

SOROPTIMIST INTERNATIONAL OF EUROPE



STATUTES OF THE ACTION FUND

October 2011

ACTION FUND STATUTES

In accordance with the decision of the Council of Governors in Duisburg (Germany) adopted in 1980, SIE set up the Terms of Reference for the Action Fund, founded in 1967. A number of amendments were made in Graz (Austria) in 1985 and in Bologna (Italy,) in 1991.

In accordance with the decision taken by the Council of Governors in Malmö (Sweden) in 1997, and Nairobi (Kenya) in 2003, new Statutes for the Action Fund were adopted and furthermore amended in Vienna (Austria) in 2005 and in Toulouse (France) in 2006. In 2007 in Toulouse (France), the Council of Governors decided on the addition of a Disaster Fund to complement the Action Fund. Further amendments were decided in Warsaw (Poland) in 2008 and in Amsterdam (Holland) in 2009.

In July, 2010, the Council of Governors in Ghent (Belgium) decided to better clarify the scope and financial resources of the Action Fund.

Article I

Object

An Action Fund is set up within Soroptimist International of Europe.

Its object shall be:

- a) to support humanitarian projects and promote educational programmes for women.

Article II

Scope

The Action Fund shall award grants only in those countries or territories within the sphere of activity of SIE and where a Soroptimist Club exists or is in formation.

Article III

Financial resources

The Action Fund's financial resources shall comprise of:

- a) Annual fees paid by the Unions and Single Clubs and due from each Soroptimist who is a member at 30 June. The amount of the fee shall be determined by the Council of Governors. Currently it is set at € 1.33 per member.
- b) Legacies and donations given for this purpose.
- c) Funds allocated to the Action Fund on the decision of the Council of Governors.

Article IV

Accounts

The Treasurer of the Federation shall be responsible for the accounts of the Action Fund.

The Treasurer of the Federation shall report on the Action Fund in the annual statement of accounts submitted to the Council of Governors.

Article V

Application for a grant from the Action Fund

1. Entitlement to apply

Projects shall be submitted by Clubs on the recommendation of the Union or by Single Clubs. Only one application for a grant per country shall be admissible each year.

2. Application procedure

Each application shall include:

- a) a precise description of the project, notably the object of the project, the social or educational purpose of the project;
 - b) the material or financial contribution of the Club members to the implementation of the project;
 - c) a detailed budget (estimate of expenditure and income) of the project;
 - d) estimated time to complete the project.
3. Time limit

The papers relating to an application for a grant shall be sent to the officer responsible for the Action Fund, designated by the SIE President, with a copy to the SIE HQ, at least one hundred twenty (120) days before the meeting of the Council of the Governors.

Article VI Amount of grant

No grant from the Action Fund shall exceed twenty per cent (20%) of available funds.

Article VII Decision

1. The applications shall be considered by the officer responsible for the Action Fund, designated by the President of the Federation.
2. The officer responsible for the Action Fund shall report to the Board of the Federation concerning the applications for grants received. The Board of the Federation shall give its opinion which shall be communicated to the Council of Governors at the time of its annual meeting. The final decision shall be taken by the Council of Governors, in accordance with the voting procedure set out in Article 1, Section 4 a), of the Federation By-Laws.

Article VIII Payment of funds - Use of funds

1. Payment of funds
A club awarded a grant from the Action Fund shall provide the Treasurer of the Federation in writing with the number of the account into which the payment shall be made and at the latest within three months of the decision. Failing that, the grant shall be withdrawn.
2. Use of the funds - sanction
 - 2.1. The sums paid by the Action Fund shall be used by the end of the following Soroptimist year to the year in which the funds were granted¹.
 - 2.2. In the event that the funds are not used either in whole or in part, the sums received or the part not used shall be reimbursed to the Treasurer of the Federation by November 1st or during the month fixed by the time-limit above.

Article IX Report

1. Time limit

A club awarded a grant by the Action Fund shall report on the use to which the funds received have been put. This report shall be sent to the officer responsible for the Action Fund, designated by the President of the Federation, with a copy to SIE HQ, at the latest one hundred twenty (120) days before the next meeting of the Council of Governors. If, at that time, the project has not been completed, an interim report shall be sent within the same time-limits. A final report shall be sent at the latest one hundred twenty (120) days before the following meeting of the Council of Governors.

¹ The Soroptimist year starts on October 1st and ends on September 30th of the following year.

2. Sanction

In the event that a Club fails to send a report, no Club in the Union to which the failing Club belongs shall be entitled to submit an application for a grant from the Action Fund, for a period of two years, from the date of the decision of the grant.

In the case of a Single Club which has failed to send the report, it shall not be entitled to submit an application for a grant from the Action Fund for a period of two years from the date of the decision of the grant.

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The SIE Action Fund was drafted in English and translated into French. In case of discrepancy the English text shall prevail.