

EXTENSION

The Extension of Ladies Circle is of vital importance to the movements well being. The fundamental purpose behind the Extension of a new Circle is to extend to the newcomers the opportunity of enjoying all the values implicit in the Ladies Circle movement, which they would otherwise have missed.

The attempt to start a new Circle should be done simultaneously with the initiative to start a new Table. The Area Chairperson should be interacting on regular intervals with the Area Chairman and should keep herself aware of any permission to extend being granted.

If the Sponsoring Table has a Circle then this Circle should be requested to take the initiative to extend, otherwise the extension could be carried out by another Circle. Joint sponsorships may also be encouraged.

In the case of an existing Table, the Round Table itself may be the Sponsor for its own Ladies Circle.

The LC India National Board may also carry out extension efforts with the appointment of the Area Chairperson as the Extension Convenor for the wives of the members of a particular Round Table. In which case, the Area Chairperson shall co-opt a Circle from the Area to be the Sponsor.

Effort should be made to see that contact meetings are held along with the contact meetings for the proposed Table, especially in the case of outstation extension.

It is very important for the strength of the new Circle, that the sponsor Circle and the new Circle follow the procedure and the various recommendations outlined below:

PROCEDURE FOR EXTENSION

1. An attempt to start a new Circle can be done simultaneously with the initiative to start a new Table. The Inauguration of the Circle in such cases will not be before the Inauguration of the Table but can be held simultaneously with the Table.
2. When the Circle decides to investigate the possibility of starting a new Circle, the first step should be the appointment of an Extension

Convenor (if the Circle does not already have one) for this Extension.

3. An invitation in the case of an existing Table should be obtained from the Table Chairman saying that the Table has decided to form its Ladies Circle and inviting the concerned Circle to sponsor the same.

Alternatively on the written Invitation of 6 Ladies, being wives of the Tablers (active or retired) of the same Table and below the age of 40, satisfying the eligibility criteria for induction, a Circle may commence extension proceedings and of obtaining necessary permissions.

In the case of a new Table being formed, no such invitation to extend is necessary.

4. The sponsor Circle/Table should get the approval of National Extension Convenor - Vice President, L C India. Copies of the application need to be sent to the President, LC India, National Secretary, LC India, the Area Chairperson and the Area Chairman. The National Extension Convenor- VP LC India, shall grant permission after considering the views of the Area Chairperson.
5. An Application stating the Circle's/Table's decision to sponsor a Ladies Circle for the Table should be sent containing -
 - The date of meeting in which such decision was taken,
 - The extension Convenor appointed,
 - The names, Date of Birth, Husband's name, address and contact information of the prospective Circlers.
 - In the case of an existing Table, the invitation from either its Chairman or a group of at least 6 Ladies as mentioned above.

In the case of a new Table being formed, to further facilitate Ladies Circle extension simultaneously, such permission is deemed granted to the Sponsor Table's Circle. Only the details as required above should be communicated to the National Extension Convenor on or before the 2nd Contact meeting, along with copies to all as above.

6. In case of Round Table sponsoring its own circle, the NEX in consultation with the Area Chairperson, will appoint a circle/circles as co sponsors.
7. In the case of a sponsor Circle wishing to extend to a Centre in another Area, both the concerned Area Chairpersons should be

informed and their views considered by the National Extension Convenor.

