

LADIES' CIRCLE INTERNATIONAL RULES

1. CONSTITUTION

- 1-1 The name of the Association shall be Ladies' Circle International (LCI).
- 1-2 The motto of the Association shall be "Friendship & Service".
- 1-3 The constituent members of the Association shall be the founder member National Associations of GB&I, Denmark and Sweden, together with all other Member Countries affiliated to the Association in accordance with Rules 4-3, 4-4, 4-5, 4-6, 4-7 and 4-8.
- 1-4 The affairs of the Association shall be administered by the LCI Board and the LCI Council. Unless contravening any other rules, the LCI Council may perform all powers and duties vested in the Association.
- 1-5 The Association may decide to associate with other organisations having similar aims and constitutions. Such a decision shall be made at a LCI Annual General Meeting (LCI AGM) at which at least 75% vote in favour.
- 1-6 A decision to wind up or suspend the affairs of the Association can only be made at an LCI AGM.
- 1-7 The official working language in LCI is English
- 1-8 The LCI Year runs from the 1st of July to the 30th of June the next year
- 1-9 The Association is open to women between the age of 18 and 45

2. DEFINITIONS

- 2-1 "The LCI Board": The administrative body consisting of the President, the Vice President, the Immediate Past President, the Treasurer and the Secretary.
- 2-2 "The LCI Officers": The members of the LCI Board.
- 2-3 "The LCI Councillors": The representatives of the Full Member Countries entitled to vote at the LCI AGM, usually the National President and the National Immediate Past President or their approved deputy.
- 2-4 "The LCI Council": The administrative body consisting of the LCI Officers and the LCI Councillors.
- 2-5 "Annual General Meeting": The highest Authority of the Association. A Meeting shall be organised once a year, normally in the end of August / beginning of September (LCI AGM at the LCI Conference - See Rule 7-3).
- 2-6 "Full Membership": See Rules 4-7 and 4-8.
- 2-7 "Associate Membership": See Rules 4-3, 4-4, 4-5 and 4-6.
- 2-8 "Capitation Fee": Membership fee from all Member Countries payable each year. See Rules 8-10, 8-11, 8-12 and 8-13.
- 2-9 "Affiliation Fee": Payment from Associate Member Countries payable on the charter of the No 1 Circle. See Rules 8-8 and 8-9.

3. AIMS AND OBJECTIVES

- A. To promote international friendship, understanding and goodwill by encouraging members to extend their knowledge of each other and other people.
- B. To promote, co-ordinate and develop the extension of Ladies' Circle throughout the world.
- C. To be non-political and non-sectarian.

4. RULES GOVERNING MEMBERSHIP

Formation of a Ladies' Circle

- 4-1 A Circle may only be formed in connection with another Circle or in connection with Round Table.
- 4-2 A. All new countries applying for Membership of LCI, should adopt the name Ladies' Circle.
B. No Circle shall be recognised to be a Ladies' Circle unless:
 - a. It has the motto "Friendship & Service"
 - b. It adopts a retirement rule requiring active members to retire not later than the age of 45
 - c. It is non-political and non-sectarian

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- d. It provides an opportunity for its members to engage in social or service activities and discussion
- C. All the member countries in LCI shall deliver a copy of the National Ladies' Circle logo to the LCI Board.

Associate Membership

- 4-3 The first Circle in any country will receive automatic Associate Membership of LCI upon the charter of the first Circle. The Aims and Objects of that country shall be sent to the LCI Board (addressed to the LCI Secretary) for approval by 10 June prior to the LCI AGM at which it will be considered. The application shall be included on the LCI AGM Agenda circulated to all Member Countries.
- 4-4 All additional Circles chartered in an Associate Member country shall automatically be included in that Associate Membership.
- 4-5 Associate Member Countries shall receive all correspondence from LCI.
- 4-6 Associate Member Countries may, at their own expense, send representatives to any LCI AGM. Such representatives may not vote or propose amendments to the LCI Rules.
- 4-6-1 Associate Member Countries shall have a right to host Mid Term Meetings on an equal basis with Full Member Countries.

Full Membership

- 4-7 When an Associate Member country fulfils each of the following conditions this country may apply for Full Membership of LCI:
 - a. There shall be a minimum of three Circles in the country founded within a period of 4 years after the charter of the Number 1 Circle (with effect from August 2005).
 - b. There shall be an elected National Board, which has worked for two consecutive years.
 - c. The LCI Board shall have approved the National Association's Constitution and Rules. Such an application shall be received by the LCI Secretary by the 31st of December prior to the LCI AGM at which it will be considered and shall be included on the LCI AGM Agenda and voted by the LCI Councillors together with the LCI Boards' report to be circulated to all Member Countries.
- 4-8 A new Full Member country shall not have the right to propose new or amend existing rules, offer to host a LCI Conference or propose candidates for LCI Office until the LCI AGM following the one at which they are granted Full Membership.

Termination of Membership

- 4-9 If a Full Member Country or Associate Member country does not pay Capitation Fee / Affiliation Fee or / and does not keep in contact with LCI for two years, then their membership shall cease to exist.
- 4-10 If the number of Circles in a Full Member country remains less than three for three consecutive years its full membership is terminated. The termination of the full membership has to be declared at the following LCI AGM; thereafter the country in question retains the status of Associate Member country.
- 4-11 Upon termination of the membership the member of the Association shall surrender its Charter Certificate and is thereafter not allowed to use the name, emblem or insignia of the Association in any way whatsoever.

5. LCI BOARD: NOMINATION, POWERS AND DUTIES

International Vice President

- 5-1 The LCI Council shall at the LCI AGM elect a Vice President. Candidates should, before the commencement of the Vice Presidential term of office, have served for a total of two years in any of the following offices: Area Chairman, National Officer in their own National Association, LCI Treasurer or LCI Secretary. All candidates must be active members of their own Full Member Association at the time they become International President.
- 5-2 The Vice President shall serve in office for one year.
- 5-3 The Vice President shall serve as International Contact Lady.
- 5-4 The Vice President shall automatically become International President.

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International President

- 5-5 The President shall serve in office for one year.
- 5-6 If the Vice President is unable to take office as President, a President shall be elected together with a Vice President in accordance with the LCI Rules.
- 5-7 The President or another Officer officially appointed by her shall charter the first Circle in a country.
- 5-8 The President shall automatically become Immediate Past President.

International Immediate Past President

- 5-9 The Immediate Past President shall act as Extension Officer.

International Treasurer

- 5-10 The LCI Councillors shall at the LCI AGM elect a Treasurer. Candidates should, before commencement of the term of office as Treasurer, have served for at least one year either as Area Chairman or as an elected National Officer in their own National Association. All candidates must be active members of their own Full Member Association at the time they become Treasurer.
- 5-11 The Treasurer shall serve in office for a minimum of one year and a maximum of two years. As a candidate she shall indicate for which term she intends to serve.

International Secretary

- 5-12 The LCI Councillors shall at the LCI AGM elect a Secretary. Candidates should, before commencement of the term of office as Secretary, have served for at least one year either as Area Chairman or as an elected National Officer in their own National Association. All candidates must be active members of their own Full Member Association at the time they become Secretary.
- 5-13 The Secretary shall serve in office for a minimum of one year and a maximum of two years. As a candidate she shall indicate for which term she intends to serve.

Nominations

- 5-14 No Full Member country may nominate a candidate for the LCI Board without the consent of the candidate. Nominations shall be circulated within and approved by the National AGM or National Board.
- 5-15 Nominations for the offices of Vice President, Treasurer and Secretary shall be received by the LCI Secretary by June 10th and shall be sent by her to all Member Countries ***no later than July 10th***
- 5-16 No Full Member country shall nominate the same candidate for two international posts at the same LCI AGM.
- 5-17 When there are no candidates for office, nominations from the floor can only be accepted with the consent of the candidate and the support of her own National Board.
- 5-17. 1) ***A holder of office on the LCI Board, namely Vice President shall be no more than 42 years by 30th of June, for the year her nomination is sent for Vice President, LCI.***
- 5-17. 2) ***A holder of office on the LCI Board, namely IPP, Secretary, Treasurer and Weblady shall be no more than 44 years of age during the period she is an LCI Officer. If she is 45 years before the 30th of June in her last year in LCI office, she is allowed to continue on the LCI Board until the following LCI AGM.***

Duties

- 5-18 The LCI Board shall be responsible for the promotion and development of LCI, and for the co-ordination and administration of the Association. The LCI Board shall act on behalf of the LCI Council.
- 5-19 There should be a substitute for the following officers in the LCI Board: Treasurer and Secretary. The substitute for the office of the LCI Treasurer and the LCI Secretary should be co-opted by the LCI Board for the duration of the term of that Board. The first choice for substitute is preferably the intermediate Past LCI-Treasurer or past LCI Secretary for the duration, even if they are not active members any more. If such a person is not available, then a substitute Board Member should have previously held office in the National Board of a Full member country and be an active member of her National Association for the duration of her term as substitute LCI Board Member.

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Webmaster

- 5-20 The LCI Councillors shall at the LCI AGM elect a webmaster. Candidates shall be circlers who are experienced in maintaining a website. Candidates shall preferably held an office in their National Association, be it national, area or otherwise. All candidates must be active members of their own Full Member Association at the time they become webmaster. Any candidacy must be supported by the National Board of the candidate's Full Member Association in conjunction with rule 5-14 to 5-17.
- 5-21 The Webmaster shall serve in office for a minimum of one year and a maximum of two years. As a candidate she shall indicate for which term she intends to serve.
- 5-22 The webmaster shall sit with the LCI Board panel at the LCI Conference and the LCI Board meetings attached with the LCI Conference at the expense of LCI.

6. LCI COUNCIL: NOMINATION, POWERS AND DUTIES

- 6-1 Each Full Member Country may be represented in the LCI Council by two LCI Councillors. LCI Councillors should normally hold office for two years, but may continue for a third year at the discretion of the LCI Board. The LCI Councillors shall be active members in their own National Association.
Footnote: The working period of each LCI Council begins immediately after the LCI AGM and ends immediately after the next LCI AGM. Usually the LCI Councillors of a Full Member Country are, at time of the Conference, the National Immediate Past President and the National President.
- 6-2 If a LCI Councillor is elected as a LCI Officer of the Association, the country she represents shall appoint a new LCI Councillor in her place.
- 6-3 If a LCI Councillor is unable to attend a meeting of the LCI Council, an accredited deputy may attend in her place.
- 6-4 Any change in LCI Councillors must be notified in writing to the LCI Secretary as soon as possible.
- 6-5 The LCI Council shall be responsible for directing, controlling and administering the Association and its finances, properties and monies.
- 6-6 The LCI Council shall have the power:
- to grant and revoke Certificates of Affiliation
 - to promote such activities as seem necessary to achieve the purposes of the Association
 - to appoint committees as required and to define their duties and powers

7. RULES GOVERNING THE AGM, COUNCIL AND BOARD MEETINGS

- 7-1 The LCI President shall preside at all meetings of the LCI Council and the LCI Board. If she is unable to attend a meeting, the LCI Vice President or another appointed deputy shall take her place, except for the LCI AGM at which the LCI Immediate Past President shall preside.
- 7-2 A meeting of the LCI Council shall be held in conjunction with the LCI AGM.
- 7-3 The LCI Council shall hold a LCI AGM at time and place decided by the LCI Council and may meet at such other times as the LCI President may decide.
- 7-4 The venue of an LCI AGM shall be decided three years in advance. Any Full Member country wishing to invite the Association to hold a LCI Conference in its country shall send an application to the LCI Secretary no later than June 10th prior to the LCI AGM at which the application will be considered.
- 7-5 When an application to host a LCI AGM is made by a Full Member country, a full feasibility study should be undertaken, including details of accessibility of the venue, and presented to the LCI Board before such applications shall be considered. Once the LCI Board is satisfied that the application complies with all the requirements, details should be sent out to all the Full Member Countries for their consideration together with the LCI AGM Agenda.
- 7-6 Proposals, nominations and applications may be submitted by Full Member Countries to the LCI AGM and shall be received by the LCI Secretary no later than June 10th prior to the LCI AGM. The respective National Boards should have approved these proposals, nominations and applications.

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- 7-7 Notice of the LCI AGM, containing details of all proposals, nominations and applications to be considered, shall be sent out by the LCI Secretary to the members of the LCI Council and to the National Presidents / Chairmen of the Associate Member Countries ***no later than 10th July prior to the LCI AGM.***
- 7-8 Any applications for Associate Membership and Full Membership of the Association shall be circulated to all Member Countries together with the Agenda for the LCI AGM.
- 7-9 The LCI President shall have the option to appoint a Chairman for the LCI AGM, if she so wishes. The LCI Council shall elect the Chairman.
- 7-10 At each LCI AGM, the following business shall be transacted:
- A. Notice convening the meeting
 - B. Confirmation and adoption of the Minutes from the previous LCI AGM
 - C. President's Report
 - D. Vice President's Report
 - E. Immediate Past President's Report
 - F. Secretary's Report
 - G. Treasurer's Report
 - H. Determination of Capitation fee
 - I. Election of Officers
 - J. Proposals submitted by the Board
 - K. Proposals submitted by Member Countries
 - L. Incoming President's Address
 - M. Any Other Business

VOTING SYSTEM, ALTERATIONS TO RULES AND STANDING ORDERS

- 7-11 The quorum for any meeting of the LCI Council shall be two thirds of the members.
- 7-12 Each Full Member country has two votes, with the exception of financial matters, when a Full Member Country with more than 300 members and /or a minimum of a ten years membership shall have three votes.
- 7-13 The LCI Officers do not have the right to vote, with the exception of the LCI President, who shall have a casting vote, where necessary.
- 7-14 All resolutions regarding finance must be passed by a 75% majority of the members of the LCI Council present.
- 7-15 Voting shall normally be by show of hands. In the election of LCI Officers, LCI Conference venue, LCI Charity Project or when specially requested, voting shall be by secret ballot and where there are more than two candidates or choices the single transferable voting system shall be used.
- 7-16 In the event of an equal division of votes, the LCI President shall have a casting vote.
- 7-17 All Member Countries shall be given a copy of the LCI Directory, Rules and Guidelines.
- 7-18 No new rule or amendments to the LCI Rules may be made except by the decision of the LCI Council at the LCI AGM at which at least 75% of the members of the LCI Council present vote in favour.
- 7-19 Proposals and proposals for alterations carried at a LCI AGM shall take effect immediately after the closure of the LCI AGM.

