RESOLUTIONS FOR THE GENERAL MEETING OF SIGBI LIMITED 2021

The closing date for receipt of Resolutions for the 2021 SIGBI Limited General Meeting is 31 March 2021. Resolutions should be sent to the SIGBI Company Secretary at 2nd Floor, Beckwith House, 1 Wellington Road North, Stockport, SK4 1AF, United Kingdom. Alternatively, Resolutions may also be submitted electronically by 31 March 2021, followed by a signed paper copy, to be received at SIGBI HQ no later than 5 April 2021. Email address: hq@sigbi.org.

Resolutions will be circulated to all Clubs on 3 May 2021 following a meeting of the SIGBI Limited Board on 9-10 April 2021. Proposers and Seconders of Resolutions are requested to make themselves available by telephone that weekend so that they can be contacted by the Procedural Consultant should there be a query concerning the Resolution. Presidents and Secretaries of proposing and seconding Clubs should be familiar with any Resolution in which their Club is involved.

The closing date for receipt of Amendments to Resolutions at SIGBI HQ will be 5 July 2021.

Clubs are recommended to follow the guidelines set out below when formulating Resolutions. Clubs, which have not done so in the past, have found themselves in the position of having to withdraw the Resolution.

1. Resolutions may be Financial or Procedural (governance).
2. The subject of the Resolution should cover one point only. If a Club wishes to cover a second point, another separate Resolution should be put forward.
3. The Resolution must be worded in a positive form.
4. The Resolution should be concise and unambiguous.
5. Additional material, which is not included in the Resolution in order to comply with (4), should be included in the Explanatory Note. This will also be circulated to Clubs. Sources of reference and supporting evidence should also be included to enable Clubs to make a proper study of the Resolution when considering it in May/June and before briefing their Voting Delegate.
6. The Resolution must be proposed by one Club and seconded by another Club.
7. The names of the members who will propose and second the Resolution at the General Meeting should also be included on the form.
8. The Resolution must be submitted on the attached form, GM Resolution 2021. Please note that all Resolutions must start “Soroptimist International Great Britain and Ireland (SIGBI) Limited in Conference moves that …..” and should be phrased accordingly.

9. General circulation of the Resolutions will be carried out by SIGBI HQ. Please note they will not be published in Soroptimist News. Regional/National Associations/Networks should not circulate Resolutions except those papers necessary for discussion with a seconding Club or to facilitate 6.

10. Regions/National Associations/Networks proposing and/or seconding a Resolution should ensure that either:

   • a copy of the Minutes of the Council Meeting (which may be submitted electronically), at which the vote to support the Resolution was taken, is received at SIGBI HQ before the closing date for receipt of Resolutions.

   OR

   • confirmation (which may be submitted electronically) that a ballot to support the Resolution was held, is received at SIGBI HQ before the closing date for the receipt of Resolutions. In addition, a copy of the Minutes of the next Council Meeting, which confirm the ballot, must be sent to SIGBI HQ within 2 weeks of the Meeting (the date of which must be notified to SIGBI HQ when confirmation of the ballot is provided).

   It is the responsibility of the Region/NA/Network proposing and/or seconding the Resolution to ensure that the required documentation is received at SIGBI HQ by the closing date for receipt of Resolutions. To this end they may wish to use Recorded Delivery or configure their email system so that verification of delivery of emails can be received.

**Clubs considering Amendments to Resolutions circulated in May should take note of the following:**

a) The Clubs involved in proposing or seconding a Resolution may not propose or second an amendment to that Resolution.

b) Clubs may only propose or second one Amendment to any Resolution.

c) When framing amendments, the points raised in 2, 3 4 and 7 will also apply.

d) If a Resolution is proposed by the SIGBI Limited Board, a member of the Board or its sub-committee, the Programme Action Committee, cannot propose or second an amendment to it. Clubs should bear this in mind when naming the Proposer and Seconder of an amendment.

All Resolutions and Amendments are sent to the SIGBI Limited Board and Procedural Consultant, who will consider the Resolutions/Amendments to ensure they meet the criteria. Where necessary, advice on re-wording and/or co-ordination where Resolutions/Amendments overlap may be provided. Although the Board may suggest withdrawal of a Resolution, they cannot demand it unless it does not comply with the points above. The Board cannot demand withdrawal of Amendments unless they do not meet specific criteria.

Clubs are strongly advised to consider any recommendations made by the Board but the final responsibility for any Resolution/Amendment remains with the proposing and seconding Clubs.

The Resolutions 2021 form to use when submitting your Resolution is: [https://sigbi.org/members/files/GENERAL-MEETINGS-Call-for-Resolutions-Form-2021-21-January-2021.doc](https://sigbi.org/members/files/GENERAL-MEETINGS-Call-for-Resolutions-Form-2021-21-January-2021.doc)

If you have any queries regarding Resolutions, please do not hesitate to contact SIGBI HQ.

Kind regards,

**Gina Coad**

Gina Coad
SIGBI Limited Company Secretary

*General Meetings – Generall Meeting Call for Resolutions Letter 2021 – 21 January 2021*