

## **7. Glossary of Soroptimist Terms**

This glossary gives brief definitions for terms and acronyms commonly used by Soroptimists. In this document 'the Federation' refers to the Federation of Great Britain and Ireland (SIGBI) Ltd. Much more detailed information can be found by referring to the members area of the Federation's website, where its governing documents, Club, National Association, Network and Region constitutions can be found, together with Role Specifications for all Club, National Association, Network, Region and Federation roles. A copy of this glossary can also be found there.

### **'63'**

The Soroptimist Residential Club - 63 Bayswater Road, London provides comfortable accommodation for members, family and friends, visiting London for business or pleasure. It is a separate company not owned by the Federation.

### **AACM Countries**

This refers to the areas within Soroptimist International of Great Britain and Ireland (SIGBI) Ltd, which are outside the UK and the Republic of Ireland i.e. countries in Africa, Asia, the Caribbean and Malta.

### **Articles of Association**

The Articles of Association of a UK Company (often just called 'Articles') contain the rules for its internal regulation and management and deal with such things as meeting procedure, powers of Directors, members' rights, winding up procedures etc.

### **Assistant Programme Director (APD)**

There is an APD for each of the programme (project) areas, she is the centre of information for her programme area in the Federation. She answers questions, suggests courses of action, channels causes for concern both "up" and "down" and collects and collates information from Programme Focus Reports.

### **Awareness, Advocacy and Action**

This is Soroptimist International's approach to its Programme Action work. Be aware of a problem, get all the facts to know that it exists, think carefully as to how the problem can be tackled to alleviate it - and then take ACTION!

### **Badge**

These should be worn at club meetings and other Soroptimist events. A new member is presented with her badge when she is welcomed into membership of her Club.

### **Beijing 1995**

The Fourth World Conference on Women in Beijing was attended by representatives of Soroptimist International. SI supports the strategic objectives stated in the Platform for Action. It urges governments to secure the safety of girls and women from acts of violence, and to help them overcome the consequences when violence does occur. This work is ongoing and is an important part of what SI stands for.

### **Benevolent Fund**

A Federation Charity established in 1942 to help Soroptimists (or ex Soroptimists) who find themselves in financial difficulties.

### **Bye-Laws**

Bye-Laws are defined as a set of rules adopted by an organisation in order to manage and govern its own affairs and the behaviour of its members. Bye-Laws within SIGBI Limited are also approved by its members at a Federation General Meeting.

### **Cambridge Office**

The Headquarters of Soroptimist International, our world-wide organisation, is in Cambridge.

### **Capitation Fee**

This is the amount that is levied by Federation (SIGBI) to contribute to its administration costs and a contribution to the running costs of SI – our international organisation. Added to this, is the Benevolent Fund levy (UK members only), SI levy and magazine levy. In addition, UK Clubs pay public liability insurance and fees to the Region. Clubs in the Republic of Ireland and AACM countries do not pay public liability insurance or Benevolent Fund contributions. Clubs within a National Association or Network may contribute to its running costs.

### **CEDAW**

Committee on the Elimination of Discrimination against Women - report adopted by UN in 1979; ratified by U.K. in 1986. It deals with nationality, more women into public life, differences in superannuation systems between the sexes, the availability of child-care facilities, assistance available to women carers, separate taxation for women, elimination of sex stereotyping in schools etc.

### **Clubs**

It is the clubs and their members that are the cornerstone of our organisation. The clubs and their members deliver the Mission of Soroptimist International - "Soroptimists inspire action and create opportunities to transform the lives of women and girls through a global network of members and international partnerships". It is Clubs which vote on constitutional and financial matters and elect Federation, National Association, Network and Region Officers.

### **Club committees**

Each Club must have an Executive Committee and a Programme Action Committee. Clubs may have other committees e.g. Membership, and Programme Planning. Club members are encouraged to serve on a committee.

### **Club name**

Clubs are always referred to as SI Anywhere, usually a town name or district. In conversation we often refer to clubs by just their town name or district but the SI prefix should be included on all other communications.

### **Club Representatives on Region/National Association/Network Council**

These are elected at a club's Annual General Meeting but take office at the start of the Federation, Region, National Association/Network year in November. These members represent the clubs at the respective National Association, Network or Region meetings.