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8. RULES GOVERNING FINANCE

- 8-1 The funds of the Association shall be derived from Affiliation Fees and Capitation Fees.
- 8-2 The financial year shall start on the 1st of July and end on the 30th of June.
- 8-2-1 The official currency of LCI is Euro (EUR).
- 8-3 An Audit of Books and Accounts of the Association shall be prepared before the LCI AGM by a qualified accountant. The LCI Treasurer shall submit the statement of accounts with her report to the LCI Council at each LCI AGM.
- 8-4 Each Member Country shall be responsible for raising by agreement with its affiliated Circles all funds necessary for the conduct of its National affairs.
- 8-5 No Member Country shall commit the Association to any financial or other undertaking without the express authority of the LCI Council.
- 8-6 No Member Country shall be granted any part of the funds of the Association except as provided for in these LCI Rules.
- 8-7 Should the affairs of the Association be wound up, any realised assets (after payment of all debts and liabilities) shall be divided among the Member Countries on a per capita basis. Membership figures in that case shall be taken from each country's most recent payment of Capitation Fees.

Affiliation Fee

- 8-8 Associate Member Countries shall pay an Affiliation Fee of Euro 40 or the equivalent in any other suitable currency as determined by the LCI Council at the LCI AGM.
- 8-9 On accepting Full Membership, each country shall pay a further fee of Euro 120 or the equivalent in any other suitable currency as determined by the LCI Board.

Capitation Fee

- 8-10 Full Member Countries and Associate Member Countries shall submit to the LCI Treasurer a statement of membership for the incoming year by June 10th. The Capitation Fee due in next October shall be determined, based on this figure.
- 8-11 The Capitation Fee will rise by Euro 0,25 with effect from September 1st each year, this to be reviewed each year for the following year.
- 8-12 Capitation Fee is due before October 31st. The Fee shall be paid in Euro or the equivalent currency, as determined by the LCI Board.
- 8-13 The penalty for late payment of the Capitation Fee (after October 31st) will be Euro 0,16 per member with a minimum penalty of Euro 80.

LCI Board

- 8-14 The LCI Treasurer shall submit an Annual Budget of income and expenditure for the following year, for the approval of the LCI Council at the LCI AGM. The LCI treasurer shall submit a prognosis of the Annual Budget of Income and Expenditure for two years ahead to be considered at the LCI AGM, and to be reconsidered at the yearly MTMs.
- 8-15 ***For day to day operations of the account all bank withdrawals will be authorized by the LCI Treasurer solely or any two of the LCI P, LCI VP, LCI IPP jointly.***
- 8-16 The LCI Officers shall serve without any remuneration whatsoever. The LCI Officers shall receive a contribution to the expenses incurred by their respective offices. The sums involved shall be reviewed annually.
- 8-17 Travelling and subsistence allowances as may from time to time be decided by the LCI Council shall be paid to all LCI Officers.
- 8-18 The LCI Board has the authority to move the LCI bank accounts, should they consider it advisable.

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LCI Annual General Meeting / LCI Conference

- 8-19 Travel expenses in respect of the LCI AGM shall be paid to one LCI Councillor from each Full Member country, but such countries shall be responsible for the first Euro 120 of any claim. Travel shall be arranged by the cheapest, most direct route, and no more than economy class return airfare shall be paid, less the aforementioned Euro 120. The money saved as a result of this rule shall be paid into the Associate Member Fund. Subsistence allowances in the respect of the LCI AGM shall be paid to one Councillor from each Full Member Country. To include Conference Registration, Councillors Meeting & Lunch, the AGM and Lunch, the Gala Dinner and the International Contact Meeting. Only those meetings and events attended by the Councillor can be claimed.
- 8-20 Travel costs shall be notified to the LCI Treasurer by June 10th prior to the LCI AGM. Payment will be made to the Full Member Country within three months following the LCI AGM on the basis of travel receipts received.
- 8-21 The LCI Officers shall on behalf of the LCI Council and in conjunction with the country hosting the LCI AGM be responsible for the arrangements and shall make the necessary financial provisions out of the funds of the Association in respect of such a meeting.
- 8-22 A LCI AGM Fund is set up to provide loans to the hostess countries for the LCI Conference. From this Fund, the LCI Board shall loan the hostess countries sufficient money to pay the initial expenses of a LCI AGM. These loans are interest free and payable by LCI Board to the hostess country within one month of the LCI AGM at which the invitation is accepted. These loans are repayable by the date of that LCI AGM, at the latest.
- 8-23 Surplus funds resulting from an LCI AGM shall be apportioned as follows:
- A. 40% to be decided jointly by the National Board of host Country and the host Circle / Area.
 - B. 20% to the LCI Travel Fund
 - C. 15% to the LCI Charity Fund
 - D. 15% to the Extension Support fund
 - E. 10% to the LCI Associate Member Fund
- 8-24 No financial provision shall be made from the funds of the Association for any social function held in conjunction with the LCI AGM.
- 8-25 The National Association of the hostess country shall have the ultimate responsibility for the LCI Conference and its finances.
- 8-26 The organising Circle / Area may not use their share of the LCI AGM surplus before they have presented Audited Accounts of the LCI AGM to the LCI Board, which shall be done not later than the 31st of December after the LCI AGM.
- 8-27 Profits, if any, from the LCI Conference has to be transferred to LCI account by the host country within 15 days of submission and acceptance of the LCI Conference financial report.**
- 8-28 Nominees for LCI offices or Weblady will be reimbursed with the fees for the following: early registration, Councillor's Dinner, Councillor's Meeting and Annual General Meeting. A nominee is not eligible for LCI travel fund (rule 10-4)**

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9. STANDING ORDERS FOR LCI ANNUAL GENERAL MEETING

- 9-1 Record shall be kept of the attendance of the LCI Officers and voting LCI Councillors.
- 9-2 The quorum for any LCI AGM shall be a number equal to 2/3 of the Full Member Countries.
- 9-3 The Board shall appoint two Tellers, who shall be responsible for reporting to the Chairman of the meeting the result of all voting. Voting on all proposals shall be by show of hands except when a written ballot is specifically requested. In the case of election of LCI Officers, Conference Venue and Charity Project the voting shall always be by secret Ballot. The appointed tellers will ensure that all Ballot Papers, when used, remain confidential to the meeting at all times. If there are more than two Candidates or choices the Single Transferable Voting System will be used.
- 9-4 The LCI Officers and 2 LCI Councillors from each full Member Country shall conduct the business of the LCI AGM. Each LCI Councillor has one vote, except when the voting concerns Financial Matters (see list below). For these matters, LCI Councillors from a Full Member Country, which has more than 300 members and / or has been a Full Member Country for the past ten consecutive years, shall have three votes. If any Country can only send one LCI Councillor she can use all the votes that the country is entitled to have. Financial Matters include:
- A. LCI Rules governing finance i.e. Rules 8-1 to 8-26
 - B. Financial Report
 - C. Budgets
 - D. Determination of Capitation Fee
- 9-5 Any member attending the LCI AGM may speak on any resolution but only the LCI Councillors may vote.
- 9-6 In the event of any equal division of votes the LCI President shall have a casting vote.
- 9-7. Procedure to be followed when dealing with resolutions:
- A. Any resolution may be discussed by the Meeting before it is voted on.
 - B. At this stage any voting LCI Councillor subjected to the approval of the Chairman may propose an amendment
 - C. When an amendment has been proposed, it must be voted on and must be settled before any other amendment can be considered. A straight majority is needed to accept an amendment.
 - D. If the voting is against the amendment, then it is lost, and the Chairman will then ask for any other amendments. If there are no more amendments, the original proposal will then be voted upon in accordance with Rule 7-18.
 - E. If the voting is for the amendment it is therefore carried and becomes the amended motion, to which any further amendments can be proposed and dealt with as in (b) and (c) above. The final amended motion then becomes the substantive motion (the new proposal) and as such must be voted on in accordance with Rule 7-18.
 - F. If the voting is against the substantive motion, it means that the whole proposal is lost and on no account does the meeting return to the original proposal.
- 9-8 The Chairman's ruling on any point of order shall be final.
- 9-9 These Standing Orders can only be suspended or altered by a 75% majority of the voting LCI Councillors present at the LCI AGM.

Recommendations

- 9-10 LCI Councillors who attend the AGM as voting delegates should, wherever possible, be the National President and the National Immediate Past President of each Full Member Country.
- 9-11 After the LCI AGM the National Vice President of each Full Member Country should become LCI Councillor instead of the National Immediate Past President.
- 9-12 If a Circler moves from one country to another, it is recommended that she has the right to transfer to a Circle in that country, whether or not she has a husband / partner in Round Table, but following the age rule of that country.
- 9-13 It is recommended that should a Full Member Country wish to raise an amendment to any LCI AGM Proposal that they provide the LCI Councillors and the LCI Board with the amendment in writing at the beginning of the LCI AGM.

10. RULES FOR THE LCI TRAVEL FUND

10-1 Purpose

The purpose of the Fund is to promote friendship, understanding and goodwill between Member Countries of LCI by individual contact and understanding of the functioning of Ladies' Circle in Member Countries of LCI.

Suggested ways of raising money:

1. Half of the Conference Tombola surplus.
2. Voluntary donations from LCI countries.
3. In accordance with LCI Rule 8-23.

10-2 Division of the Travel Fund

The LCI Travel Fund should be divided into two parts:

1. LCI Conference:

The allowance for the LCI Conference can be applied **by the National Board** of Full or Associate Member Countries. The LCI Board decides each year on how many allowances and how much money is **allocated**, based on the current financial situation and on the Travel fund. The National LC Board can then decide on how to use the allowance amongst **the successful applicants to attend the LCI Conference** (other than the LCI Councillors of the Countries). The candidates have to fulfil the existing rule (see newly numbered 10-4). **Applications must reach the LCI Board a month prior Board Meeting 3.**

2. Other LC events:

The allowance can be applied by individual ladies of the Full or Associate member countries after they have been approved by their National Board. Also for these applicants rule 10-4 must be fulfilled.

10-3 Administration

The LCI Board shall together form the Committee and the LCI Immediate Past President shall be the Chairman.

10-4 Choice of Candidates

The candidate must have been an active member for at least two years prior to the date of application and must have at least one year left as an active member by the time the journey is undertaken. She may be a member of a Full or Associate Member Country. There will be no limitation to the number of the applications from different countries. Applications can be delivered to every LCI board meeting (deadline a month prior to the board meetings). It is not forbidden for a husband/partner to accompany her on the tour. Present LCI Officers and **LCI Councillors (National President, VP and IPP or any other officially appointed Councillor) and nominees** are not eligible for grants. The Committee will use their discretion on selection.

10-5 How to apply

Applications shall be made on the Application Form which is available either from each country's National Board, from the LCI Secretary or from the LCI website. The Application Form shall be submitted to the applicants National Board who will then forward it to the Chairman of the Travel Fund (LCI IPP) with a copy to the LCI Treasurer, having endorsed criteria as per rule 10-4.

The information to be given includes:

1. Which country or countries to be visited.
2. When, why and for how long the visit will be made (approx. 7-14 days).
3. Summary of applicant's personal background and her involvement in her own Circle.
4. Proposed budget for travel.

The granted travel fund will be remitted to the National Board's account upon receipt of confirmation of registration and travel expenses invoice. The National Boards are responsible to refund the grant awarded (i.e. if applicant does not travel or does not attend the AGM where proof of attendance will be taken or if the report is not received by the LCI IPP within four weeks after the Conference)

10-6 Travel arrangements

The National Board of the country to be visited will be asked to arrange a tour of approximately 7-14 days. The recipient of the grant will be asked to take photographs / slides with her to show the Circlers in the host country and speak about her own country's way of life. On her return, the recipient must send a report of the journey to the LCI Travel

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Fund Committee within 30 days of the conclusion of the journey. She is expected to write a report of the journey for the LCI Newsletter and her National Magazine, and also to speak about her visit at Circle meetings whenever called upon. The grant is to be used for the expected purposes and at the precise time agreed upon and any change without prior approval of the Committee entitles the Committee to nullify the grant. The recipient may, under certain conditions (e.g. language difficulties) be allowed to journey with a fellow Circler. After the tour the recipient may have vacation in the host country at her own cost and arrangements.

