

Soroptimist International of Europe (SI/E)

CONSTITUTIVE ASSEMBLY

- 1. Constitutive Assembly** The Constitutive Assembly must be held prior to the inauguration and Charter ceremony in the presence of :
- 2. Persons present**
 - the Federation President or her representative
 - the members of the new club who have signed the Application for Admission Form
A strict minimum of 18 founding members must be present at the Constitution Assembly, failing which the inauguration will not be able to take place
 - the godmother, or the godmother club's representative
 - (a member of the SI/E Extension Committee or her representative)
- 3. The Assembly is presided by:** The Constitutive Assembly will be presided by:
 - the President of the Federation (or her representative) for the Single Clubs or
 - the Union President for Clubs in a Union
- 4. Agenda of the Assembly**
 1. The Federation President or her representative will outline the history of Soroptimist, its European and worldwide set-up and structure
 2. The Assembly will adopt the Constitution of Clubs of the European Federation of Soroptimist International (SI/E), which will be read to the members. The members shall have full knowledge of the rules and regulations governing the Federation, the Unions and the Clubs. (This procedure may take place at a meeting held prior to the Constitutive Assembly)
 3. The founding members will then sign two copies of the cover of the Constitution booklet (sent to them by SEP).
Single Clubs (not within a Union): One copy will be kept in the archives of the club, the other in the archives of SI/E Headquarters Office.
Clubs within a Union: One copy will be kept in the archives of the club, the other in the archives of the Union.
- 5. Election of Board** The Assembly will then proceed with the formal election of the Board of the club, that is:
 1. President
 2. Vice-President(s)
 3. Secretary
 4. Treasurer
 5. Programme Co-ordinators
 6. Chairmen of the Committees (Finance Committee may be replaced by a Finance Controller)The Club should previously have agreed upon the election – at this moment it is only formalizing the results.
- 6. Club is constituted** The Club thus constituted, and having complied with the different formalities of the laws of its country, will become part of Soroptimist International of Europe and of Soroptimist International.

CHARTER CEREMONY

7. **Invitations must be sent** by the new club's provisional president to the following persons
- President of Soroptimist International
 - Federation President
 - Godmother and the Godmother club
 - SI/E and the Union Extension Committee Chairmen
 - Union Presidents
 - Presidents of the Single Clubs
 - SEP
 - Editor of "The Link"
- others**
- Service Clubs in the same town (such as Rotary, Lyons, etc.)
 - local authorities (mayor, governor, Women's Council, etc.)
 - family and friends
- The Soroptimist addresses can be supplied by the SI/E Headquarters Office on labels, at the time of the confirmation of the date for the charter (filling in a special form and at the expense of the godmother/godmother club or the chartering club except in the case of Single Clubs in countries in transition or developing countries as such expenses are covered by the Federation).*
8. **Soroptimist International of Europe through SEP will inform** of the inauguration (but not send any invitations) SEP circulates widely (also to SI and the other Federations) the information regarding clubs to be chartered but does not send invitations. This general announcement is also forwarded by SEP to the SI/E Webmaster, the Editor of The Link and the Editor of the International bulletin.
9. **Programme for the Ceremony**
Place and time The inauguration will take place before a lunch or dinner organised by the club.
10. **Equipment needed** Appropriate space, where the participants and the guests will be **seated**, as well as a **table with four candles and a microphone**, should be provided for.
11. **Club President presides** The Club President will preside at the inauguration ceremony. She will greet the guests and then give the floor to the following people in this order :
12. **The Federation President or her representative** The Federation President or her representative will begin with the **candle ceremony**, symbolising our internationality.

13. **The four candles** will be lit as follows:
1. the **first** one for the Club, by the **President of the Club**
 2. the **second** candle will be lit by the **SI/E Extension Committee Chairman** or her representative for Single Clubs or the **Union President** for a Union
 3. the **third** one for the **Federation**, by the **SI/E President** or her representative
 4. the fourth one for the **Soroptimist International**, by an **SI or SI/E officer or past officer**, if any are present, or by the **eldest Soroptimist** present.
14. **The Federation President or her representative** Then she will outline the objects, values and structure of our organisation.
15. **Language spoken** The Federation President or her representative will speak in one of the official languages of the Federation (English or French) or, if she wishes, in the language of the country.
16. **Presentation of the Charter** She will then present the Charter in memory of Dr. Suzanne Noël.
The text of the Charter will be read out and **the assembly will be requested to stand while the text is being read out.**
The Charter is officially presented to the Club's President.
17. **Now the Godmother** She will **introduce all the members giving their names and professions** (the members will remain standing, next to the godmother, until the last member has been called).

Each member will be presented with a **Soroptimist pin**, provided for by the Federation (SI/E) for Single Clubs, by the Union for Clubs in a Union and presented by the Federation President or her representative.
18. **The Chairman of the Union's Extension Committee** or her representative She will read the roll-call of the **Soroptimist clubs present at the inauguration.**
19. **Soroptimist of another Club or Union.** She will speak on behalf of all Soroptimist guests present.
20. **Representative(s) of the local authorities** Will give their greetings.
21. **Representative of other Service Clubs** or other international organisations Will give their greetings.
22. **Finally, the Club President** presents her thanks and expresses her hopes for the club.

The Charter Ceremony/Inauguration is thus finished. Soroptimists who want to present their best wishes to the new club may do so during the meal organized by the Club.