



## **LCI's INFORMATION PACKAGE No. 5:**

### **HOW TO CHARTER THE FIRST CIRCLE IN A COUNTRY**

The President of Ladies' Circle International or her representative can charter the first Circle in a country. This happens, when at least 10 minuted meetings have taken place since the first formal meeting (Inaugural meeting) and after the Aims and Objectives of the club in formation have been approved by the Annual General Meeting of Ladies' Circle International. It takes this time for the Circle to become established and for the members to be certain that they wish to continue.

The Charter Meeting of a new Circle is a very special occasion but, of course depending on members' wishes, may take many different forms such as:

- a) A formal dinner and dance with partners
- b) A dinner with partners
- c) A dinner with ladies only

However, there should always be a formal presentation ceremony with speeches (see guidelines for Charter presentation).

#### **Some brief advice on how to plan the Charter presentation**

1. Inform the President of LCI well in advance of the proposed date (at least six months if possible) offering a choice of dates. Agree on a date with the LCI President or her representative.
2. Notify the godmother country.
3. Book the hotel or restaurant as soon as the date is fixed and you have decided how many people you wish to invite.
4. Send invitations to:
  - a) LCI Board
  - b) Godmother country
  - c) Other LCI countries
  - d) Important local dignitaries, e.g. the Mayor or someone who has taken an interest in Ladies' Circle.
  - e) Round Table (if RT exists in your country), local, national and international
  - f) Other service associations
  - g) Invite the press and prepare a press release
5. Form a small Charter committee to organise the practical details involved. Depending on the form the charter celebration, you may need to think about the following: printing of invitations, budget to cover room hire, food, flowers, menu printing, costs of the LCI President, or her representative (the program should be free of charge, home-hosting),

gifts for special guests etc. Choose a menu in consultation with the hotel - get everything in writing, particularly costs.

## Who should present your Charter?

As you are the first circle in your country it will be the LCI President or her representative if she is unable to attend.

## Charter certificate

Provide the LCI secretary with your logo (your logo can be your N° 1 logo, or the future national one), as she will use this to produce your charter certificate. This Charter certificate will carry the name of the newly chartered country. The clubs that follow after this first charter, do not have to be chartered by the LCI Board, but by the chairman of the No 1 club, and later, by the President / Chairman of the National Board.

## Circle emblem, badges and Chairman's jewel

- All Circles have a badge. As yours is the first circle in a country you will need to design a National emblem which will be used on your note paper / letterheads and for membership lapel badges.
- This usually has 'Ladies' Circle' and the name of your Country in the design, but NOT your local club's name.
- The LCI star must somehow be included in that logo.
- All members are entitled to wear a Circle lapel badge.
- The Chairman may have a Chairman's Jewel, which will include the same national emblem - you must again bear in mind that this design will be adopted by all future clubs.
- A Flag or banner can also be designed – this of course is dependant on your finances – and will be the National Banner.

## The official ceremony should include:

1. Lightning of the candle of friendship
2. THE WELCOME (Vice-Chairman is usually responsible) for VIPs
  - a) Mayor
  - b) LCI President
  - c) National President of Godmother Country/Circle + Circlers
  - d) National Presidents of other countries + Circlers
  - e) Past Circlers, present
  - f) National President RT (optional)
  - g) Chairman of local RT (optional)
  - h) Other representatives from different Service Clubs.
3. GREETINGS RECEIVED
4. AIMS AND OBJECTS OF LC INTERNATIONAL
5. SPEECH BY LCI PRESIDENT, which includes

- a) Reading and presentation of the Charter
  - b) Jewel and badges presented to No 1 Circle
  - c) Presentation of the LCI Banner
6. SPEECH BY NEW CHAIRMAN including:
    - a) Aims and Objects of new Country
    - b) Introduction and Induction of Circlers of the No 1 Circle
  7. SPEECH BY NAT PRESIDENT OF GOD-MOTHER COUNTRY/CIRCLE + Banner
  8. CONGRATULATIONS from other LC Nat Presidents + Banners
  8. CONGRATULATIONS from Round Table + Banner
  9. CONGRATULATIONS from representatives of other Service Clubs
  10. CONGRATULATIONS from other dignitaries and Circlers from other countries present, if they so wish.
  11. SPEECH by Mayor or other guest who has supported Ladies' Circle
  12. NATIONAL ANTHEM
  13. FINAL TOAST TO LADIES' CIRCLE INTERNATIONAL