### **Club/Region/NA/Network Constitutions**

A Constitution is a set of "laws" that defines and governs the functions of Clubs, Regions, National Associations and Networks within SIGBI Limited. Most important is the fact that a Constitution is approved by the members it governs and therefore Constitutions may only be amended at a Federation General Meeting.

### **Club year**

Runs from April to March, ending with the AGM. This is different from the Federation and Region, National Association and Network year - which runs from November to October, ending with conference.

### **Diamond Education Grant (formerly Golden Jubilee Fellowship)**

The Diamond Education Grant is a registered charity and was established from funds raised by the membership during 1968/1970 (to celebrate the Golden Jubilee of Soroptimist International), to assist women in advancing their education. The name of the charity was changed in 2010.

### **Directory**

Each Club usually produces its own list of members and contact details as a Club directory. Regions, National Associations and Networks may also produce their own directory giving details of Officers, meeting places and dates. The Federation also publishes a directory giving contact details for all Club Officers and for members of the Federation Management Board, Federation Consultative Council and the Federation Programme Action Committee. Officers of the National Associations, Regions and Network are also listed. Details of Clubs in other Federations can be found via their websites.

## **ECOSOC**

ECONomic and SOCIAL Council of the United Nations system. ECOSOC recognises 500 non-governmental organisations (NGOs) throughout the world and gives General Consultative Status (formerly called Category 1 status) to a small proportion, of which SI is one. SI was the first women's service organisation to attain this status. The status has to be reviewed every 4 years and depends on the reported work which SI does internationally.

## **Emergency Relief Fund**

A charitable fund of the Federation. Donations are made to major disaster areas, normally through our partner organisations.

## **Equalities and Human Rights Commission**

The Equal Opportunities Commission was replaced by Equalities and Human Rights Commission in 2006. Established under the Equality Act 2006, the Equalities and Human Rights Commission has a vision of a society built on fairness and respect with people confident in all aspects of their diversity. The EHRC has offices in London, Manchester, Cardiff and Glasgow.

## **European Women's Lobby**

Founded in 1990, the EWL represents the women's voice of member states in the European Community.

## **Executive Committee**

The elected officers of the Club, Region, National Association or Network who meet to discuss business, consider business proposals and to take executive decisions on behalf of the Club, Region, National Association or Network.

## **Federations**

Soroptimist international has four member Federations:

- SI of the Americas (SIA)
- SI Europe (SIE)
- SI Great Britain and Ireland (SIGBI) Ltd
- SI South West Pacific (SISWP)

Our Federation includes not only Great Britain and Ireland but other countries from Africa, Asia the Caribbean and Malta (AACM Countries) – 26 in total.

## **Federation Conference**

Held annually, this is a meeting of all the clubs within a Federation. The venue changes each year. This is an opportunity for you to meet Soroptimists from around **26** countries, discuss resolutions, make policy and contribute through discussion workshops and so you can begin to understand the international scope of our organisation. Attending Conference is the best way to understand the work of the whole organisation and extend your horizon outside the perimeter of your own club.

## **Federation Consultative Council (FCC)**

This consists of one elected Councillor from every Region, National Association and Country in the Federation. Councillors are consulted on matters of principle and policy and are the chief means of two way consultation between the Federation and Regions, National Associations and Networks.

## **Federation Management Board (FMB)**

Meets five times a year and manages the Federation on a day to day basis. It consists of the Federation Officers, and elected Committee Directors and three members of the Federation Consultative Council (FCC).

## **Federation Office**

The Headquarters Office for our Federation (SIGBI) is in Stockport, Cheshire. This office should not be confused with the Soroptimist International Headquarters Office, which is based in Cambridge.

### **Federation Programme Action Committee (FPAC)**

Federation Programme Action Committee consists of the Programme Action Officers for every country in the Federation and the Programme Director, Assistant Programme Directors and meets once a year before conference. It promotes SI's Programme Focus and programme work throughout the Federation.

### **Federation President**

The Federation President takes office at the time of the SIGBI Annual Conference in October/November.