11. RULES FOR THE LCI CHARITY FUND

- 11-1 The Charity to receive the money shall be decided every second year in advance. A National Treasurer can pay donations to the LCI Charity Fund Account at any time during the year.
- 11-2 Interest earned from money in the LCI Charity Account shall be added to the sum to be donated to the chosen charity.
- 11-3 Full Member Countries and the LCI Board can nominate a project.
An Associate Member Country can nominate a project with the support and approval of their Godmother Country or a Full Member Country. The Full Member Country has to have the administrative, legal and financial responsibility of the project. The countries can only nominate one project each. The nomination must first have the approval of the National Board of the country applying for the project. A short written explanation (100 - 150 words) concerning the intended use of the money shall be sent to the LCI Secretary by the 31st of October in the year prior to the AGM to be presented at the following MTMs.
- 11-4 A vote shall be taken at the LCI AGM between the suggestions received.
- 11-5. Following the Charity project receiving the vote on the LCI AGM, all the monies paid to the LCI Charity project will go to the benefit of the project accepted. All the administrative costs of the project are to be taken care of by the National Board of the country nominating the project.
The first payment to the Project can be made as soon as a reasonable amount has been collected. The following payments shall be made after a report is given to the LCI Board concerning the proceeding of the project.
The National Board of the country proposing the project shall be responsible for overseeing the project and for ensuring that the monies are used for the intending charity during the project. In the absence of a National Board the LCI Board or the National Board of a Full Member Country named in the LCI AGM would undertake the responsibility. The LCI Board has the right to intervene in the project if the requirements mentioned above are not fulfilled.
- 11-6 The time limit for donations to the LCI Project is the **30th June** in the second year of the project. Money received later will automatically go to the next project elected at the LCI AGM.
- 11-7 A representative or any nominee Councillor appointed by the country receiving the money shall give a brief report on the proceedings of the project in the three subsequent LCI AGMs after the LCI AGM, where the Project has received the vote. A written half year report should be delivered to the LCI Board six months after the LCI AGM. This report should be distributed to all the National Boards. A written full year report should be delivered to the LCI Board not later than June 10th prior to the LCI AGM. This report should be distributed to all the National Boards. Enquiries concerning Charity Projects that has been started should be answered within 30 days by the LCI Board.
- 11-8 If for any reason it proves impossible to use the money during the two years following its receipt, it shall be returned to LCI and the amount added to the Fund for distribution at the next LCI AGM.
- 11-9 Every Charity project should last for two years.
- 11-10 The host of the LCI ISP is responsible to submit an audited report on completion of the project.**

LADIES' CIRCLE INTERNATIONAL RULES

12. RULES FOR THE ASSOCIATE MEMBER FUND

The fund shall be financed by money saved in accordance with Rules 8-19 and 8-23 (d). The purpose of the fund shall be to give financial assistance to Associate Member Countries to attend the LCI AGM.

- 12-1 The LCI Board shall together form the Committee and the LCI Treasurer shall be the Chairman.
- 12-2 The Associate Member Countries shall be listed in order of charter date, and new Member Countries shall be added successively to the end of the list (please see below)
- 12-3 Travel by the cheapest method, Conference Registration Fees, Councillors Meeting and Lunch, Annual General Meeting and Lunch, The Gala Dinner and the International Contact Meeting and Lunch shall be offered to as many countries on the list as the Fund can afford (one representative per country) in the listed order. The aim shall be to use as much money as possible from the Fund each year. Only meetings and events actually attended will be paid from the Fund.
- 12-4 After an Associate Member country has received money in accordance with these rules, that country shall automatically be moved to the bottom of the aforementioned list.
- 12-5 The offer of money shall be made to the National President / Chairman Circle No. 1 or by her officially delegated board member at least one year in advance of the LCI AGM in respect of which the offer is made (she has to participate in both the LCI Councillors' Meeting and the International Contact Meeting). If a country does not accept the offer within the time limit specified by the Committee, the offer shall then be made to the next country on the list.
- 12-6 In the case of a country declining an offer two consecutive years, that country shall then be moved to the bottom of the list, except at the discretion of the LCI Board.
- 12-7 The recipient of money in accordance with the above shall send a report of her journey and experiences of the LCI AGM to the Fund Committee within two months of the conclusion of the LCI AGM.
- 12-8 The recipient will be reimbursed as soon as LCI Treasurer has received confirmation of the registration and a copy of the travel invoice. Reimbursement will be by remittance before or during the conference.

Country	Chartered	Offer accepted	Not accepted	Fund given 2009	To be offered 2010
Botswana	1981	2003, 2006	2002	yes	Yes no.3
Burundi	2004	2005, 2007, 2009		yes	Yes no.3
Canada	2007	2007	2009		Yes no.3
Greece	2004	2005,2007	2008		Yes no.2
Lithuania	2002	2006, 2008, 2009		yes	Yes no.3
Luxembourg	2005	2005, 2008, 2009		yes	Yes no.3
Madagascar	2001	2005, 2009		yes	Yes no.1
Morocco	2004	2005, 2008, 2009		yes	Yes no.3
Nepal	2000	2006, 2008			Yes no.1
Poland	1996	2006	2009		Yes no.3
USA	1991	2005	2008		Yes no.2

LADIES' CIRCLE INTERNATIONAL RULES

13. RULES FOR THE EXTENSION FUND

The purpose of the fund is to facilitate the work of a godmother country and to support the member countries in case they need help from their godmother.

The fund shall be financed according to rule 8-23 and guideline 7-6, part of the sales of the LCI-shop and donations.

- 13-1 A godmother country can apply for support for:
 - a. visit to the new circle country in formation as soon as the aims and objectives are approved by the LCI Board
 - b. attending the charter of the new member country
 - c. visit to the member country after the charter if assistance is required (e.g. in case of problems, for forming a National Board)
 - d. visit of the member country to the godmother country (e.g. for the AGM, special anniversary)
 - e. visit to the godchild country to help and encourage them towards full membership
- 13-2 The godmother country (National Board) fills in a form specifying:
 - a. costs of the visit
 - b. reason of the visit
 - c. motivation
- 13-3 The costs will be reimbursed up to a maximum of half of the declared costs. It depends on the number of applications and the available fund. Reimbursement will be to the National Board's account as soon as LCI Treasurer has received the copy of the invoice.
- 13-4 The IPP on the LCI Board, responsible for extension, is chairman of the extension support fund committee, formed by the LCI Board.
- 13-5 The country / countries receiving the support fund shall write a report on their visit and experiences within two months after the visit and send this to the LCI Board.
- 13-6 In the year report of the LCI Board a specific report will be given on the fund.
- 13-7 The extensions support fund will be filled for the first time by the surplus of LCI: Euros 5000. Thereafter the fund will be filled by money from the LCI conference surplus (15%) and the Tombola (25%).

LADIES' CIRCLE INTERNATIONAL GUIDELINES

These guidelines contain practical advice for the work in Ladies' Circle International (LCI) and its Member Countries and some rule-like practices that have been decided by the Council of LCI. The Councillors' Meeting can change these Guidelines by a straight majority of the votes cast and automatically by the LCI Board after such rule changes that involve these guidelines as well.

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LADIES' CIRCLE INTERNATIONAL GUIDELINES

2. GENERAL INFORMATION ABOUT LCI

2.1. Ladies' Circle International (LCI)

Ladies' Circle International (LCI) is an international young women's organisation established in 1959 by members of the National Ladies' Circle organisations of Great Britain & Ireland, Sweden and Denmark. The official language of all correspondence and meetings in LCI is English.

2.2. LCI logo, pins, banner and the Candle of Friendship

LCI logo has as a motif a compass radiating "Friendship and Service" to all parts of the world. This logo may be used by LCI as a whole. If an individual Member Country wishes to use the LCI logo, it should apply permission from the LCI Board. In the application all the details of the intended use should be described (item, the number of items, distribution etc.).

LCI pins are white with a gold-coloured LCI logo on them. All the Circlers can obtain this pin from the Conference shop during the LCI Conference or from the LCI Treasurer. Only the LCI Councillors can buy a gold-coloured pin with blue LCI letters on it (Councillor's pin). At the moment these pins cost Euro 5 and the star brooch Euro 10. LCI has a banner, which is white with in blue the LCI logo on it. This banner is not for sale but the members of LCI Board use it during their visits. At Ladies' Circle events a Candle of Friendship can be lit to remind us of the motto of Ladies' Circle and to create the feeling of togetherness among the Circlers all over the world.

2.3. LCI Member Countries in 2009-2010

The Full Member Countries: A country should have at least three active Circles and an active National Board at least for three consecutive years before Full Membership in LCI can be applied or granted. A Full Member Country can vote at the Councillor's Meeting and at the LCI AGM. The present Full Members are:

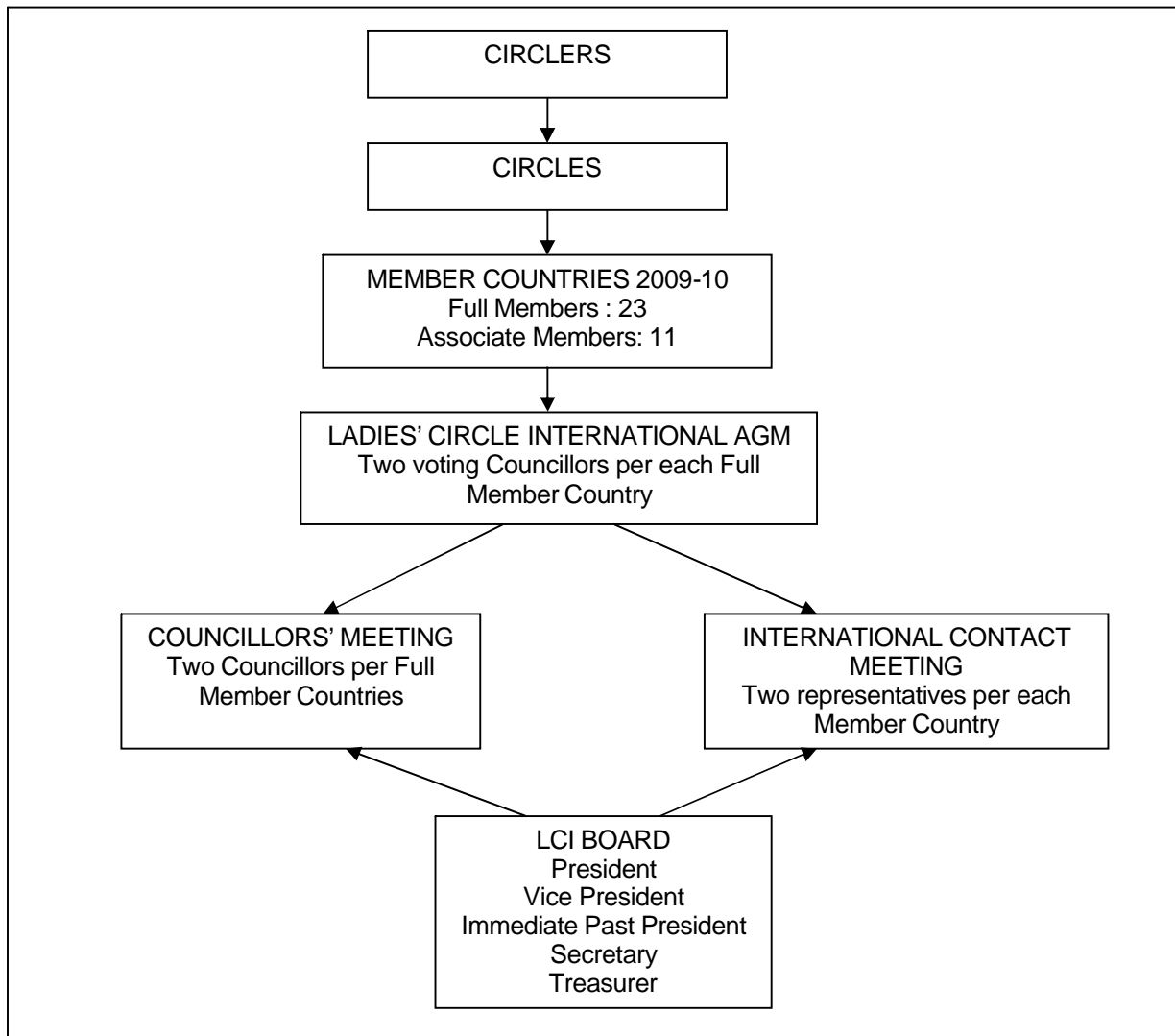
Austria	France	Israel	Romania
Belgium	Germany	Italy	South Africa
Cyprus	Great Britain & Ireland	Latvia	Sweden
Denmark	Hong Kong	Malta	Switzerland
Estonia	Iceland	Netherlands	Zambia
Finland	India	Norway	

The Associate Member Countries: A new LC Country becomes an Associate Member of LCI when the first Circle in that Country has been chartered. Before the first Circle can be chartered, its Aims and Objectives must be accepted by the LCI AGM. The present Associate Members:

Botswana	Greece	Madagascar	Poland
Burundi	Lithuania	Morocco	USA
Canada	Luxembourg	Nepal	

LADIES' CIRCLE INTERNATIONAL GUIDELINES

LCI organisation in “nut shell”



- **The LCI Annual General Meeting (AGM)** is held in August / September hosted by a Full Member Country. All members are most welcome to this meeting. The AGM makes decisions about the LCI Rules, determines the capitation fees, elects the officers (LCI Board Members), AGM venues and the LCI Charity Project (every second year). Each Full Member country of LCI has two voting Councillors.
- **The LCI Council**, formed by the LCI Councillors, decides over the Guidelines, accepts the financial report of the Conference and accepts the AGM Agenda. The Council meets normally at the conjunction of the LCI AGM twice a year: The “old” Council in the Councillors’ Meeting before the LCI AGM and the “new” Council in the International Contact Meeting immediately after the LCI AGM.
- **The International Board**, consisting of five members (the President, the Vice President, the Immediate Past President, the Secretary and the Treasurer), runs the affairs of LCI, gives guidance and help to Circlers and to National Associations, promotes Ladies’ Circle and takes care of external relations of LCI. The Board meets four or five times a year.

