



## LADIES' CIRCLE INTERNATIONAL FRIENDSHIP AND SERVICE

### **LCI INFORMATION PACKAGE No. 3:**

#### **HOW TO FORM A LADIES' CIRCLE**

A Circle can only be formed in connection with another Circle or in connection with Round Table. In a case of a Number 1 Circle, formation may be in connection with a Circle in another country. Often this foreign Circle is that Circle, who first had some contact to the prospective new Country. This club will then normally be named to serve as so-called Godmother club for the prospective Circle. The membership in Ladies Circle is available to ladies under the age of 45. Often they are wives of Tablers, but all other Ladies interested are most welcome.

When there are at least 6 to 10 possible members, who are interested to form a Circle, a meeting should be held to which all members of the proposed Club are invited. In this meeting a resolution should be taken, "That a Ladies' Circle should be formed, to be known as .... (Ladies' Circle, followed normally with the name of the city)." It is recommended that a good majority should be in favour. A Chairman, Vice Chairman, Secretary and Treasurer should be elected from the members present at that meeting. Minutes of this first meeting, called the "Inaugural Meeting" should be kept, and similarly, of all the future meetings. Copies of all such minutes shall be sent to the Ladies' Circle International (LCI) Immediate Past President, as soon as possible after the meeting has taken place (translated in English) and to the President of the Godmother Club (email-address of the LCI IPP: [ipp@ladiescircle.org](mailto:ipp@ladiescircle.org)).

Once minutes have been received from a first club, in a new country, this club will become the number 1 club. After this first meeting, the club should meet regularly, normally every third to fourth week. A membership fee should be determined to cover all necessary expenses (postage, telephone, fax etc.). The Ladies' Circle International Board will appoint the Godmother club officially. This Godmother club will help with all practical details, for example the meeting routines, rules etc.

The aim of the Circle and its meetings is to widen Circlers' views through debate, discussion and lectures on various subjects. In many Circles a different member gives a "3 minute speech" at each Circle meeting on any subject, which can then be discussed by other members. Social service is very important; Circlers meet and work together on fund raising for service projects (see Guidelines on formulating Aim & Objects of a Ladies' Circle).

If another club wishes to form in the time before the charter of the first circle, this club will be the second club and can only be chartered after the first club. They must also follow the rules and have the required number of meetings starting with the Inaugural Meeting. Minutes of the second club's meetings must be sent to LCI Immediate Past President as well as the Chairman of the number 1 club.

The Chartering of the first Circle in a country usually follows after at least 12 months or after a minimum of 10 meetings. Only the LCI President or her representative charters the first club, in each Country.

Remember to inform the Immediate Past President (IPP) of Ladies' Circle International about your Inaugural Meeting and if possible, send her information of the proceedings of the club, at least three times a year. Send her as well the contact details of the Club Board (the Chairman, Vice-Chairman, Secretary and the Treasurer). Without this information, the LCI Board can not send you the necessary letters, directories and other mailings. Remember to keep these details updated in case of any changes. All communication with Ladies' Circle International is now undertaken by e-mail and a contact within the new Circle would be the most efficient method of communicating with LCI and the Godmother Circle.

You can find all necessary contact addresses on the web site [www.ladiescircle.org](http://www.ladiescircle.org)