



LCI INFORMATION PACKAGE No. 4:

JOINING LADIES' CIRCLE INTERNATIONAL

Associate Membership of Ladies' Circle International (LCI) is open to the first circle in a country. Once the first circle has Associate Membership, all subsequent circles in that country are automatically included to the Associate Membership. The first club gets Associate Membership, when the LCI President or her representative charters it. This is documented on the charter certificate.

Before the chartering can happen, the rules (Aims and Objectives) of the new Circle must be approved at the preceding Annual General Meeting of Ladies' Circle International (LCI AGM). Attached are Guidelines on preparing the Aim and Objects of a Ladies' Circle club.

The Circle should write to the LCI Secretary giving the Circle's name, Aims and Objects, list of members and the Circle Rules. This information (in English) must be sent to the LCI Secretary **by 10th June** in order for it to be included on the Agenda for LCI AGM. The application will be presented at the LCI AGM, which is held in August/September every year. A vote to approve the application will be taken at the meeting. It is recommended, that a representative from the new club should be present at that particular AGM and give a report of the activities of that new club. The LCI President cannot charter the new club, before this formal approval by the LCI AGM.

A fee is payable on joining LCI (Euro 40, called an Affiliation Fee). In addition, there is a per capita membership fee payable annually not later than the 31st October (called the Capitation Fee). This amount is decided each year at the LCI AGM.

Once the No 1 club has become an Associate Member of LCI, all the responsibilities that concern Associate Members should be fulfilled. Half and Full Year Reports concerning the activities of the club are to be sent to all the members of the LCI Board and to the other Member Countries. (Usually the National President or Vice President). At this stage, no more minutes of club meetings need to be sent to the LCI Board, but maybe, it would be nice to keep the Godmother club informed.

The club Secretary sends the details of the club Board and membership figures yearly to the LCI Secretary to be printed in the LCI Directory. This ensures, that the contact between the LCI Board and the new club is the best possible. You'll find the details of these responsibilities in the LCI Directory (Guidelines).

Associate Members are invited to attend the LCI AGM, however, they **cannot** vote. All Associate Members are welcome to look at the LCI website **www.ladiescircle.org** and also to send in reports. They receive all the correspondence from the LCI Board and from all the other Member Countries.

The LCI Travel Fund is also open to Circlers from Associate Member Countries of LCI (see the guidelines in the LCI Directory). This Fund is available to promote contact between Circlers in different countries.

It is extremely important for the development of Ladies' Circle in a new country, that someone from that country attends the LCI Conference, if possible. To assist with the expense of sending a representative to the LCI Conference there is a special Associate Member Fund offered by the LCI Board, following a rotation system.

We hope that the first Circle in a country will work to extend and promote Circles in their own country, along with the help from the LCI Board. Once the activities of the No 1 club have been established, it is time to look for prospective new Circles in the Country. At this stage, the No 1 club will serve as a Godmother club for the next clubs. As soon as there are two or three clubs in the Country it is time to think about forming a National Board to take care of the contacts with LCI.

The Associate Membership of LCI can be considered as a "preparation period" for the Full Membership of LCI. It is necessary to establish circling in the country, to grow and to get acquainted with the procedures of LCI. Before getting full membership of LCI, i.e. being entitled to vote or making proposals to the LCI AGM, certain conditions must be fulfilled in accordance with LCI Rule 4.7 and 4.8

GUIDELINES FOR PREPARING THE AIMS AND OBJECTS, AND RULES FOR A NEW LADIES' CIRCLE COUNTRY/CLUB

All Circles adopt the motto "Friendship and Service".

The following **Aims and Objects**, which can be amended to suit your ideas of Circle, are a guideline for the formation of your Circle:

1. Friendship and Service for knowledge and progress.
2. To be non-political and non-sectarian.
3. To promote friendship and tolerance between members locally, nationally and internationally.
4. To provide relaxation and interest by means of talks and discussion on various subjects.

These Aims and Objects will provide the outline for running your Circle. If your new club wants later to become a member of the Ladies' Circle International, these four Aims and Objects must be used as guidance in your club's rules. The main object of every Circle is friendship between its own members and with other Circles and clubs throughout the world.

Rules should be adopted at the beginning. Keep them simple until you are well established. For an example, you should ask to look at the rules of your Godmother club. You must consider the following:

1. **Membership:** The age rule of a maximum age of 45 years must be observed.

Local Circle Rules can be made, as long as they do not contravene any LCI rules, which are printed in the LCI Directory. A copy of this directory is available on request to the LCI Secretary for a minimal cost (or in intranet section of the web page)

2. **Membership Fee:** How much you agree to pay is up to the individual club, bearing in mind postage, photocopying, membership badges and other running costs. If you are the first club in a country you will have to pay EURO 40 affiliation fee to LCI plus a per capita membership fee to LCI each year (after the chartering of the club).
3. **Meetings:** may be held monthly or once every two/three weeks.

4. **Treasurer:** should keep a record of all money and produce an Income and Expenditure account and Balance Sheet for the AGM, which is usually held in April or May each year.
5. **Secretary:** deals with all correspondence and keeps Minutes of every official meeting.

The LCI Board and the Godmother club/country has further information and will provide you with all the necessary advice. Do not hesitate to contact the Ladies' Circle International Board and your Godmother Circle as often as necessary. It is important that you have all the information and support you need. Please contact the LCI Immediate Past President (email address: ipp@ladiescircle.org). It would be of great importance for the new club, if somebody from that club would be able to attend a meeting in the Godmother club to see an established Circle working. Of course a visit from the Godmother Circle to the new Club would also be very useful. There is a special "Extension Support Fund", where you can ask for financial help (contact also IPP of LCI board!).