LADIES' CIRCLE INTERNATIONAL GUIDELINES

- **The Mid-Term Meetings** are normally held in January / February. Most of the LCI Countries belong to one of the Mid-Term Meeting groups, which are the Northern, the Middle-European, the Southern and the African. An Asian group is being formed. These meetings are mainly forums for discussion and of great value in the continued development of LCI. It has been agreed that joint Mid-Term Meetings between two or three areas are arranged every two years.
- **LCI's Internet homepage** is to be found at the address: www.ladiescircle.org. There you can find the most recent information concerning LCI, the decisions of LCI Board and addresses to other LC Countries. The homepage is updated regularly. An Intranet – only accessible for members – has been constructed.
- **The LCI Charity Project** is voted on every second year. Circlers collect money for each project for two years. This project is every Circler's project and each and every Country should contribute to the chosen project.
- **The LCI Travel Fund:** Money from this fund is available to all members on application (subject to the Guidelines in the LCI Rule Book). The purpose is to promote visits between Circlers from different countries. The Immediate Past President of LCI is the Chairman of this Fund and the applications should be sent to her not later than 31st January, if applying for the LCI Conference. Applications for other travels should be made to the IPP at least six months before the planned travel.
- **The Associate Member Fund:** Money from this fund is given to Associate Member Countries in order to support them to participate LCI Conference and AGM. The LCI Treasurer is the Chairman of the Associate Member Fund.

2.4. LCI Charity Project

LCI has a Charity Project, which is voted on at the LCI AGM every second year. Thus, money for each project is collected for two consecutive years. Every full Member Country can propose a new project. The project does not necessarily need to be located in a LC Country, but a LCI Full Member Country must always be responsible for overseeing the project. The funds raised in the Circles should be collected by the National Association (if one exists) which in turn forwards them to the Charity Account of LCI:

Svenska Handelsbanken Luxembourg
Account No.: 42249 051 IBAN No.: LU84 2294 2249 05100 000
Swift Code/BIC Code: HAND LU LB
P.O. Box 678
L-2016 Luxembourg

The LCI Treasurer should be informed by e-mail of all donations made. Immediately after the Project has been chosen, an amount of Euro 5000 is handed over to the Project to begin the work. Respectively, at the end of each project, **Euro 7500** is left on the LCI Charity Account for the next project. Thereafter, the money is transferred to the project whenever there is a reasonable amount collected in the Charity Account. In addition, the Full Member Country looking after the Charity Project is responsible to give a written report on the progress of the project every half-year (at the LCI AGMs and in December) to all the Member Countries.

The country hosting the ISP may, with the approval of the LCI Board, opt to ask LCI to open an account in the name of LCI in the same Bank as that where the hosting country's Charity account is held. The reason for this is so that the hosting country will transfer funds to this account and LCI will transfer them back in order for those funds to be recognised by LCI and for a good audit trail. In this way the Bank will generate an Inter account transfer and charges and exchange losses will be avoided. All other donations or funds receivable from the other member countries will still go to the LCI main charity account. The Bank account opened in the respective country will be in the name of LCI and operated by LCI Board as per current arrangements for the LCI Board. In no circumstance will the hosting country of the ISP have powers over this account. The account will remain open for the duration of the ISP until the final payment is transferred and then it must be closed.

2.5. How to travel in LC

As a Circler you are part of the LCI family of friends, which gives you a wonderful opportunity to travel and meet Circlers in other countries. Apart from LCI Conference you may wish to travel in other LC Countries and meet Circlers and their families, either on a grant from the LCI Travel Fund or privately. Some number-Circle meetings have been arranged between LC-Circles from different countries, but these are up to the activity of the number-Circles themselves. These meetings are not yet very common, but hopefully they'll become more frequent in the future. There are certain rules and behaviour, which must be observed to make your trip successful and enjoyable. If you are travelling on a Travel Fund grant then it will have been planned in conjunction with the Contact Lady (Vice President) of the country you are visiting. If travelling privately and you wish to make contact with Circlers, let the Contact Lady in the Country (you'll obtain the contact details from your own Country's Vice President) know well in advance of your trip when you are coming and where you will be staying. Ask from her some contact details and if you want for e.g. to visit some Circle meetings, contact the Circle in question in advance.

When travelling in LC – please remember:

- Do not expect sight seeing tours, accommodation or meals **free of charge**
- Circlers have their families; work and other commitments and you must NOT expect them to wash your clothes for you, as we do not have servants in our homes. There may be a washing machine available for you to use. Neither will Circlers be able to transport you everywhere, as they may not have time.
- Be considerate towards your hosts and if you use the telephone use the "call collect" (reverse charges) system, the bill will go to your home!
- If you have special dietary requirements let people know in advance or try to fit in with your host.
- Private trips CAN NOT be arranged by Contact Ladies, they will be happy to put you in touch with Circlers in the area to which you are going, but you must not expect home hosting.
- **If you are invited you are welcome**
- **If you arrive uninvited you may not be welcome**
- **"SERVICE" doesn't mean taking advantage of somebody**
- **"FRIENDSHIP" means having a good time together**
- **Behave like you would wish your guests to behave in your home**

Enjoy your travel!

LADIES' CIRCLE INTERNATIONAL GUIDELINES

3. YEAR-PLANNER FOR THE LC YEAR

SEPTEMBER

- The National Officers should pass to the National Boards and to the Circles the information from LCI AGM and other Conference Meetings
- Information from the National Boards should be distributed to all Circles about the International Service Project
- The first meeting of LCI Board right after LCI AGM (year planner for LCI Board)

OCTOBER

- The proposals for items to be discussed at the Mid Term Meetings should be sent to the LCI Vice President and LCI Secretary by **October 15th**
- The nominations for International Service Project should be sent to LCI Secretary by **October 31st** (rule 11-3)
- Capitation Fees to LCI must be paid by the **October 31st**
- Circlers wanting to avail themselves of the LCI Travel Fund to attend MTM should send their applications to the LCI Immediate Past President one month prior to Board Meeting 2.

NOVEMBER

- LCI Board sends the items for discussion in the Mid Term Meetings to organising countries.
- The organising countries should distribute the Agendas and final invitations to the Mid-Term Meetings before the **November 30th**.
- The second meeting of the LCI Board (before November 30th deadline)

DECEMBER

- Half-year reports of the National President and Vice President (respective Chairman and Vice Chairman of the No. 1 Circle) should be sent to all countries and to each member of the LCI Board by **December 31st**
- Applications for Full Membership of LCI should be with the LCI Secretary no later than **December 31st**.

JANUARY

- Mid-Term Meetings
- The applications for LCI Travel Fund should be with the LCI Immediate Past President one month prior to BM 3, if applying for assistance to attend the LCI AGM.

FEBRUARY

- International LCI Day on **February 11th**
- The third LCI Board meeting
- The minutes of the Mid-Term Meetings should be sent out: to the LCI Board in time for the 3rd Board Meeting and to attending countries no later than one month following the meeting.
- The LCI Vice President sends out copies of all the MTM Minutes to all other LCI countries.

MARCH

- Take a deep breath

APRIL

- The registrations for LCI Conference should be sent and paid by May 1st (don't forget to register the incoming Vice President, if you don't have her name yet, send a registration form with a remark, that the name of the Vice President will be given (and the registration paid) later after her election)
- LCI Secretary sends out the Directory forms, Conference Application, LCI Board Nomination Forms and Capitation forms to all the LCI Countries.

LADIES' CIRCLE INTERNATIONAL GUIDELINES

MAY

- The majority of AGM are during May - enjoy your meetings.

JUNE – A very important month in the LCI Calendar!

- Any proposals for LCI AGM (rule changes, proposals for LCI Conference venue and nominations for LCI offices) must be with the LCI Secretary by **June 10th**.
- The Directory details must be sent to LCI Secretary by **June 10th**
- The Capitation details must be sent to the LCI Treasurer by **June 10th**.
- All short 150 word Annual Reports for the AGM Booklet should be with the LCI Secretary by **June 10th**.
- The Full Year reports of the Presidents and the Vice Presidents should be circulated to all countries and the WHOLE LCI Board by **June 10th**.
- The fourth meeting of the LCI Board (preparation of the LCI AGM and other meetings)
- The financial year of LCI ends on June 30th and the books are closed.
- The Agendas of the LCI AGM and the Councillors' Meeting will be sent out by the LCI Secretary not later than **July 1st**

JULY

- The LCI Secretary sends the Agendas for the LCI AGM and the Councillor's Meeting to the Member Countries
- The LCI Vice President sends the Agenda for the International Contact Meeting to the Member Countries
- The Vice Presidents/Vice Chairman of the No. 1 Circles should send their Introductory Letter to their colleagues and to the LCI Vice President by the end of July (address list comes from the LCI Vice President)
- The latest date to register to the LCI Conference

AUGUST

- Preparation for LCI AGM.
- **LCI Conference**
- The final alterations to the LCI Directory details can be made. Host countries for the following years MTM's should bring invitations to the International Contact Meeting.

IT SHOULD BE NOTED THAT ALL CORRESPONDENCE WITHIN LCI WILL BE BY E-MAIL. IT IS THEREFORE UP TO EACH MEMBER COUNTRY TO ENSURE THAT ALL CORRESPONDENCE IS CIRCULATED TO THE RELEVANT BOARD MEMBERS AND CHAIRMEN. THIS IS PRIMARILY THE RESPONSIBILITY OF THE PRESIDENT AND VICE PRESIDENT, BUT SHOULD THEY NOT BE THE MAIN E-MAIL CONTACT THEN THAT PERSON MUST ENSURE THAT ALL CORRESPONDENCE IS CIRCULATED AS SOON AS POSSIBLE AFTER IT HAS BEEN RECEIVED.

4. THE DUTIES OF THE NATIONAL ASSOCIATIONS

In the following, what is mentioned about the National President, Vice President and Immediate Past President concerns respectively the Vice Chairman, Chairman or Immediate Past Chairman of the No. 1 Circle, in those Associate Member Countries where no National Board exists. If some of these duties do not concern Associate Member Countries, these are separately mentioned.

4.1. How to deal with the information from LCI

Each member of the LCI Board sends her letters containing important information, questions and reports to the respective National Officer, i.e. the LCI President to National Presidents, LCI Vice President to the National Vice Presidents etc. Most letters and information are forwarded by the LCI Secretary and she sends her letters to the National Presidents (except in GB&I to the NALC Headquarters), all communications are by e-mail. It is of great importance, that all the information received from LCI Board should be copied to all National Board Members / the Members of the No. 1 Circle Board. Especially all the Agendas of the Meetings that are held during the LCI Conference, the short versions of the LCI Board meeting minutes and other general information that is sent out after each LCI Board meeting. All this information should be carefully distributed in the National Boards. This ensures, that our chain of information, both from National level to the International one and vice versa, is sufficient and that everything runs smoothly and without delays. Everyone receiving mail from LCI Board should be responsible to forward it to the person the information concerns and **for acknowledging safe receipt of the mail.**

All the information that is considered to interest all Circlers should be included in National letters (Nat. Presidential letters) or printed in the National Magazine if one exists. Unfortunately, the LCI Board can only provide information directly to individual Circlers through the Newsletter, via the LCI Internet home page and during the LCI Conference. All the other international information that the Circlers get is dependent on the activity of the National Officers.

4.2. Duties of the National Vice President / the Vice Chairman of No. 1 Circle towards LCI

- As newly elected National Vice President make sure, that you receive all relevant information from your predecessor. She is the best person to advise you with all practical details.
- In July, you'll receive a list of names and addresses of your colleagues from the LCI Vice President. Write an introductory letter about yourself (if possible, with a photo) and send it to all the other National Vice Presidents and to the LCI Board by e-mail.
- As National Vice President you are most welcome to all meetings held in conjunction of the LCI Conference. You will be specifically invited to the International Contact Meeting (held on Saturday) together with your National President. The LCI Vice President sends to you the invitation and the Agenda, therefore make sure that you forward a copy to your National President as well.
- During the LCI Conference you can attend the Councillors' Dinner on Wednesday evening (provided you have registered and paid for it). On Thursday, there is the Councillors' Meeting that you attend as an observer (you are entitled to speak but not to vote). Ask for the Agenda from your National President. The Annual General Meeting of LCI is held on Friday and it is unnecessary to mention, that you are most welcome to attend it and to learn for your time as an LCI Councillor.
- You are responsible for bringing the **compact style National Directories** of your Country to the International Contact Meeting (see guideline at the end of this section regarding the information required): You will need approximately 60 copies
 - 2 for each Full Member Country
 - 1 for each Associate Member Country and
 - 5 for the LCI Board plus one for the Webladay
- You're also responsible for bringing 5 copies of your full National Directory for the LCI Board plus one for the Weblady.
- If any of the countries is not present at the International Contact Meeting, mail the necessary issues to them after the Conference.

