



LCI's INFORMATION PACKAGE No. 6:

GUIDELINES FOR FORMING A NATIONAL ASSOCIATION AND THE NATIONAL BOARD

When there are at least two and preferably three Ladies' Circle clubs in a Country, the formation of National Association and its Board should be taken for consideration.

WHY?

- A National Association joins together the members of the Circles in a Country and strengthens their COMMUNICATION
- The CONTACT makes the extension of Ladies' Circle in that Country easier
- It promotes Ladies' Circle on a national level
- It helps COMMUNICATION between LCI and other LC countries. Until the National Board has been formed, the No. 1 club has to take care of all the responsibilities and contacts to both the LCI and the other LC-Countries and, also, to inform all the Circlers in the Country about the international items. At the same time, however, they have the responsibility of their own club. By the time, all these responsibilities become too much for the No. 1 club, and the club activities suffer from the heavy workload of the club Board.

WHEN?

- There must be at least **two or three well-established Circles in a country** before considering forming a National Association.

DECISION TIME

- All LC Clubs should be asked to discuss this at a business meeting prior to arranging a meeting of all Clubs. All necessary information should be given to the clubs so that they can base their discussion on facts.
- The Resolution to form a National Association should be put to the meeting and a vote taken. It is preferable if this vote is unanimously in favour.
- It is necessary to inform The Board of Ladies' Circle International on the intention to form the National Association. The LCI Immediate Past President will be delighted to help you and give her guidance on this item. Also, contact the National Board of your Godmother Country, if you have one, as they can give you lots of helpful information.

NOMINATIONS

- It will be necessary to elect:
 - NATIONAL PRESIDENT
 - NATIONAL VICE-PRESIDENT/CONTACT LADY
 - NATIONAL SECRETARY
 - NATIONAL TREASURER
- In future years the IMMEDIATE PAST PRESIDENT will also be a member of the National Board
- Nominations should be open to all Circlers. The National President, however, should preferably have had experience as a club chairman.

As many Clubs as possible should be represented on the National Board. This ensures better communication and all the necessary information from the clubs reaches the Board better, and the information from the National Board is distributed better among the Circlers.

Information about the duties of the National Officers can be found in the LCI Directory in the LCI Guidelines.

RULES

- Rules should not contravene any LCI Rules
- The first task of the elected National Board is to work on the National Rules
- The Rules should be circulated to every Circle and approved by the membership at the next National Annual General Meeting (AGM)
- The LCI Immediate Past President and/or the National Board of the Godmother country will be happy to give assistance regarding the Rules.
- The rules should be translated to English and sent to the LCI Board for perusal and acceptance, before the National AGM can accept them.

MEETINGS

- The National Association should hold an Annual General Meeting once a year, open to all members.
- The most preferable time for the National AGM is spring.
- The National Board should meet immediately prior to the AGM and at least two other times during the year

CHARTERING OF THE NATIONAL BOARD

Sometimes, the National Board has been chartered at the second AGM, where the National Rules have been accepted. However, this is not an obligatory procedure.

COSTS

- Costs should be carefully considered when thinking of forming a National Association
- The capitation fee will increase to cover the costs of administration and travel for the National Board
- Money will also be needed for Officers' Badges, including the President's chain and other Regalia (not necessary in the first phase)
- In the near future funds will be needed to help finance the President to attend the LCI Conference.

After forming the National Association all the responsibilities towards LCI and other LC Countries will be taken care by the National Board. It is also their responsibility to keep the Circlers and clubs in their Country informed on all international items. The National Board should take care of the external relationships of the Ladies' Circle in that country (the public image, the relationship with the National Round Table etc.) In the other words, the National Association will thereafter govern and take care of the Associate Membership of LCI and the individual clubs in that Country are considered to be members of this National Association.