SOROPTIMIST INTERNATIONAL GREAT BRITAIN AND IRELAND

Emergency Relief Fund

NAME OF FUND

The Soroptimist International of Great Britain and Ireland Emergency Relief Fund (ERF).

1. OBJECT
   The Fund shall be applied towards the relief of peoples involved in national and manmade disasters throughout the world.

2. ELIGIBILITY
   The Fund shall be used to help people in need of immediate relief due to national and manmade disasters throughout the world.

3. MANAGEMENT
   3.1. The management of the Fund and the disposition thereof shall be under the control of the Board of five Trustees (The Board), which will consist of the President Elect, Programme Director, Finance Director plus two Trustees appointed from within the membership of SIGBI Ltd.

   3.2. A member of the Board will not be eligible to act as a Trustee if she is disqualified by virtue of section 178 or by an order under section 181A of the Charities Act 2011 (or any statutory re-enactment or modification of that provision), or ceases to be a member of the Board of SIGBI Limited.

   3.3. Where a Trustee is unable to act for any reason, the remaining members of the Board will continue to act as the Trustees.

   3.4. A Trustee will cease to hold office if she is, in the opinion of the Board, guilty of conduct detrimental to the interests of the Emergency Relief Fund and the Board resolves by a 75% majority of the Board Members present and voting that she should be removed provided that the Trustee concerned has first been given an opportunity to put her case and to justify why she should not be removed as a Trustee.

   3.5. When a Trustee cannot attend a meeting of the Board of Trustees, a proxy may not be nominated.
4. OFFICERS
4.1 The President Elect of Soroptimist International Great Britain and Ireland (SIGBI) Limited shall be the Chairman of the Emergency Relief Fund.

4.2 The Director of Finance of Soroptimist International Great Britain and Ireland (SIGBI) Limited shall be the Honorary Treasurer of the Emergency Relief Fund.

5. TERMS OF OFFICE
5.1 Trustees shall serve on the Board for the period of two years with the option to serve a further two years.

6. FUNDING
6.1 Funding for the ERF is raised through a levy on members residing in the UK, Channel Islands, Isle of Man and Republic of Ireland; investment income; legacies and donations.

6.2 All monies forming part of the Fund shall be invested or used as income at the discretion of the Board of Trustees unless otherwise directed by the donors and testators and shall be applied solely towards the promotion of the Objects.

7. REIMBURSEMENT OF EXPENSES
7.1 A Trustee may pay out and be reimbursed from the income of the Emergency Relief Fund reasonable expenses, e.g. postage and telephone, incurred when acting on behalf of the Emergency Relief Fund.

7.2 No Trustee may be paid or receive any other benefit from being a Trustee or have a financial interest in the supply of goods or services to the charity or acquire or hold any interest in the property of the charity (except in order to hold it as a Trustee of the charity).

8. MEETINGS
8.1 The Fund must hold a general meeting within twelve months of the date of the adoption of this constitution.

8.2 A General Meeting must be held biannually.

8.3 With the agreement of three Trustees, a Special Meeting (to discuss a particular matter) may be called at any time. These meetings may take such form as the Trustees decide.

9. NOTICE
9.1 The minimum period of notice required to hold any General Meeting of the Emergency Relief Fund shall be fourteen days from the date on which the notice is deemed to have been given.

9.2 A General Meeting may be called by shorter notice, if it is so agreed by three Trustees entitled to attend and vote.

9.3 The notice must specify the date, time and place of the meeting and the nature of the business. If the meeting is to be a General Meeting, the notice must say so.
10. **QUORUM**

10.1 No business shall be transacted at any general meeting unless a quorum is present. A quorum shall be three Trustees entitled to vote on business to be conducted at the meeting.

11. **VOTING**

11.1 All members of the Board of Trustees attending shall be entitled to vote at any meeting (General Meeting and Special Meeting). With the exception of the provisions of Clause 17, a simple majority vote of all those present and voting shall prevail. In the event of equality voting, the Chairman shall have a casting vote in addition to her personal vote.

12. **APPLICATIONS TO THE FUND**

12.1 All requests for emergency aid from the Fund shall be considered by the Board of Trustees, whose decision thereon shall be final.

12.2 The Emergency Relief Fund shall not make loans.

12.3 All grants awarded to be recorded by the Director of Finance and to be published in the Emergency Relief Fund’s annual accounts; the accounts to be circulated to the Board of SIGBI Limited and all Members.

13. **MINUTES**

The Trustees must keep minutes of all:

13.1 Appointments of Trustees.

13.2 Proceedings at the meetings of the Fund.

13.3 Meetings of the Trustees including the names of those present, decisions made and, where appropriate, reasons for those decisions.

14. **STATUTORY OBLIGATIONS**

The Trustees must comply with their obligations under the Charities Act 1993 and with regard to this:

14.1 Keep proper books of accounts showing particulars of all receipts and payments and distinguishing between capital and income. Such books shall always be open to inspection by the Trustees.

14.2 Prepare the annual statements of account for the Fund to 31 March each year.

14.3 Prepare these accounts in accordance with the provisions of any “Statement of Recommended Practice” issued by the Charity Commissioners, unless the Trustees are required to prepare accounts in accordance with the provisions of such a statement prepared by another body.

14.4 Submit the accounts for examination to the Auditor of SIGBI Limited.
14.5 Prepare an annual return and submit it to the Charity Commissioners.

15. DIRECTOR OF FINANCE’S REPORT
15.1 The Director of Finance shall prepare Annual Accounts, including within them a Trustees Report outlining how funds have been used during the year. Copies of the accounts shall be forwarded to the Board of SIGBI Limited and all Members.

16. AMENDMENT
16.1 Subject to the following provision of this clause, the constitution may be amended by a resolution passed by not less than four Trustees present and voting at a General Meeting. The notice of the General Meeting must include notice of the resolution setting out the terms of the amendment proposed.

16.2 No amendment may be made to Clauses 1, 7, 17 or this clause without prior written approval of the Board of SIGBI Limited and the Charity Commission.

16.3 No amendment may be made which would have the effect of making the charity cease to be a charity at law.

16.4 The Trustees must promptly send to the Board of SIGBI Limited and the Charity Commission a copy of any amendment made and keep a copy of any such amendment with this Constitution.

17. DISSOLUTION
17.1 In the event that the Trustees resolve to dissolve the Fund, the Trustees will remain in office and be responsible for winding up the affairs of the Fund in accordance with this clause.

17.2 The Trustees must collect in all assets of the Fund and must pay or make provision for all liabilities of the Fund.

17.3 The unexpended balance of the Fund shall be utilised for charitable purposes.

Signed by:

President of SIGBI Ltd/Trustee of Emergency Relief Fund, signed on 3 July 2020.

Amendments approved by the Trustees of the Emergency Relief Fund at a meeting of the Trustees on 3 July 2020.