8. There shall be a minimum of six prospective members. While at least six prospective members are required for Circle formation, it is desirable that the sponsor Circle should try to get enthused at least eight prospectives for greater stability to the proposed Circle.
9. The National Extension Convenor shall grant permission in writing and communicate the same to the Sponsor Circle/Table. A copy shall be sent to the National President LC India, the National Secretary- LC India, the Area Chairperson, the Area Chairman, and the Table Chairman of the proposed Circle in the case of an existing Table or the Sponsor Table Chairman in the case of a new Table under formation.
10. The Chairperson or the Extension Convenor should write letters to the Chairman of the concerned Round Table and to the wives of all the other members informing them of permission of forming a Circle.
11. On approval being granted by the National Extension Convenor in writing, An Extension kit should be obtained by the Sponsor Circle from the National Secretariat and presented to the Prospective Circle.
The permission to extend to a new circle once granted is valid only for 6 months from the date of the application. In case no further progress is reported to the NEX during these 6 months and then future extension to the same or different group of Ladies of the same table will be treated as a totally new extension. All the procedures to be followed will be the same as in the case of a new extension. (2007)
12. The Circle in consultation with the Area Chairperson will interact with the National Vice President to carry on the procedures of taking approval for extension. All communications should be made in consultation with Area Chairpersons. It is very important that a Circles Orientation Program (COP) be conducted after the inauguration for the new circle. LC India has a pool of HR trainers in every area. You can contact the HR convenor and request her for a module. External Extension can be pursued by a circle only after its 1st Circle AGM. (2008)

APPLICATION- Suggested format:

Application for Permission to extend

To,
The National Vice President
Ladies Circle India
From:

_____ (Sponsor Circle/Table)

Your permission is requested to start a new Circle at _____.

We enclose a list of prospectives and their details below.

The extension Convenor shall be _____.

We have in our meeting dated _____ decided to be the sponsor.

Kindly grant us the necessary permission to start the contact meetings.

Thanking you,
Yours in Friendship,

(Circle Chairperson/Table Chairman)

PRELIMINARY MEETING

The initial meeting should aim to do the following:

- In case of a new table, work towards uniting the group of acquaintances into a family unit.
- To give an insight into the pleasures & benefits of Circling.
- Establish a better interaction and rapport between the members of the Sponsor Circle and the proposed Circle.
- To give a brief and general introduction to the Ladies Circle movement. Care should be taken not to go too deeply into the procedural matters as this may create apprehensions and confusion amongst the new members.

CONTACT MEETINGS

Every effort must be made to involve all the prospective members. They should be encouraged to speak & voice their thoughts, doubts or fears. Early diffidence to speak is soon overcome in a friendly atmosphere. Short "5 minutes talks" or few ice- breaker games will be a big help too.

- The sponsor Circle Chairperson or the Extension Convenor shall chair the first two contact meetings. In the case of a Table sponsoring the Circle, the Table Chairman or the Extension Convenor for this purpose as appointed by the Table shall chair any three contact meetings.
- The minutes of 1st two contact meeting should be recorded by the sponsor Circle/Table and circulated among the proposed members, the Chairperson and the Extension Convenor of the Sponsor Circle and the National Board. The minutes of each contact meeting thereafter should be recorded by one of the proposed members under the guidance of the Sponsor Circle/Table and circulated by the extension Convenor as above.
- The Prospectives must be encouraged to take on different roles such as Chairperson, Secretary etc during the contact meetings to allow them to assess their capabilities as potential office bearers.
- It is essential to have atleast six Contact Meetings before the date of inauguration.
- For an outstation Extension, 2 contact meetings may be conducted per visit.

The Agenda for such Contact Meetings can be as follows:

- a. Calling the meeting to order.
- b. Circle Prayer
- c. Aims and Objects of Ladies Circle India
- d. Appointment of Sergeant at Arms
- e. Welcome
- f. Confirmation of the minutes of the previous meeting after any correction
- g. Topic of discussion
- h. Any other matter
- i. Report of Sergeant at Arms
- j. Venue for the next meeting
- k. Vote of thanks.

TOPICS FOR CONTACT MEETINGS

1st Meeting: Can discuss LC India:- A small history of Circling. The composition at National level & Circle level. Do not get into deep detail as it may confuse them initially. A talk on purpose of Circling: Service &

fellowship. A brief mention of LC International & WOCO. Have a sunshine collection to initiate collection of funds for the Circle – handover to a prospective to maintain & manage (optional).

2nd Meeting: Talk on administration of Circle. Functions of the various Office Bearers: The Head Table. Inform about financial aspects. Initiate Sunshine collection: a token sum of money collected by all present & will be utilized to start the Admin a/c of the Circle (optional).

