

17 December 2021

To: Clubs

Copy: Regions/National Associations/Networks  
SIGBI Limited Board  
Federation Consultative Council

**RESOLUTIONS FOR THE GENERAL MEETING OF SIGBI LIMITED  
BELFAST 2022**

The closing date for receipt of Resolutions for the 2022 SIGBI Limited General Meeting is 31 March 2022. Resolutions should be sent to the SIGBI Company Secretary at 2<sup>nd</sup> Floor, Beckwith House, 1 Wellington Road North, Stockport, SK4 3AF, United Kingdom. Alternatively, Resolutions may also be submitted electronically by 31 March 2022, followed by a signed paper copy, to be received at SIGBI HQ no later than 8 April 2022.

Resolutions will be circulated to all Clubs on 6 May 2022 following a meeting of the SIGBI Limited Board on 8-9 April 2022. Proposers and Seconders of Resolutions are requested to make themselves available by telephone that weekend so that they can be contacted by the Director of Governance 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 1 July 2022.

**RESOLUTIONS**

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) for 2022.
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. The Resolution must not be obstructive, vexatious, irrelevant or redundant.
6. Additional material, which is not included in the Resolution (to comply with 4. above), 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.
7. The Resolution must be proposed by one Club and seconded by another Club.

8. The names of the members who will propose and second the Resolution at the General Meeting should also be included on the form.
9. The Resolution must be submitted on the attached form, GM Resolution 2022 (see below). Please note that all Resolutions must start ***“Soroptimist International Great Britain and Ireland (SIGBI) Limited in General Meeting moves that ....”*** and should be phrased accordingly.
10. 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.
11. Regions/National Associations/Countries 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 to support the resolution, 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/Country 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.

**AMENDMENTS TO RESOLUTIONS**

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) The Amendment must not have the effect of negating the Resolution.
- c) The subject of the Amendment should cover one point only. If a Club wishes to cover a second point, another separate Amendment should be put forward.
- d) The Amendment must be worded in a positive form.
- e) The Amendment should be concise and unambiguous.
- f) The amended Resolution that would result from the Amendment should not be more onerous for SIGBI Ltd than the existing Resolution.
- g) The Amendment must not be obstructive, vexatious, irrelevant or redundant.
- h) The names of the members who will propose and second the Amendment at the General Meeting should also be included on the form.
- i) If a Resolution is proposed by the SIGBI Limited Board, a member of the Board 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, who will consider the Resolutions/Amendments to ensure they meet the above 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. If there are multiple amendments the Board will exercise its discretion in arranging their order.

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.

If you have any queries regarding Resolutions, please do not hesitate to contact the Director of Governance – [governancedirector@sigbi.org](mailto:governancedirector@sigbi.org) or SIGBI HQ – [hq@sigbi.org](mailto:hq@sigbi.org)

Kind regards,

*Gina Coad*

Gina Coad

SIGBI Limited Company Secretary

**SOROPTIMIST INTERNATIONAL GREAT BRITAIN AND IRELAND (SIGBI) LIMITED**  
**2<sup>nd</sup> Floor, Beckwith House, 1 Wellington Road North, Stockport, SK4 1AF,**  
**United Kingdom**  
**Telephone: 0161 480 7686 Fax: 0161 477 6152**

**FINANCIAL/PROCEDURAL RESOLUTION**

**FOR SUBMISSION TO SIGBI LIMITED GENERAL MEETING 2022, BELFAST**

**RESOLUTION**

*Soroptimist International Great Britain and Ireland (SIGBI) Limited in General Meeting, moves that:*

**EXPLANATORY NOTE:**

Proposed by Soroptimist International of (Club Name) .....

Insert Name of Member proposing: .....

Seconded by Soroptimist International of (Club Name) .....

Insert Name of Member seconding: .....

The Clubs proposing and seconding a resolution must seek the support and approval of their Region/National Association/Country. Confirmation and support of the Resolution to be voted upon at a Region/NA/Country meeting.

I confirm that the above Resolution was approved by an affirmative vote of two thirds of the voting members present of Soroptimist International of (insert name of Region/National Association/Country).

..... at a meeting of its Council held on ...../...../.....

Signed by: ..... Regional/National Association/Country/Secretary or President

We agree to abide by the procedural governing Resolutions as set out in the SIGBI Limited Articles of Association and Standing Orders, and, where necessary, to consult with the SIGBI Limited Board.

Proposer of Resolution to sign ..... Date: .../.../... Office held: .....

Seconder of Resolution to sign ..... Date: .../.../... Office held: .....

THIS DOCUMENT MAY BE SIGNED IN COUNTERPARTS.