

Enlarging a WI more details for Advisers

This document will go through the steps to help with the process of a WI enlarging – WI enlargements **must** be conducted by a WI Adviser.

Enlargement process:

1. Enlarging means one WI is absorbed by another to establish a new enlarged WI and this may be an alternative to suspension.
2. One of the WIs is classed as the 'terminating' WI and the other as the 'continuing' WI.
3. To enlarge a WI, consent **must** be first obtained from the Federation Board of Trustees.
4. The WI Adviser **must** liaise with both WIs to manage the transition to enlargement and keep the Federation Board informed.
5. Each WI **must** call a Special Meeting and puts forward a resolution to enlarge.
6. The Notice of a Special Meeting **must** be sent by the WI Secretary to each WI Member at least ten days in advance, setting out the date, place and hour of the meeting and a note of the purpose for which it is called.
7. Example of the wording for the resolution to enlarge: *[name of member] proposes that [name of WI] should enlarge with [name of other WI] with effect from [date] and in future will be known as [suggested new name].*
8. At the Special Meetings of both WIs, a secret ballot **must** be held to approve the resolution and terms of the enlargement (including the name of the enlarged WI).
9. At least one quarter of the WI members **must** vote on the resolution to enlarge.
10. Members are permitted to vote in advance of Special Meetings called for enlargement or suspension by post, email (or other suitable electronic means agreed by the Committee) to the President or Secretary, this needs to be received by the end of the day before the meeting;
or
11. by arranging for their vote to be given to the chair of the meeting by hand before the start of the meeting.
12. At least one quarter of the WI members **must** vote on the resolution to enlarge, either in person, or in advance as detailed above in point 10.
13. A three-quarters majority of those voting is required in favour of the enlargement in both WIs.

14. It is recommended that the Committee of the continuing WI continues as the Committee for the enlarged WI until the next election.
15. The NFWI should be notified of the enlargement as soon as possible by the WI Adviser by completing a 'Notice of a WI Enlargement' via My WI which can be found within the Federation Roles area in the WI Adviser section - <https://mywi.thewi.org.uk/federation-team/federation-roles/wi-advisers>
16. A copy of the independently examined financial statement should be given to the continuing WI with all the remaining property and records.
17. If the terminating WI is registered with the Charity Commission, its record will need to be updated and closed.
18. When the terminating WI is absorbed by the continuing WI, the Treasurer of the terminating WI **must** first discharge its outstanding liabilities out of the funds of the terminating WI.
19. Any remaining property of the terminating WI and the records of the terminating WI **must** then be transferred to the continuing WI for its free and independent use.
20. It is best practise to have the books independently examined and the account closed.
21. Funds from the terminating WI will be transferred to the continuing WI.

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1	November 2024	N/A	March 2025	Membership and Engagement