3rd Meeting: Prospective Circlers should be encouraged to try their hand at different circle posts, this meeting onwards. Discuss conveners at Circle level. Talk about projects, fellowship & fund raising. Give small, simple examples. No big fund raisers or projects. Start deciding the office Bearers.

4th Meeting: Help them fix the Circle subscription towards their circle expenses. Give your own expenses which will help them decide. Can decide logo, theme, banner & pin (only if Circle want to release). Fix the date of inauguration, pass resolutions, seek permission, fill the inauguration form and send all fees. Head Table should be discussed now.

5th Meeting: Should decide Head Table by now. Initiate talk about opening Bank Account. Clear any other doubts that they may have.

6th Meeting: General & finalizing of Inauguration details.

Note: It is important that all these topics are covered as far as possible before the inauguration, but definitely before Charter. Whenever possible, a member of the Sponsor Circle or any other Circle or a member from the National Office Bearer may be requested to attend and give a talk on these subjects.

PROCEDURE FOR INAUGURATION

The Sponsor Circle should seek permission for inauguration thirty days before the date proposed for the inaugural Meeting. The Application for permission should be accompanied by:

- The Inaugural forms dully filled and signed by the prospective members.
- The entrance fee, the membership fee and other such fees for each member, as prescribed by the Constitution of Ladies Circle India from time to time.

- The Following resolutions duly proposed, seconded and passed at the Contact Meeting:

a) The Ladies Circle to be formed in the City of “ _____ ”

b) That the Circle be a member of Ladies Circle of India

The above said forms should be sent to the National Secretary with the copy to the Vice President and the monies should be sent to the National Treasurer.

- The Sponsor Circle should take the official name of the Circle to be the same as that of its Round table and quote it exactly the same on the inaugural form.
- The Proposed Circle should have fixed its subscription fees, which should cover the cost of entrance fees and membership fees to Ladies Circle India and to meet their own Circles administrative and miscellaneous expenditure.
- At least six members should have attended three official meetings of the proposed Circle.
- An active Circler of the Sponsor Circle should attend at least any three Contact Meetings.

Provided everything is satisfactory, the National Vice President/ National Extension convenor shall officially grant permission to the Sponsor Circle to proceed towards Inauguration. In case of any deficiencies not met at the time of the application, the Sponsor Circle can at a later date apply to the National Office Bearer after fulfilling them. The second application can be merely in the form of a letter.

INAUGURATION

Once the permission from the National Officer Bearer has been received for Inauguration, the Sponsor Circle will proceed with the detailed arrangements for the Inauguration. The date shall be informed to all the Officers of Ladies Circle India as well as other Circles in advance to enable them to attend the same, if possible. a member of the National Board will represent LC India.

The Inauguration should be a simple function with the least amount of expenditure. If desired a tea or if necessary a dinner meeting may be arranged. Besides the local Circles being invited, prominent members of the local community may also be invited.

The Sponsor Circle should help the prospective Circle and arrange to obtain the new member kits from the National Secretariat for all the prospective Circles to be inducted at the Inaugural function.

The expenses to be incurred for Inauguration are by way of hall charges (if any), printing and posting of invitations, the minutes book and other administrative expenses. The sharing of the expenses is left to the discretion of the Circles concerned.

The Inaugural meeting should be chaired by the Chairperson or by any other representative of the Sponsor Circle. There shall be a minimum of six prospective members present on the Inaugural day.

The Inaugural function is usually ended by an informal fellowship where groups of the new members and visitors get to know each other in a relaxed congenial atmosphere.

The Circle becomes an Associate member as soon as it is inaugurated.