LADIES' CIRCLE INTERNATIONAL GUIDELINES

- After the Conference please send a copy of your Introductory Letter to all new members of the LCI Board.
- Write your half-year report in December. Send it out by December 31st to all the National Vice Presidents and to all members of the LCI Board by e-mail.
In your report you should tell at least:
 - The number of Circlers and Circles in your country (news about Circles in formation etc.)
 - About the National Board (number of members, issues dealt with at meetings)
 - About the National Service Project, if you have one
 - About the interest for international contacts in your country and, of course
 - About your personal experiences as a National Vice President.Don't copy the report from your predecessor!
- As the National Vice President, you are the Contact Lady of your Country. This means, that you are responsible to promote international contacts of your Country's Circles in all possible ways. Also, you are responsible to forward any contact requests from your Country to your colleagues in other Countries and, respectively, to distribute all contact requests from other Countries among the Circlers of your National Association.
- The Circlers and the Circles ask most often for contact with their number Circles abroad, they look for contacts in local Circles during their stay or their children's stay abroad, personal pen friends or pen friends for their children. Keep a file on all these requests and try to get some feedback from those contacts forwarded by you. The Internet Homepage of LCI will surely change this system since more and more Circlers will get these personal contacts directly through it. Therefore, it would be very important to collect contact details from all Circles once a year if possible. The information collected is a great help when contact work is developed within LCI.
- In January, you will participate in the Mid-Term Meeting together with your President. Make sure you get from your President all the necessary information regarding this meeting (program and agenda). Prepare yourself for the meeting and discuss the items with your President (often discussed in the National Board).
- Remember to register to the LCI Conference and all the meetings before May 1st (remember that at the time of the Conference you'll be the National President). Don't forget to take care of the registration of the new Vice President. If she has not been elected yet, send a registration for her with a note that the confirmation of her name and the payment will follow after the date of your AGM.
- Write your full-year report in May and send it out to the other National Vice Presidents and to all the members of the LCI Board not later than June 10th.
- When you become the National President take care, that your newly elected Vice President gets all necessary information to begin her work. Make sure that she gets these guidelines and the last LCI Directory and also give her a copy of the minutes of the last International Contact Meeting.
Remember how it was at the beginning of your year!

LADIES' CIRCLE INTERNATIONAL GUIDELINES

4.2.1. Compact style National Directory

It was agreed that each Member Country would produce a compact A4 style National directory. Each country will bring enough copies of this new short directory to give to each member country and to each member of the LCI Board. The LCI Board still requires 5 copies plus one for the Web lady of your FULL National Directories if produced, (do not produce an expensive directory just for the LCI Board!!) The LCI Board has put together the following guidelines to help you compile this directory and to ensure that each country provides similar information.

Each Compact directory should include:

- | | |
|-----------------------------|--|
| 1. List of National Board | photograph, occupation and all contact details |
| 2. List of National Council | National Council plus Circle/Area Chairman |
| 3. List of Circles/Areas | listed alphabetically |
| 4. Map | showing either Circles or Areas or both |
| 5. Dates | AGM & special charters / events |
| 6. Capitation costs | cost per Circler |
| 7. Circle Chairman | Name, contact telephone or e-mail address
(note for GB&I this would be Area Chairman) |

Remember that the style and presentation is up to you, but the aim is to produce a useful, lightweight, inexpensive directory. It is the information members need, not an expensive printed booklet!!

4.3. Duties of the National President / the Chairman of the No. 1 Circle towards LCI

- At the beginning of your presidential year, in July - August, the National Immediate Past President will receive from the LCI Board the Agendas of the LCI AGM and Councillors' Meeting. Make sure, that you get a copy of them and give a copy to your Vice President as well. The Agenda of International Contact Meeting will be sent to the newly elected Vice Presidents. Make sure, that you get a copy. Take these agendas (or necessary parts of them) to your National Board or the National Council and consult your National Board or Council on all necessary details and items of the meetings. Advise your Vice President on all details concerning the LCI Conference and meetings.
- At the Conference you represent your National Association. You should attend all the meetings during the Conference: in the Councillors' Meeting and at the AGM together with the Immediate Past President and the International Contact Meeting together with the new National Vice President.
- If you come from a Full Member Country of LCI you are a voting Councillor together with the National Immediate Past President. In the International Contact Meeting you will be informed of all deadlines and other details, which are relevant during your presidential year. Also, the dates and places of the Mid Term Meetings as well as LCI Board meeting dates. You carry the ultimate responsibility that the capitation fees, all the necessary information, reports, proposals and applications from your Country reach LCI at right time. Bring your Country's greetings to LCI President's reception, if requested.
- **Bring to the Conference:**

✘	Agendas of the Councillors' Meeting, AGM and International Contact Meeting
✘	Minutes of previous year's Councillors' Meeting, AGM and International Meeting
✘	Current LCI directory for reference
✘	The poster presenting the activities of your National Association
✘	A copy of your Conference registration form and a receipt for your travel costs to the Conference (to be given to the LCI Treasurer for her to reimburse you or your National Association for the Conference costs, see 4-5: The duties of the National Treasurer)
✘	Any other necessary papers you might need
✘	Banners, pins and any gifts from your country

LADIES' CIRCLE INTERNATIONAL GUIDELINES

- If your National Association would like something to be included on the agenda of the Mid Term Meetings the proposals should be with the LCI Vice President by October 15th. The Associate Member Countries of LCI are also entitled to propose items on the agenda of the Mid Term Meetings.
- Write and send out your half-year report to all your international colleagues and to all the LCI Board by December 31st.
- In November / December the LCI Board sends you the items for discussion in the Mid Term Meetings. Take them to the National Board and discuss them there. The host country should send out the detailed Agenda of the Mid Term Meetings at this time. Make all travel arrangements. Inform your Vice President of the meetings and give her copies of the relevant papers.
- Remember to register to LCI Conference before May 1st. Make sure, that your Vice President has also registered. You are welcome to register to the entire official program during the Conference except the International Contact meeting (remember, that at the time of the Conference you will be the Immediate Past President).
- Write a short report (approx. 150 - 200 words) and send it to the LCI Secretary by June 10th. This will be printed in the LCI AGM agenda booklet (see guidelines at end of this section).
- If there are items that you want to put forward to LCI AGM or Councillors' Meeting (rule or guideline changes, nominations etc.), those should be included on the agenda of your National AGM and all these proposals must be accepted there. The proposals should be **with the LCI Secretary by June 10th**. Only the Full Member Countries of LCI are entitled to put forward proposals to the LCI AGM and the Councillors' Meeting.
- Write your full-year report and send it to the National Presidents and to the **whole** LCI Board by June 10th. Remember to give all your advice and help to your successor. There is a whole lot of information and tradition in all the National Associations that can never be written down. What you have learned should be told to the others and those mistakes, you possibly made should be noted so the same mistakes do not happen again.

4.3.1. 150 words AGM Booklet Reports

Using the points below you should be able to compile a very short informative report on Ladies' Circle in your country, highlighting special events / projects that have occurred during Circle year.

1. National Board – positions
2. National Council – who is on National Council, if country has one
3. Number of Circles and Areas
4. Capitation fees – National, Area and Circle level
5. New Charters and special anniversaries
6. National Service Projects and Charities
 - a. What has happened this year
 - b. Amount raised
7. Mid Term Meeting – if you organised it
8. LCI visits etc. – official visits to other LCI Countries by your Board
9. Round Table – relationship this year
10. LCI Conference – estimated number of Circlers attending, nominees for LCI Board
11. LCI Travel Fund – if recipient.

4.4. The duties of the National Immediate Past President/Immediate Past Chairman of No. 1 Circle towards LCI

After the AGM where you became Immediate Past President, take care that you pass all the necessary files and information to the new President of your National Association.

In July / August you'll receive the agendas for the LCI AGM and the Councillors' Meeting. Copy them to the new National President (if she has not got any) and to the newly elected Vice President. In August you will represent your National Association in the LCI Conference as a Councillor together with the new President. As National Immediate Past President you do not need to write half or full-year reports unless you want to do so.

LADIES' CIRCLE INTERNATIONAL GUIDELINES

4.5. The duties of the National Treasurer/the Treasurer of No. 1 Circle towards LCI

- LCI reimburses (minus Euro 120) the following to one Councillor of each Full Member Country:
 1. Travel from home to the LCI Conference using the cheapest method when booked in advance
 2. Conference registration fee
 3. The Councillors' Meeting and lunch
 4. AGM lunch
 5. The International Contact Meeting and lunch
 6. The Gala DinnerAll receipts and copies of the airfare tickets should be given to the LCI Treasurer at the Conference. The Councillors expenses should be agreed with the LCI Treasurer and this agreed amount will be the figure reimbursed. The LCI Treasurer will reimburse the expenses to the National President or National Association within three months after the Conference.
- FINAL CLAIMS AND RECEIPTS SHOULD BE WITH THE LCI TREASURER NOT LATER THAN ONE MONTH AFTER THE CONFERENCE. IF SHE RECEIVES THEM LATER THE REIMBURSEMENT WILL NOT BE MADE. The LCI Treasurer will not remind you of this. If you do not claim the reimbursement, the share of your Country's costs is considered to be a donation to LCI. Therefore, if you send the receipts after the Conference, confirm by telephone or e-mail that your claims form has reached the LCI Treasurer. Take note that the National Association or the Councillor herself is responsible for the expenses of the informal dinner on Wednesday, welcome party, tours, home party and farewell brunch.
- **For Associate Member Countries LCI reimburses** in accordance to the rules of the Associate Member Fund to one representative per country, providing that she attends these meetings.
- Pay the LCI Capitation fees of your National Association before October 31st. The capitation fee due each year is calculated according to the membership figures given to the LCI Treasurer by the National Secretary / Treasurer on June 10th. The National President and the LCI Treasurer at the Councillors Meeting will sign a confirmation form and these will be the figures on which Capitation Fees MUST be paid. If the wrong figures have been given the responsibility is on the National Association. The capitation is paid in Euro and all payments should be by Bank Transfer direct to the LCI bank account (For confirmation send a separate note to the LCI Treasurer):

Svenska Handelsbanken Luxembourg
Account No.: 42249 050 IBAN No.: LU84 2294 2249 05000 000
Swift Code/BIC Code: HAND LU LB
P.O. Box 678
L-2016 Luxembourg

- If the payment is late, a fine of Euro 0,16 per member shall be imposed, with a minimum fine of Euro 80 being charged to that member country. Therefore, ask for a receipt of the payment from your bank. All bank transfer costs are the responsibility of the member country not LCI.
- Collect the monies raised in your Country for LCI Charity Project and pay them to LCI Charity Account whenever there is a reasonable amount to pay

Svenska Handelsbanken Luxembourg
Account No.: 42249 051 IBAN No.: LU84 2294 2249 05100 000
Swift Code/BIC Code: HAND LU LB
P.O. Box 678
L-2016 Luxembourg

again with confirmation of all donations sent to the LCI Treasurer. Please send payments throughout the year and not just at the end of your financial year as this assists the continual funding of the Charity Project.

LADIES' CIRCLE INTERNATIONAL GUIDELINES

- **BY JUNE 10th THE LCI TREASURER SHOULD HAVE RECEIVED FROM YOU A COMPLETED CAPITATION REGISTRATION FORM.** The membership figure is counted on the number of members within your Association immediately after your AGM i.e. it represents the situation at the beginning of the new LC year in your country. This form will give the LCI Treasurer the number of Circles you will pay Capitation Fees for in the following LCI year and is vital information if a realistic LCI Budget is to be prepared
PLEASE ENSURE THAT THIS FORM IS RETURNED ON TIME.

4.6. The duties of the National Secretary / the Secretary of No. 1 Circle towards LCI

- All information that you receive from the LCI Board should be copied and distributed to your National Board, which in turn is responsible to pass all relevant information to the Circles / Circles. The LCI Directories should be distributed to the National Board. The LCI Newsletter will be published on the LCI homepage; distribution is therefore at the discretion of each member country.
- During the year inform LCI Secretary of all possible charter dates including the contact person's address /email address and telephone / fax numbers. The LCI Secretary will distribute this information to all countries. Therefore make sure that the information reaches the LCI Secretary in good time.
- When you receive the list of charters in other countries, distribute this information at least to the number Circle in your country (if one exists) and send the greetings of your National Association to the Circle to be chartered.
- Answer all correspondence and confirm that you have received the information in question.
- **BY JUNE 10th THE LCI SECRETARY SHOULD RECEIVE FROM YOU:**
- A completed directory form where you give all information for next year's LCI directory.
- 150 word report for the AGM booklet
- Any proposals or items for discussion your country wish to include on the LCI AGM Agenda or the Agenda of the Councillor's Meeting.
- If applicable your country's application to host the LCI Conference
- If applicable your country's application for a new LCI Charity Project with a detailed description of the intended project
- If applicable your country's application for full membership
- If applicable a completed Nomination Form for the LCI Board, **the Nominee and your National President must SIGN this form.** The LCI Secretary will have sent out all the above forms in an earlier mailing to your President. All the proposals and applications must be authorised by the National Board of your National Association.
- **BY JUNE 10th THE LCI TREASURER SHOULD RECEIVE FROM YOU:**
- -A completed capitation form where you give all the information for next year's LCI directory and budget.