### **Friendship Link**

Each Club may have one or more Friendship Links. The Club takes responsibility to write to another Club (usually overseas, but not always) to keep them up to date with Club activities, and to share projects, news and enthusiasms throughout the year. When you become a Soroptimist you automatically receive a hand of friendship from any Soroptimist in the world. Wherever you travel you will nearly always find a club who would be glad to welcome you to their meetings. The strength of SI is in its International connections – through email and the Internet you can communicate with clubs around the world and be part of this International dimension.

### **Grant of Friendship**

Certain Federations and Regions worldwide offer a GoF to promote multicultural exchange between Soroptimists.

### **Headquarters (see Federation Office)**

### **IGU**

International Goodwill and Understanding – one of the areas which form the focus of our project work and which is co-ordinated by the Assistant Programme Director of International Goodwill and Understanding.

### **International Board**

The SI International Board Members are the International Officers, the International Programme Director and the President, President Elect and Immediate Past President of each of the four Federations. It is responsible for revising and the SI Strategic Plan and ensuring that it is implemented.

### **International Convention**

This takes place every four years, and the venue changes each time. At the SI Board meeting prior to the convention; the work that has been carried out in the previous four years is reviewed. New programme focus areas are agreed and decisions made that affect our International organisation.

### **International President (IP)**

The IP represents the whole of Soroptimist International. Her term of office is two years, and each successive IP is selected from a different Federation. Therefore, the IP comes from SIGBI every 8 years.

### **IPP**

Immediate Past President.

### **Long-Term Project**

From 2011, the whole organisation will adopt a long-term project to be supported by all Clubs. This will focus on education and leadership skills for women.

### **Memorial Fund**

A charitable fund of SIGBI, used to assist Soroptimists, who are first-time attendees at Conference, to pay their travel expenses. A per diem is also given to aid accommodation expenses.

### **Mother & Daughter clubs**

When a new club is formed it is 'mothered' by another and helped in its development towards receiving its Charter.

### **National Association**

Countries in SIGBI, which are outside the UK, and which have five clubs or more, may form a National Association. They have the same status as UK Regions, and have Officers, including a National Association President.

**NAWO**

National Alliance of Women's Organisations in UK and Northern Ireland. Members of this Organisation can now be represented in the European Women's Lobby. As from November 4th NAWO moved to the Women's Resource Centre:

**NCVO**

National Council of Voluntary Organisations, of which SIGBI is a member.

**NGO**

Non-Governmental Organisation. (Organisations which have aims and objects which coincide with one or more of the programmes of the UN).

**Network**

A Network consists of a geographic area which includes National Associations and Countries with one or more clubs. Currently, there is only one Network – the Caribbean

**Objects of Soroptimism**

These have traditionally been read at the start of Soroptimist meetings and conferences. More recently, the Mission, and Vision have been read. Members usually stand when these are being read.

**President Elect**

The member who will be taking office as President at the start the next Federation or Club year.

**Programme Action (PA)**

Programme Action is the name we use to describe the work we do at local, national and international levels and includes all the activities of SI designed to give service to the local, regional, national or international community. Programme Action is why we exist.

**Programme Director**

The Federation Programme Director oversees the Programme Action work of the Federation, co-ordinating the activity of the Assistant Programme Directors and communicating between Federation and Soroptimist International.

**Programme Focus**

The outline of topics on which SI is currently working. At present this is divided into 6 areas, Economic and Social Development, Education, Environment, Health, Human Rights and the Status of Women and International Goodwill and Understanding. This may be reviewed at the International Convention in Montreal in July 2010.

**Programme Focus Reporting Database**

Clubs report their activities in the Programme areas, describing each project, the objectives, and achievements made and lessons learnt. This database can then be used to search for activities by Programme Objective, Club, and Country etc. In this way, a picture builds up of the work being done which is vitally important to assess the progress we are making and enable effective marketing of the organisation to prospective members. It also enables lobbying and maintains our status at the United Nations.

**Programme Related Statements**

These are policy statements which set out the agreed Soroptimist International view on specific topics (e.g. the rights of the child). The statements are drawn together into a publication available from SI website, called "Where We Stand".

**Region**

Clubs in the UK are grouped into Regions, which have their own Officers, including a President, who oversee the work of the Clubs in that Region. Regional meetings are held, at which all Clubs should be represented.