AGENDA FOR THE INAUGURATION

1. Lighting of the lamp:
2. Meeting called to order: By sponsor Chairperson
3. a. Ladies Circle India prayer
b. Ladies Circle India Song
4. Toast to President of India: (Sponsor CP)
5. Aims and objects of Ladies Circle India: (Prospective or Sponsor Circle)
6. Roll call
7. Welcome Address: (Sponsor Chairperson)
8. Extension Convenors report: (Sponsor Circle)
9. Resolution to form a Circle: (Sponsor CP)
10. Induction of new members by National Office Bearer.
11. Election of Chairperson: (By Sponsor CP)
12. Installation of Office Bearers: (By New CP)
13. Greetings and messages.: (By New Secy)
14. Resolutions for appointment of: - (By New Treasurer)
Bankers
Signatories
Auditors

15. Address by new Chairperson.
16. Address by the Guest of Honor
17. Address by the National Office Bearer, Ladies Circle India
18. Address by the Chief Guest
19. Felicitation: Table Chairman of New Circle/Area Chairman/City Circles
20. Vote of thanks / Presentation of Mementoes : (By Sponsor Circle CP/ Ext Convenor or any other member)
21. Toast to new Circle - Table Chairman of new Circle
22. Toast to Ladies Circle India – Sponsor Circle Chairperson
23. Toast to Sponsor Circle – New Circle Chairperson
24. Closure: (By New CP)
25. National Anthem

Note: There will be no Sergeant-at-Arms at the Inaugural Function.

The Circle becomes an Associate Member as soon as its inaugurated.

SEATING PROTOCOL

The Chief Guest in the Center with the Chairperson on her right and the Area Chairperson on her left; The Table Chairman on the extreme corner & the Extension Convenor from the Sponsored Circle on the other.

If other dignitaries from the National Board are present, they will be next to the Area Chairperson or Chairperson.

If an outsider is Chief Guest, then CP in the Center with the President (VP) on one hand & the Chief Guest on other.

POST INAUGURATION / CONSOLIDATION TO CHARTER

The period between the inauguration & the granting of Charter is extremely crucial. The Circle needs guidance from the Sponsor Circle as it learns to stand on its feet.

The duties of the newly elected Circle Officers normally include:

Chairperson: Her duties are of great importance and she should be familiar with all that is going on within the Circle and in addition she is responsible for the conduct of the meetings at which she will take the chair.

Vice Chairperson: In addition to acting as Chairperson during the absence of Circle Chairperson, she carries out such other duties entrusted to her by the Circle.

Secretary: She is responsible for circulating notices of meetings recording of minutes, presenting correspondence to the Circle and for keeping the necessary records.

Treasurer: She is responsible for receiving entrance fees and subscription, maintaining a proper bank account and making necessary payments out of Circle funds. She must keep adequate records of all financial transactions and annually present her financial report and budget for the ensuing year. She is responsible for paying the dues to Ladies Circle India.

Circle Convenors: There shall be at least four Circle Convenors. They shall be in charge of Committee, which may include Projects, International Relations, Fellowship, R Correspondence, and Publicity etc.

National Delegates: Unless decided otherwise, the Chairperson and the Vice-Chairperson or Secretary shall be the two National Delegates to represent the Circle at the National Annual General Meeting.

Circle meetings: Methods of holding and organizing meetings vary so much from place to place that it is not possible to lay down a detailed series of procedures that would be suitable for all new Circles.

A great deal of help can be obtained by exchanging minutes with the Sponsor Circle & other Circles across the country. This will enable the new Circle to see how the other Circles manage their business.

Circle Rules: Before Chartering, a Circle must adopt a set of Rules and this must incorporate the obligatory requirements of the Ladies Circle India Constitution. In the event of a Circle not framing its own rules by the time of Charter, the Circle automatically follows the Model Circle Rules as laid down in the Ladies Circle India handbook.

When adopted, these rules should be submitted to the National President through the Sponsor Circle and when approved, the President informs the sponsor Circle that the new Circles Rules comply with Ladies Circle India's requirements and have been approved.

The new Circle does not require the permission of the Sponsor Circle to take in new members after the Circles Inauguration.