LADIES' CIRCLE INTERNATIONAL GUIDELINES

5. LCI's OFFICIAL VISITS TO THE MEMBER COUNTRIES, WHEN AND HOW?

Country / Year	Founded	2015	2014	2013	2012	2011	2010	2009	2008	2007	2006	2005	2004	
Austria	1986		A			A			C,E	B		A		25 years in 2011
Belgium	1967			A			F,G		A		E	C,B		50 years in 2018
Cyprus	1984	A			A			A		E	C	C,G	C	30 years in 2014
Denmark	1949	A			A			A,E	C,G		A			70 years in 2019
Estonia	1989		A			A		E		C,F	C		A	25 years in 2014
Finland	1959			A			A	E		C	C		B	60 years in 2019
France	1970			A			A, B	E	E	A			B	40 years in 2010
Germany	1971	A			A	F		C,E,G	B,C	C, E	C,G	C	C	40 years in 2012
GB & I	1936		A			A			A, C,F,G	C,G, E	A			75 years in 2011
Hong Kong	1968		A				A					E	E	50 years in 2017
Iceland	1988			A					A,C			F		25 years in 2013
India	1968			A			C,G	C,F,G	A,C	C			A,G	50 years in 2018
Israel	1991		A			A			B			A		20 years in 2011
Italy	1974		A				A	E		A,C,E	B	A		40 years in 2014
Latvia	1992			A			A			A			A	20 years in 2012
Malta	1982	A			A			B	C	A,C,G	G	B		30 years in 2012
Netherlands	1975	A			A			A,E			C,F,G	C		40 years in 2015
Norway	1963			A				C,G	A,C	B		C	C,G	50 years in 2013
Romania	1992	A			A			A					F	20 years in 2012
South Africa	1981	A			A			B	E		B			30 years in 2010
Sweden	1947	A			F		G	E	A	A			B	70 year in 2017
Switzerland	1986									A,B				25 years in 2011
Zambia	1984	A			A			A		C,G	C	C	A	30 years in 2014
Botswana	1980			A			B			A		B		
Burundi	2001			A									A	
Canada	2007									A				
Greece	2003											A		
Kenya	1971							B					A	
Lithuania	2000	A			A			B,E			E		A	
Luxembourg	2003			A			A		E			A		
Madagascar	2000		A			A		E			A			
Morocco	2003						A		A			A		
Nepal	2000						A						A	
Poland	1996							E				B		
Sri Lanka	1995												E	
USA	1989											E	D	

A: Official visits, B: MTM visits, C: AGM (National) visits by LCI Board Members, D: Semi official visits in combination with other official meetings, E: visits done on personal tours, F: Visits because of LCI Conference, G: visits because of LCI Board Meetings

The anniversaries for LC Countries are calculated from the charter of the 1st Club in the country.

LADIES' CIRCLE INTERNATIONAL GUIDELINES

- The LCI Board members, usually the President, Immediate Past President or the Vice President, try to visit all Member Countries on regular intervals. The LCI Board follows a list and normally each country will be offered a visit every third or fourth year. Ideally the small and younger LCI countries will be visited more often.
- The President will normally travel to charter the No. 1 Circle in a new Country.
- The AGMs of those Countries that apply for Full Membership of LCI must be visited. In addition, the LCI President visits the venues of the LCI conference that is held at the end of her presidential year.
- The Countries, to be visited in each year, will be informed well in advance. The Country in question may suggest the dates of the visit and the LCI Board will try to respect these dates as far as possible.
- However, the travels must be scheduled in good time and not every request can be fulfilled. Remember that the travelling budget for the LCI Board is limited. Appoint somebody on the National Board to be the contact person for the visiting LCI Officer.
- LCI is responsible for paying the LCI Officer's travel costs to the Country and all air / train / bus fares when travelling within the Country. If the LCI Officer is transported by private transport the costs can be contributed by LCI. These costs should be claimed from the LCI Officer during her visit and she should be informed of these costs before her arrival.
- Depending on the Country in question, the LCI Officer's stay will be from a couple of days up to approximately one week. The host Country is responsible to plan and arrange the program during this official visit. The LCI Officer should be given a prior notice of the travel plan, detailed program and the contact details of the hosts. Whenever it is possible, the LCI Officer should be home hosted. The cost of the accommodation, the costs of the official meetings (e.g. Circle meetings, AGM, Anniversary dinner etc.) and the accommodation during the official visit are to be paid by the host-country. If hotel accommodation is considered to be necessary, it is also on the costs of the host-country.
- Any personal expenses, incidental meals whilst travelling or the cost of additional nights accommodation before or after the "official" visit (unless necessary because of flight schedules) will be on personal costs of the LCI Officer. If the LCI Officer travels with a partner or another Circler, his/her costs are paid fully by the LCI Officer.
- Remember to allow a little "breathing time" to the LCI Officer (and to the hosts) during the official visit!

6. MID-TERM MEETINGS (revised 2006)

Currently, Ladies' Circle International is divided into four groups for the organisation of the Mid Term Meetings (MTM):

A. Nordic	B. Middle European	C. Southern	D. African
Denmark Estonia Finland Iceland Latvia Lithuania Norway Poland Sweden	Austria Belgium Germany Great Britain & Ireland Luxembourg Netherlands Romania	Cyprus France Greece Israel Italy Malta Morocco Switzerland	Botswana Burundi Madagascar South Africa Zambia

- At the International Contact Meeting in Sun City 2000 it was decided that the above mentioned countries make a region.
- Representatives of the countries who do not belong to any of the above mentioned four groups but wish to attend any of these other group meetings are very welcome. It would be nice for all the groups to issue invitations to these countries as an incentive to join in.

LADIES' CIRCLE INTERNATIONAL GUIDELINES

- It is preferable for all the Mid Term Meetings to be held during the months of January and February. The format of the meetings can vary from group to group depending on such issues as locations, numbers attending, facilities available etc.

FORMAT OF THE MEETING

Thursday / Friday	Friday	Saturday	Sunday
arrival of the participants Individual region meeting if a joint MTM	formal MTM start of the meeting latest after lunch Dinner for all / evening out	continuing of the MTM Free time Dinner for all / evening out	Departures

- Over the years, MTM's have varied greatly between the groups, but at the 1997 Councillors' Meeting in Hyderabad, India, it was decided that the LCI Board should take a more active and involved role at these meetings. It was decided that the LCI Board should compile items for the Agenda for the meetings and all the groups should include these on the Agenda.
- Items for inclusion on the Agenda, from all Countries, should be submitted to the LCI Vice President, no later than the **October 15th** prior to the MTM's, so that the Agenda can be compiled and circulated to all the Countries. Items received after this date will not be accepted! It is also recommended that representative(s) of the LCI Board should be present at all the meetings, wherever possible. But be aware that it is not the representative from the LCI Board that shall run the meeting – the representative is there as your guest.
- All MTMs should be open meetings. National Presidents and Vice Presidents are essential attendees or their their representative.
- Joint meetings between the groups (e.g. Nordic / African Region, Southern / Middle European etc.) are held every second year. How the groups will join should be decided at the International Contact Meeting one and a half years in advance. The opinion of all the groups should be heard before a decision is made. During a joint meeting there should be time reserved for each group to have a separate meeting if this is requested.
- Whilst Countries have been divided into groups occasionally, for unavoidable reasons, attendance at a MTM, other than your own, is acceptable, providing agreement is given by both groups (your own and the one you wish to attend).
- The hosting of MTM's shall be in rotation annually, in each Full or Associated Member Country within each group, unless costs prevent this happening. The compiling and circulating of the Agenda for each group is the responsibility of the hosting Country. The Agenda should be sent out at least one month before the actual meeting.
- The format and accommodation may vary for each meeting, depending on circumstances. Some Nations may wish to use home hosting, hotels etc. but it is in the responsibility of the hosting nation to keep the costs within an acceptable range, so that the meetings are affordable to all. It is also the responsibility of the hosting country to make arrangements regarding transport upon arrival at a destination, airport etc. All these costs should be included in the registration price, per delegate. An inclusive participation fee shall be charged by the hosting nation to everyone attending (including LCI Board members).
- It is important that plenty of time is allowed for discussing the Agenda, and that time is used constructively. In addition, it is equally important to include some social activities, during the weekend, thus making the weekend attractive and interesting to attend.
- Each meeting should be chaired by the hosting Country and a Secretary appointed (not necessarily from the hosting country i.e. she could be from the next years host country) to take minutes of the meeting.
- The host country of the MTM is responsible for completing and circulating the Minutes to all members of the LCI Board before the 3rd LCI Board Meeting and to each country in her group within one month of the meeting. The LCI Vice President will circulate the minutes to all the other groups.
- Propositions, agreed at the MTMs, can be put forward to the following LCI AGM, for inclusion on the AGM Agenda, but must still have the approval of and be submitted by an individual Full Member Country.

LADIES' CIRCLE INTERNATIONAL GUIDELINES

The above are guidelines only and as previously stated, variations from group to group will occur. However, by using the guidelines all meetings will have a general uniformity.

SUGGESTED AGENDA FOR THE MTM

1. Opening of the Meeting
2. Aims and objectives of LCI
3. Adoption of the Agenda
4. Introduction of the delegates and observers
5. Introduction of the Countries (short report from each country)
6. Approval of the Minutes of the last MTM
7. Items for discussion from the LCI Board
8. Items for discussion from the Member Countries
9. Present the proposals for the LCI Charity Project every second year.
10. MTM Travel fund (if this exists in the group)
11. LCI Board
12. LCI Conference
13. LCI Charity Project
14. Any other business
15. Closure of the meeting.

The above agenda is only a suggested format – it is up to the chairman of the meeting to put forward the agenda to the participants. The Agenda must be distributed to the participants by 30th of November.

7. LCI CONFERENCE AND THE LCI AGM (Rules from 7-1 to 8-26)

LCI Conference represents the highlight of the whole Ladies' Circle and it is open to all Circlers. The Conference is arranged every year in August (normally the last weekend) or in September (normally the first weekend). The hosting of the Conference is applied for three years in advance and the Conference can be arranged in any Full Member Country of LCI. All the registrations are paid in advance according to the instructions given by the Conference Committee. No Registrations without full payment will be accepted. The LCI AGM can be attended by any Circler and is free of charge (the transport of those Circlers that do not attend any other part of the Conference can not, however, be arranged without charge).

7.1. The Conference Program

Day	Programme	Participants	Notes
Wednesday	Councillors' Dinner	Councillors, Observers, Nominees	Regalia, smart dress
Thursday	Councillors' Meeting and lunch	Councillors, Observers, Nominees	Regalia, comfortable business dress
	Opening ceremony	All participants	Regalia, National costume
	Welcome party	All circlers / partners registered	Regalia, National costume
Friday	LCI AGM	All circlers	Regalia, hat
	AGM lunch	Only circlers registered	
	Home parties	Only active circlers registered to attend	Regalia, smart dress, gift to the hostess
Saturday	International Contact Meeting	Presidents, Vice Presidents, new LCI Board	Regalia, comfortable business dress
	ICM lunch	Only circlers registered	
	Tours: full day and half day	Circlers / partners registered	
	Gala Dinner	Circlers / partner registered	Regalia, Evening wear / black tie
Sunday	Brunch	Circlers / partner registered	

LADIES' CIRCLE INTERNATIONAL GUIDELINES

The programme can vary depending on the circumstances in the hosting country. There should be a separate programme arranged for the partners on Friday (whole day). On Saturday evening partners can join the Gala Dinner at midnight.

7.2. The Councillors

- Every Full Member Country of LCI is entitled to send to the LCI AGM and to the Councillors' Meeting two Councillors. Each of them has one vote except in items concerning finance, when the Countries with more than 300 members or being a Full Member longer than 10 consecutive years have three votes, see rule 7-12 and Standing Orders of the LCI AGM.
- Normally the Councillors of a Country are the National President and the National Immediate Past President. If any of them cannot attend, the National Vice President or any other Circler appointed by the National AGM shall be the Councillor.
- The Councillors should attend at least the Councillors' Meeting and the AGM and one of them the International Contact Meeting. Associate Member Countries send their representatives respectively, only they are not entitled to vote.
- LCI pays the Councillors' Meeting and the International Contact Meeting to one participant from every Country providing, of course, that she is attending the meetings. LCI reimburses to one Councillor per Full Member Country with more than 100 members the costs of the Conference according to the guidelines (for details see guidelines paragraph 4.5.). Naturally the Councillor must attend all the meetings and other official programme (opening ceremony and banquet).

