

## **Starting a New Soroptimist Club guide – publish date July 2023**

This is the guide for a group of women who want to join the Soroptimist organisation.

1. As a group of 8+ women, you can decide that you would like to form a Soroptimist Club.
2. Please email [hq@sigbi.org](mailto:hq@sigbi.org) and let us know of your intention to form a club.
3. It is helpful to liaise with a nearby club or a member of Soroptimist International for guidance/information, HQ can advise.
4. The existing member(s) or SIGBI HQ can support you with access to paperwork, which is quite minimal. The new Members should familiarise themselves with the [Member Code of Conduct](#) which sets out what is expected of them as a Soroptimist.
5. You create an email or WhatsApp group to arrange meetings. Share progress notes between you and keep a record of meetings and actions – electronic format is fine.
6. Agree at least one project that you want to support through funding, service and advocacy.
7. You will be known as a proposed club – decide a name. If there is no current club you can be SI of the town/city. If there already is a club, you need to decide on a name.
8. You will need to establish a bank account - be warned this is a tricky process, don't lose heart!! You are not required to pay SIGBI dues until April of the year after you form. Do collect 'subs' for yourselves that can be a start up amount for project spending.
9. You need to nominate a secretary, a treasurer and a 'president' or team leader.
10. Request a petition form from HQ - this provides accurate information for the database and badges. Complete it and return it to SIGBI HQ at least 6 weeks before your proposed charter date. Offer an option of 2-3 dates which suit your Members.
11. SIGBI HQ will check the availability of the Federation President to attend and confirm the preferred date. They will order name badges to be presented at the Charter and prepare your Charter document, to be signed at the Charter. See the [Charter Ceremony document](#) for details of planning the event, and the format of the event on the day.
12. It is courtesy to invite Soroptimists from nearby Clubs and Regions but it will depend on your venue capacity. Soroptimist attendees can be charged to cover costs if there are refreshments included.
13. On the evening, the Charter will be signed by the Federation President, the new club president and the new club secretary.
14. SIGBI HQ will add the Club and its Members to the database and issue membership numbers for the Members, which will then be able to sign up to the Hub to connect with other members.

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Director of Membership