funds partly consists should be discontinued, or the proceeds diverted to another project of the Federation.

#### **2. Requirement for dissolution**

The dissolution of the Funds shall constitute a separate item on the Agenda of the Governors' meeting, and the decision thereon will require a two-thirds majority of Governors present and voting.

*The Scholarship Fund Statutes, as amended in Bratislava (Slovakia) in 2023,  
were drafted in English and translated into French.  
In case of discrepancy the English text shall prevail.*