7.3. The Councillors' Meeting (Rules from 6-1 to 7-3)

- The Councillors' Meeting is held on Thursday and it lasts normally to approx. 2 p.m.
- The meeting is attended by two voting Councillors per Full Member Country, the representatives of the Associate Member Countries, the National Vice Presidents as observers, the Nominees and at least one member of the Conference Committee of the next LCI Conference. The LCI Board can also invite speakers or members of Special Committees to attend (often to give reports).
- The Councillors' Meeting can vote on the alterations or amendments on these guidelines (with straight majority of votes cast). It also accepts the LCI AGM agenda and the financial report of the previous LCI Conference.
- The Councillors' Meeting can also put forward items to be prepared by the LCI Board for the next years' Councillors' Meeting or LCI AGM.
- The Councillors' Meeting can initiate Special Committees to prepare individual projects.
- The Councillors' Meeting is chaired by the LCI President (or the LCI Vice President if the President is unable to be present). The LCI Secretary will serve as the Secretary of the meeting and there can be a separate Minute Secretary invited by the LCI Board.
- All the Circlers present are entitled to speak, but only the voting Councillors may vote. The LCI President has the casting vote.
-

7.4. The LCI AGM (Annual General Meeting) (Rules 7-3 to 7-19 and 8-19 to 8-26)

- The LCI AGM is held on Friday and, normally, it lasts till approximately 2 p.m.
- All Circlers are welcome to attend and to speak at the AGM.
- The business of the meeting is run according to the Standing Orders of the LCI AGM (printed in the LCI Directory).
- The AGM is chaired either by the LCI President or by a separate Chairman who is appointed by the Council.
- Two Tellers and one Scrutineer are appointed by the LCI Board to count the votes and normally there are two Minutes Secretaries to help the LCI Secretary.
- The meeting is followed by a lunch which is not obligatory. It has become tradition that all Circlers wear a hat at the AGM.

LADIES' CIRCLE INTERNATIONAL GUIDELINES

7.4.1. Overview of the financial votes of the Full Member countries at the LCI

Country	Founded	Circles 2009	Members 2009	Full member since	Fin. votes 2010	Fin. votes 2011	Fin. votes 2012	Fin. votes 2013	Fin. votes 2014	Fin. votes 2015
Austria	1986	6	86	1995	3	3	3	3	3	3
Belgium	1967	39	597	1968	3	3	3	3	3	3
Cyprus	1984	6	72	1989	3	3	3	3	3	3
Denmark	1949	93	1431	1959	3	3	3	3	3	3
Estonia	1989	8	75	1996	3	3	3	3	3	3
Finland	1959	103	1467	1960	3	3	3	3	3	3
France	1970	35	394	1979	3	3	3	3	3	3
GB & I	1936	238	1620	1959	3	3	3	3	3	3
Germany	1972	56	759	1991	3	3	3	3	3	3
Hong Kong	1967	3	38	1995	3	3	3	3	3	3
Iceland	1988	11	188	1997	3	3	3	3	3	3
India	1968	91	1100	1970	3	3	3	3	3	3
Israel	1991	17	207	1996	3	3	3	3	3	3
Italy	1974	8	103	1986	3	3	3	3	3	3
Latvia	1992	2	14	2005	2	2	2	2	2	3
Malta	1982	3	18	1999	3	3	3	3	3	3
Netherlands	1974	60	818	1984	3	3	3	3	3	3
Norway	1963	68	1157	1964	3	3	3	3	3	3
Romania	1992	3	38	1997	3	3	3	3	3	3
South Africa	1980	6	37	1995	3	3	3	3	3	3
Sweden	1947	148	1780	1959	3	3	3	3	3	3
Switzerland	1986	2	10	1997	3	3	3	3	3	3
Zambia	1984	5	50	2000	3	3	3	3	3	3
Total financial votes					68	68	68	68	68	69

7.4.2. How are the matters dealt and voted at the LCI AGM

The LCI AGM is run according to the Standing Orders of LCI AGM, which you can find in the LCI Directory (see rule 9-1 to 9-9). All the matters on the LCI AGM Agenda are dealt with following these procedures:

1. The Chairman reads the item number and announces the item to be dealt with.
2. Either the Chairman or someone else reads out the proposal and the explanation.
3. The Chairman asks for a Proposer. The Proposer can be any Full Member Country present in the Meeting but not that country which originally made the proposal. The Proposer is needed to open the item for discussion.
4. The item is discussed.
5. If a Full Member Country makes an amendment to the original proposal, the discussion is stopped. The chairman asks for a Seconder, which again can be any Full Member of LCI. The Seconder is needed to open the discussion on this particular amendment. After this, only the amendment can be discussed. Once fully discussed, the amendment is voted on.
6. a) If the amendment is agreed, thereafter only the amended proposal will be discussed further. If there are further amendments, they must be applied to this new

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amended proposal. When there are no further amendments the discussion is stopped. Then, this amended proposal becomes a so called 'substantive motion', i.e. the new, fully amended proposal

b) If the amendment is defeated, the discussion continues the original proposal. Other amendments to that proposal can be made, as explained earlier.

c) When there are no further amendments, the final proposal (either the original one, if no amendments were passed, or the so called 'substantive motion' meaning the final form of the amended proposal) must be voted on.

d) If any proposal has been amended and the amendment has been adopted by the Councillors, the meeting cannot return to the original proposal which is now lost.

7.4.3. The Membership Trophy

A Membership Trophy (introduced 1998 by the LCI Board) will be awarded and presented at the LCI AGM to the Country that has achieved the greatest percentage increase in their membership or made some other remarkable achievement concerning their membership. The LCI Board decides the winner of the Trophy after June 10th, when all membership details of the Countries have arrived.

Previous Winners:

1999	Hong Kong	2004	GB & I	2009	Lithuania
2000	South Africa	2005	Botswana		
2001	Germany	2006	USA		
2002	Latvia	2007	Lithuania		
2003	Israel	2008	Belgium		

7.5. The International Contact Meeting

The International Contact Meeting is held on Saturday and normally it ends by lunchtime. It is attended by the "new" Council, meaning the National Vice Presidents and Presidents (the No. 1 Circle Chairman and Vice Chairman respectively). The whole newly elected LCI Board should attend this meeting. The new LCI President is the chairman of this meeting and the newly elected LCI Vice President will serve as Secretary. The LCI Vice President should send the agenda for the International Contact Meeting in the beginning of August. The International Contact Meeting makes the plans for the incoming year, gives items to the LCI Board for preparation and confirms the dates and places of the Mid Term Meetings. The incoming LCI Board addresses the National Officers for the year and gives them all necessary timetables and deadlines. LCI reimburses the costs of the meeting for one representative from each Country attending the meeting.

7.6. Tombola

During the Conference the Circlers from the incoming LCI President's Country sell raffle tickets called Tombola tickets. The new President draws the winning ticket at the Gala Dinner on the Saturday. The winner receives the price of the conference package and the travel costs to the next LCI Conference. However, the prize can only be up to a maximum of half the total sum collected from tickets sold. The rest of the money is equally divided to the LCI Extension Fund and to the LCI Travel Fund.

7.7. Applying, arranging and administering the LCI Conference in "nut-shell"

A separate detailed guideline package covering all aspects of hosting an LCI Conference is available from the LCI Secretary or can be found on the homepage

7.7.1. How to apply the LCI Conference

The host of the LCI Conference is decided three years in advance in the LCI AGM. The National AGM must accept the application before it can be submitted to LCI Board. The application must be with the LCI Secretary by June 10th prior to the LCI AGM where the host is elected. The Conference Application Form is available from the LCI Secretary or the homepage. The application should include the planned dates of the Conference, the

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circle(s)/area responsible for arrangements, the number of Circlers involved in arrangements, the maximum number of participants, the location of the venue and how it can be reached and approximate prices in Euro for the Registration Fee, Welcome Party, AGM Lunch, Gala Dinner and accommodation (at least one cheap choice must be included). The applicants may give a short presentation of maximum 5 minutes in the Councillor's Meeting and at the LCI AGM. At the AGM, no gifts, no slides, no videos or cabarets may be presented.

7.7.2. How to arrange a LCI Conference

For all details see Conference guidelines obtainable from LCI Secretary or homepage. The organising Circle or Circles in the area of the venue for the Conference are responsible for the arrangements and MUST keep their National Board and the LCI Board informed of these. **The ultimate responsibility of the Conference lies with the National Board of the hosting country.** This means, that if, for any reason, the Conference cannot be held according to the original plan, the National Association is responsible to arrange the Councillors' Meeting, the LCI AGM and the International Contact Meeting. The National Association are also responsible for the ultimate financial viability of the whole Conference.

GENERAL TIMETABLE

3 years in advance: Host country is elected

2 years in advance: The exact dates and venue should be announced at the AGM.

The estimated cost of the AGM Venue should be given to the LCI Board.

1 year in advance: At this AGM a representative of the Conference Committee should make a presentation of the Conference; showing a film or colour slides of the country and the place where the Conference will be held (This shall be at the expense of the Conference Committee). The registration forms should be available at least to the Councillors, ideally for all those attending that conference.

CONFERENCE COMMITTEE

There is no specific number of members for the Committee, but approx. 14 members is usual. A Chairman should be chosen and also a Secretary, a Treasurer and Circlers to be responsible for transport, registration office, publicity and sponsorship, accommodation, the home parties, the Gala Dinner, the AGM and AGM lunch, stewarding and sales items. One member should also be responsible for the contact with the LCI Board and their own National Board. The National and LCI Boards shall be informed about the progress of the work. The Conference Secretary must send minutes or a summary in English from all meetings held to both Boards.

THE WORK OF THE COMMITTEE

The Committee is expected to follow the regulations and formalities suggested by the LCI and National Boards. The duties of the Conference Committee and other details are mentioned in the Conference guidelines. The Committee will make all practical decisions such as accommodation, meeting places, lunch and dinner venues, sight seeing trips and a programme for partners. The choice of the delegates' hotel and the venues for Councillors' Meeting, International Contact Meeting and AGM (+ the respective lunches) need approval by the LCI Board. All the work of the Committee is voluntary although the Committee members may claim reasonable expenses incurred by their work.

7.7.3. How to administer a LCI Conference

For details, see Conference Guidelines obtainable from the LCI Secretary.

FINANCES

The Conference should be financially self-supporting. Care should be taken when estimating how many people will attend the Conference. It is best to consider a minimum number when drawing up the budget to avoid a deficit. See previous Conference reports to assess average numbers attending. Any loss made is the responsibility of the host country, not LCI. The purpose of hosting a Conference is not to make a profit but if, by careful budgeting, a slight profit is made then this should be dealt with as directed by LCI Rule 8-23.

LOAN

An interest free loan is obtainable for the Conference Committee from LCI on application to the LCI Treasurer. **These loans are repayable by the date of that LCI AGM, at the latest.** Some National Associations also give a loan to the Conference Committee to help with the pre-conference expenses.

FINANCIAL REPORT

A detailed Financial Report of the Conference should be presented to the LCI Board before December 31st following the Conference. If a deficit arises, the responsibility shall be a matter between the Conference Committee and the National Association of the organising country. When a profit is made on a Conference, the surplus money should be apportioned in accordance with LCI Rule 8-23. The Conference Committee decides what to do with their part of the profit.

8. HOW TO BEGIN A CIRCLE IN A NEW COUNTRY

8.1. How Ladies' Circle normally begins in a new Country

The information about Ladies' Circle is normally brought to a new country by visiting Circlers, who meet young women interested or, more often, in connection with Round Table meetings, where the wives of the Tablers hear about the idea and activities of Ladies' Circle. Unfortunately the LCI Board cannot send a representative to all those countries where interest is shown in Ladies' Circle. Therefore we have **INFORMATION PACKAGES** that can be sent to those women and gradually introduced to the ideas and activities of Ladies' Circle. The Immediate Past LCI President has the responsibility for all LCI extensions and therefore is the initial person who should be contacted. In the initial phases the personal contacts of Circlers are of extreme importance and the role of the godmother country is crucial. The godmother country is usually the one who first had the contact with this new prospective Country. The LCI Board should be informed immediately when such contacts are established and the LCI Board officially nominates the godmother country. The following outlines the steps that lead up to the forming and chartering of a new circle.

1. The women interested begin to meet each other regularly and seek other prospective members. Commonly the Tablers wives are the source of members. At this stage they need basic information about Ladies' Circle, its ideas, aims and objectives, the regulations of the members etc. How to run the meetings, do the minutes and who should be kept informed are the basic instructions. Sometimes it can be very useful to find a "godmother Circle" in the godmother country to provide the prospective Circle with meeting practice and Circle rules (ask the LCI Secretary for the "**WELCOME PACKAGE**"). The LCI Board should be kept informed of the progress.
2. When there are at least 10 women interested a meeting should be held where a resolution is taken that "a Ladies' Circle should be formed, to be known as ...". A Chairman, Vice Chairman, Secretary and Treasurer should be elected. Minutes of this so called Inaugural Meeting should be kept and copies sent to the LCI President and the President of the Godmother Country (at this stage ask the LCI Secretary to send "**HOW TO FORM A LADIES' CIRCLE**" with Aims and Objectives and Rules of a new Ladies' Circle). Thereafter all the minutes should be sent to the LCI Immediate Past President and to the President of the godmother country.