**Region Council Members**

Each Club elects a Regional Member and a Proxy to that representative. They attend and represent the Club at Regional Council meetings and are empowered to vote on the Club's behalf. They report Regional activity and actions required back to the Club.

**Residential Club - see "63"**

**Role Specification**

A document giving details of office holder responsibilities and terms of office.

**Roll call**

Ceremony whereby each member stands in turn when her Club, Region, National Association or Country is named. This may also be used at club level where each member gives their name and category.

**SI**

Soroptimist International. This organisation was formed in Oakland California in 1921.

**SIA**

Soroptimist International of the Americas.

**SIE**

Soroptimist International of Europe.

**SIGBI**

Soroptimist International Great Britain and Ireland (SIGBI) Ltd.

**SISWP**

Soroptimist International of South West Pacific

**Soroptimist News**

This is the Federation Magazine, posted directly to members and also available on the SIGBI website.

**Study Days**

There is a UK PAC study day on a particular topic that is always worth attending. Regional study days run by the Regional PAC are usually incorporated into one of the Regional Council meeting days.

**The International Soroptimist (TIS)**

Electronic newsletter published four times a year. Gives information about the organisation and UN activities throughout the world.

**UK PAC**

The United Kingdom Programme Action Committee sets policy and implements Programme Action activity for Clubs and Regions in the UK, and is particularly well-placed to lobby UK government about current issues.

**UN**

United Nations

**UNICEF**

United Nations Children's Fund, whose chief work is in development programmes in numerous countries all over the world.

**UNIFEM**

The United Nations Development Fund for Women.

**UN Status**

Soroptimist International holds General Consultative Status with ECOSOC and has representation at UN centres in New York, Paris, Geneva, Vienna and Rome with UN agencies which have granted the organisation recognised status as an international Non Governmental Organisation (NGO). It is also recognised by the Food and Agricultural Organisation (FAO).

**Vice President**

The member who will normally stand as President Elect during the next year.

**Virtual Club**

There is a pilot Virtual Club in the UK where members meet online.

**Websites**

There are Websites for SI and each Federation. Many regions and clubs have their own websites, which are available from their Federation's website. Below is a link of Soroptimist Federation Websites, and related Websites:.

[Soroptimist International](#)

[Soroptimist International of the Americas](#)

[Soroptimist International of Europe](#)

[Soroptimist International Great Britain and Ireland \(SIGBI\) Limited](#)

[Soroptimist International of the South West Pacific](#)

[UK Programme Action Committee](#)

[Number 63, Bayswater Road, London](#)

Project Sierra [www.projectSierra.org](http://www.projectSierra.org) in partnership with [Hope and Homes for Children](#)

[NCVO \(National Council for Voluntary Organisation\)](#) (SIGBI is a member of this Organisation)

[Plan International](#)

[Save the Children](#)

[Trade Justice Movement](#)

[United Nations \(UN\)](#)

[The UN Millennium Development Goals](#)

[UN Economic and Social Council \(ECOSOC\)](#)

[UN Development Fund for Women \(UNIFEM\)](#)

[UN Children's Fund \(UNICEF\)](#)

[UNICEF UK](#)

[UN Development Fund for Women in the United Kingdom \(UNIFEM UK\)](#)

[UN Environment Programme \(UNEP\)](#)

[UNEP World Environment Day 2004](#)

[Women's National Commission](#)

[Zonta International](#)

[Amnesty International](#)

[WaterAid](#)

[Fairtrade Foundation](#)

[Landmine Action Campaign](#)

[The National Memorial Arboretum](#)

**Where We Stand**

A publication of Programme Related Statements available from SI Headquarters at Cambridge, giving the official SI standpoint on a number of topics. It is issued by the International President after all members have been consulted about wording and have had a chance to contribute. New draft statements are circulated to Clubs from time to time for comment. Once agreed, they are added to the Where We Stand document.

**Note of Acknowledgement**

The explanations above are based on a glossary produced in 1992 by Sue Greener of SI Tunbridge Wells. It also incorporates some definitions provided by SI Southern England with amendments made in 2010 by members of the Federation Management Board. This will be maintained on the members section of the SIGBI website.