



STATUTES OF THE ACTION FUND



Table of Contents

STATUTES OF THE ACTION FUND	1
ARTICLE 1 – OBJECTIVE AND SCOPE	3
ARTICLE 2 – FINANCIAL RESOURCES	3
ARTICLE 3 – ACCOUNTS	3
ARTICLE 4 – APPLICATION FOR A GRANT FROM THE ACTION FUND	3
ARTICLE 5 – AMOUNT OF GRANT	4
ARTICLE 6 – DECISION	4
ARTICLE 7 – PAYMENT OF FUNDS – USE OF FUNDS.....	4
ARTICLE 8 – REPORTING OBLIGATIONS	5



SOROPTIMIST INTERNATIONAL OF EUROPE STATUTES OF THE ACTION FUND

Article 1

Objective and Scope

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

Its object shall be to support humanitarian projects and promote educational programmes for women.

Article 2

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 3

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 4

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 in good standing (meaning: answered the Membership Questionnaire on time, sent the completed Annual Report on time, transmitted the contact details of the Board of the Union or Single Club on time; without interruption for 3 consecutive years). Only one application for a grant per country shall be admissible once per biennium.



2. Application procedure

Each application shall include:

- a) precise description of the project, notably the objective 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 5

Amount of grant

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

Article 6

Decision

1. The applications shall be considered by the officer responsible for the Action Fund, designated by the President of the Federation. The Treasurer and the Programme Director work with the officer responsible for the Action Fund in evaluating the applications and collecting information.
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 by simple majority, in accordance with Art. 8.7 of the SIE Constitution.

Article 7

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 bank 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 Seroptimist year (1 January – 31 December).
- 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 Federation within fifteen days after submitting the final report.



Article 8

Reporting Obligations

1. **Reports**

A club awarded a grant by the Action Fund shall report on the use to which the funds received have been put. There are two reporting requirements:

- An interim and/or final report
- Programme Focus Report

2. **Time limit**

A report shall be sent to the officer responsible for the Action Fund, 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.

A Programme Focus Report (PFR) is to be submitted at least one hundred twenty (120) days before the next meeting of Council of Governors, whether or not the project is complete. Once the project is completed and at the latest one hundred twenty (120) days before the following meeting of the Council of Governors, the Programme Focus Report (PFR) must be updated.

3. **Sanction**

In the event that a Club fails to send a report and/or enter a PFR into the PFR module, 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 and/or enter a PFR into the PFR module, 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.

*The SIE Action 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.*