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3. At least 10 business meetings should be held by this new Circle before the chartering can be considered. The LCI President should be informed well in advance of this stage (at this time ask the LCI Secretary to send packages on "**JOINING LADIES' CIRCLE INTERNATIONAL**" and "**HOW TO CHARTER A No. 1 CIRCLE**").
4. Before this new Ladies' Circle can be chartered **their aims and objectives must be sent to the LCI Secretary before June 10th prior to the LCI AGM, where they will be considered by the AGM.** It is recommended that a representative of this new Circle should be present at that particular AGM. Once the AGM has approved their aims and objectives the Charter of this new Circle can take place. The LCI President or another member of the LCI Board will charter the new Circle which then will automatically become an Associate Member of LCI.
5. Once chartered, the No. 1 Circle should be provided with complete LCI rules and guidelines. The reports are given in a normal way (see duties of the National Officers). The new Circle should be encouraged to attend LCI Conferences and Mid Term Meetings. The Circle members are entitled to apply for LCI Travel Fund grants.
6. The No. 1 Circle should then try to expand and establish new Circles in the country. When there are two or three Circles in the Country, it is wise to form a National Association and elect a National Board. Again, the National Board of the godmother country has a very important role (Ask the LCI Secretary for "**HOW TO FORM A NATIONAL ASSOCIATION AND NATIONAL BOARD**" package).
7. The new Country can apply for Full Membership of LCI, when there are at least three Circles and the National Board has been established for at least three consecutive years (see: **HOW TO APPLY FOR FULL MEMBERSHIP OF LCI**). An Application form can be received from the LCI Secretary and it must be submitted to her not later than December 31st prior to the LCI AGM where it is considered and voted on. An LCI Officer must visit the Country and be present at the National AGM to clarify the obligations and responsibilities of a LCI Full Member to all members. The report of the LCI Officer should be distributed to all the Member Countries of LCI together with the application.

8.2. Guidelines for godmother countries

1. When the LCI Immediate Past President has made the initial contact with a new country where the first steps are taken to form a circle, the LCI Board nominates a godmother country to this first Circle. The godmother country has to be a Full Member Country. Within the godmother country an individual Circle may be nominated to serve as a godmother Circle. In any case it is convenient to agree that the new Circle sends all its post to one person in the godmother country to avoid misunderstandings.
2. The godmother country should provide the new Circle with LC rules (Circle rules and LCI rules), should help with practical questions, gives all necessary information, clarifies and explains the ideas of circling as well as the variations and its limits. The godmother Circle should help the new Circle establish its own rules. It is recommended that somebody from the godmother country visits the new Circle or arranges for the chairman of the new Circle to visit a Circle in the godmother country to experience an established Circle meeting etc.
3. The Circle in formation sends all its minutes (in English) to the godmother country (to the contact person) and to the LCI Immediate Past President. If a godmother Circle is nominated, its minutes are sent to the new Circle.
4. LCI Immediate Past President is responsible for informing the new Circle about items that are required by LCI before the new country can be chartered and accepted as an Associate Member Country by the LCI Annual General Meeting.
5. The godmother country gives advice with the arrangements of the Charter of the No. 1 Circle.
6. The godmother country has NO financial duties towards the new Circle.
7. When the function of the No. 1 Circle is well established, it should be encouraged to spread Ladies' Circle to other cities and locations in this new country.

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8. When there are at least two Circles in the new country, the godmother country helps in the formation of the National Board. It takes care, that the rules are established and that the rules are acceptable by LCI. The godmother country advises with the arrangements when the National Board is chartered.
9. Only the first Circle in each new country has an official godmother Circle abroad. When No. 2 Circle is in formation, the No. 1 Circle shall serve as a godmother Circle to the second one etc. This is because; it is necessary to create a national uniformity and character to all the Circles within the new country.

8.3. Economical support for Godmother Countries (2003 – Extension Support Fund)

1. Extension, next to consolidation and strengthening is considered an important task within LCI. For countries interested in starting a Ladies' Circle there are introduction packages. As soon as a country is serious in efforts the LCI Board asks a country to be the godmother country. In the directory the duties of godmother countries are explained. Usually godmothers are looked for in the neighbouring or "related" countries but this is of course not always possible as in some parts of the world the density of member countries is low.
2. Being a godmother means taking up the responsibility of guiding the new country into LCI. Thanks to e-mail the contacts can be quick and intensive. But unless a godmother country is the direct neighbour country personal visits are often impossible due to the financial consequences. Ignoring this means that a lot of countries have to decline a request for being godmother as it is usual that at least the charter has to be attended.
3. In some cases the godmother countries have to take care of their godchildren when they are in need. A visit of the godmother can be very healing and leading towards new impulses which mean that a member country can be saved.
4. To facilitate this, the LCI board sets up an Extension Support Fund for which the godmother countries can apply for a guidance visit, the charter and afterwards for a necessary visit. LCI has the Travel Fund that enables circlers to attend LC activities abroad. This fund is not available for councillors, which means that the costs for being godmother come completely to the budget of the National organisation. If part of the costs for being godmother can be asked for out of an extension support fund, this means less pressure for a National organisation.
5. In this way the contact between the godmother and godchild can be intensified and more structured. This stimulates the friendship and fellowship between the countries.
6. The extension support fund will be filled for the first time by the surplus of LCI Euro 5000. Thereafter the fund will be filled by money from the LCI conference surplus (15%) and the tombola (25%).

9. LCI BOARD

The LCI Board consists of five members elected by the LCI AGM. The LCI Vice President automatically becomes the LCI President after serving one year in the office. Accordingly, the LCI President becomes the LCI Immediate Past President after her presidential year. The LCI Secretary and the LCI Treasurer may serve either one or two years on the Board. All the members of LCI Board should be active members of their National Associations (except the Immediate Past President). The LCI Board normally meets five times a year. Two of these meetings are held in conjunction with the LCI Conference. The three others are normally arranged in October / November, in February / March and in June and are often home hosted. The timetable for these meetings is decided in the hand over meeting immediately after the LCI Conference.

THE ITEMS FOR THE MEETINGS:

In every meeting the LCI Board members give a report of their activities since the last meeting, the financial situation is reported and the LCI Conferences are handled. In addition, the following items should be on the agenda for the individual Board meetings together with any other relevant matters:

Hand over meeting (normally very short):

- The time-table and the places for Board meetings is confirmed
- The Introductory Letter from the Board is planned
- The responsible members to projects are named for initial preparing
- Individual handover
- Planning of the coming year and preliminary travel plans.

Second Board meeting (October / November)

- Items arising from the Councillors' Meeting, AGM and International Contact Meeting
- The items for discussion at the MTMs are decided
- Any possible financial items from the Conference to be dealt with (mainly the reimbursements)
- The International Charity Project
- The guideline changes caused by the rule changes made in the LCI AGM
- The budgets for travelling and Board meetings.

Third Board meeting (February / March)

- Reports from the MTMs
- Travel Fund grants
- Associate Member Fund grants
- Half-year reports of the member countries
- The progress of the International charity project
- Final travel plans (for example countries that have applied for Full Membership)
- Preliminary plans for the next year
- Preliminary budget for the next year
- Financial report of the last LCI Conference.

Fourth Board meeting (June)

- Preparing of the agendas for the LCI AGM, Councillors' Meeting and International Contact Meeting
- LCI Boards' proposals for the meetings during the Conference
- Nominations to LCI Offices and proposals from the Member Countries
- Budgets for the next two years
- Practical arrangements of the LCI Conference
- Accepting the registration forms and final prices for the Conference to be held the year after, the President's report of her visit to the venues
- LCI directory
- The full-year reports of the member countries.

Fifth Board meeting (prior to the LCI Conference)

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- Last practical arrangements and details of the LCI AGM and Councillors' Meeting and International Contact meeting (scenario for the LCI AGM)
- Confirmation of the Tellers, Scrutineer and Minutes Secretaries for the meetings
- Accounts
- Prices of tombola tickets
- LCI directory

Mailing, telephone, fax and other costs are reimbursed to the Board members according to vouched expenditure. All the Board members are entitled to get a CTE (contribution towards the expenses) to cover any smaller costs during the travels (gifts to the hosts etc.). The costs of the Board meetings and the official travels are refunded according to separate guidelines.

The LCI Board members can claim allowances from the LCI Treasurer as follows:

- When travelling on LCI business, the cheapest airfare or second-class rail fare.
- Euro 0,32 per mile / Euro 0,24 per km, if travelling by car.
- Euro 40,- per day subsistence allowance when not hosted by Circlers. If LCI pays for the hotel accommodation, the subsistence allowance is not paid.
- The hostess of a Board meeting can claim Euro 40,- per officer / day (including herself).
- The Treasurer pays all expenses of the LCI Board members for LCI Conference.

The LCI Board runs the business of LCI between the LCI AGMs and takes care of the routine administration of LCI. Certain duties of the LCI Board have been dealt out between the members as follows:

9.1. The President

- Is responsible for the activities of LCI Board and is the Chairman of the Board
- Is general contact for all the Member Associations
- Takes care of the external relations of LCI
- Chairs the Councillors' Meeting at the end of her presidential year
- Chairs the LCI AGM (normally) at the end of her year
- Is the contact person of LCI Board for the next LCI Conference
- Keeps the travel list of LCI Board and plans the official visits of the LCI Officers
- Sends out at least three Presidential letters during the year
- Gives her half-year report in December (sends her correspondence to the National Presidents) and the full-year report at the LCI AGM.
- The LCI President visits the venues of the LCI conference that is held at the end of her presidential year

9.2. The Vice President

- Serves as International Contact Lady
- Is the main contact for the National Vice Presidents
- Collects the material for the LCI Newsletter
- Plans and chairs the International Contact Meeting at the end of the Vice Presidential year
- Is the contact person for the LCI Conference that is held at the end of her presidential year (visits the venues during her Presidential year)"
- Arranges the Tombola for the LCI Conference at the end of her Vice Presidential year.
- Sends out letters and gives her half-year report to the National Vice Presidents
- Maintains the list of new Charters and sends greetings from the LCI Board to all newly chartering Circles.

9.3. The Immediate Past President

- Serves as Extension Officer in LCI. This means that she keeps files of contacts to new, prospective LCI Countries and supplies them with information regarding LCI
- Contact for Godmother Countries
- General contact for Associate Member Countries
- Is the Chairman of the LCI Travel Fund
- Is the Chairman of the LCI Extension Support Fund
- Is the contact person for the LCI Conference that will be held in three years (gives the files and all the information to the next Vice President)
- Takes care that the LCI home page is maintained and updated
- Updates the LCI Rules, Directory guidelines and maintains the LCI History Book.

9.4. The Secretary

- Takes care of all directory details (address, name and contact detail changes)
- Sends out the directory forms in April
- Collects and distributes the dates and places of coming AGM's and special Charters
- Serves as Secretary in all LCI Board Meetings
- Serves as Secretary in the Councillors' Meeting and in the LCI AGM with the help of the separate Minutes Secretaries
- Sends by request different forms and "LCI Information Packages"
- Takes care of the files of LCI
- Updates the LCI rules and guidelines and keeps files for them
- Keeps a file of the logos of National Associations
- Sends out all necessary material to member countries
- Receives all nominations and proposals for the LCI AGM and the Councillors' Meeting
- Keeps the file of the past LCI Officers.
- Prepares the official charter certificate for the charter of a new LCI country.

9.5. The Treasurer

- Takes care of the finances and accounts of LCI and of the sales of LCI
- Sends out the Capitation form in April
- Collects the information of the membership figures in the member associations
- Collects capitation and affiliation fees
- Takes care of the LCI Charity Fund
- Is the Chairman of the Associate Member fund
- Gives the financial report to the LCI AGM and makes the budgets
- Orders and keeps the stock of the LCI stationary, pins, banners and regalia.

10. LCI's INFORMATION PACKAGES

The following LCI Information Packages can be obtained from the LCI Secretary or from the LCI homepage. The packages contain all those guidelines that are not printed here and that are not needed so frequently. The LCI Board is responsible to update them accordingly whenever such rule or guideline changes are made by the LCI AGM or the Councillors' meeting which affect the contents of these packages.

1. GUIDELINES FOR LCI CONFERENCES
 - Detailed instructions and advice for the Organising Committees of the LCI Conferences
 - Will be automatically given to all Committees by LCI Board but should be studied carefully when considering an application to host the Conference
2. WELCOME PACKAGE
 - A general description of Ladies' Circle
 - To be given to prospective members or visitors
3. HOW TO FORM A LADIES' CIRCLE
 - Instructions for the inaugurate meeting of the first Circle in a new country
4. JOINING LADIES' CIRCLE INTERNATIONAL
 - How to apply for Associate Membership in Ladies' Circle International
5. HOW TO CHARTER A No. 1 CIRCLE
 - Instructions for planning the charter meeting
6. HOW TO FORM A NATIONAL ASSOCIATION AND THE NATIONAL BOARD
 - Advice of forming the National Association and the National Board
 - Useful, when at least two Circles exist in a Country
7. HOW TO APPLY FOR FULL MEMBERSHIP OF LCI
 - Information of the duties of a Full Member Country
 - Application form for Full Membership
8. INSTRUCTIONS TO THE TELLERS AND THE SCRUTINEER
 - How to deal with the voting in the LCI AGM
 - Detailed instructions of the single transferable voting system
 - Will be automatically given to the Tellers and to the Scrutineer by LCI Secretary
9. GUIDELINES FOR THE LCI BOARD
 - Includes detailed instructions and information to LCI Board members
 - Instructions for claiming the expenses and allowances
10. FORMS FOR
 - Applying for the LCI Travel Fund
 - Applying for the extension support fund
 - Applying for LCI Conference
 - Applying for the LCI Charity Project
 - Applying for Full Membership of LCI
 - Nominating a candidate to LCI Office