APPLICATION FOR CHARTER:

- a. Atleast three months and six meetings must have elapsed after inauguration, before the Circle becomes eligible for Charter.
- b. At the time of charter the Circle should have at least six members and each of them should have attended a minimum of 3 meetings after the inauguration.
- c. The Sponsor Circle should ensure that the minutes of the new Circle meetings have been sent regularly to the National Executive. These minutes should be numbered 1 to 6 post inauguration.
- d. Application for Charter shall be made to the National Vice President with a copy to the National Secretary, at least one month prior to the date of Charter by which time the Circle should have held atleast four meetings after inauguration and should be accompanied by
 - i) The affiliation form duly filled and signed.
 - ii) A copy of the rules of the applicant Circle
 - iii) Fees if any, as prescribed by the Constitution of Ladies Circle India.
 - iv) A copy of the following resolutions
 1. Resolution to affiliate the Circle to the Association.
 2. Resolution to adopt the rules of the Association.

While granting permission for Charter the Vice President will also allocate the number of the Circle.

CHARTER AGENDA

The Charter function is normally a formal occasion and the arrangement should do justice to the importance of this event. The sponsor Circle is responsible for the over all organization and should take steps to invite a principle guest of distinction, either from the city or a National Executive Officer of the Association.

The cost of the Charter celebration is normally borne by the new Circle though the sponsor Circle may also contribute to it. The respective table

Chairman presents the Chairpersons Jewel to the Circle and the cost of the Jewel is borne by the Table.

The Chairperson of the new Circle will preside over the Charter

The Agenda will be as follows

1. Lighting of the Lamp: Ushering in of dignitaries
2. Meeting called to order
3. a) Circle Prayer
b) Ladies Circle India Song
4. a) Toast to President of India
b) Toast to Sponsor Circle
5. Aims and Objects
6. Roll call
7. Welcome address
8. Induction of new members, if any
9. Address new Circle Chairperson
10. a) Address and presentation of Charter - National Office Bearer
National Office Bearers Declaration
'Henceforth you will be known as Ladies Circle No.
b) Investiture
11. a) Toast to the new Circle (Table Chairman)
b) Address by Table Chairman
12. Address by sponsor Circle Chairperson
13. Greetings received
14. Felicitation
15. Any other matter
16. Vote of thanks/ Mementoes
17. Toast to Ladies Circle India -Table Chairman
18. Toast to RT India - Circle Chairperson
19. Toast to Ladies Circle International – NOB
20. Closure
21. National anthem

On granting of the Charter, the Circle becomes a Full Member of the Association. The first meeting held after the Charter will be the First numbered meeting of the Circle.

RESOLUTIONS:

Resolution form for Inauguration

Inauguration form to be duly filled and sent in to the National Vice-President, National President and National Secretary with a copy to the Area Chairperson.

Resolution to Inaugurate Ladies Circle

We, the wives of the Members of Round Table No_____ resolve to form a Ladies Circle and we would like to be known as _____ Ladies Circle. We wish to hold our inaugural meeting on (date/month/year) and thus become affiliated to Ladies Circle India as Associate Members.

The above resolution was

Proposed by

(Name) (Signature)

Seconded by

(Name) (Signature)

And Passed by (proposed members)

(Name) (Signature)

(Name) (Signature)

(Name) (Signature)

at our meeting held on

Resolution form for the Charter

Charter form to be duly filled and sent in to the National Vice-President, National President and National Secretary with a copy to the Area Chairperson.

Resolution to Charter Ladies Circle

We, the members of _____ Ladies Circle resolve to be affiliated to the National Association of Ladies Circle of India as Full Members on _____ (date/month/year)

We agree to adopt the Rules of the National Association and enclose a copy of our own Circle Rules, which does not contravene the Rules of Association.

The above resolution was

Proposed by

(Name)

(Signature)

Seconded by

(Name)

(Signature)

And Passed by (proposed members)

(Name)

(Signature)

(Name)

(Signature)

(Name)

(Signature)

at our meeting held on

Resolution for Appointment of Bankers

"Resolved that the Bank Accounts of _____ Ladies Circle for Charity and Administration be opened at _____ Bank _____ Branch_____"

Proposed By Cr. _____

Seconded By Cr. _____

Resolution for Appointment of Bank Signatories

"Resolved that the Bank Accounts of _____ Ladies Circle for Charity and Administrative Account at _____ Bank _____ Branch_____ be operated by any of the of the following signatories and that the Bank is instructed to honour all cheques drawn on our abovementioned Account, provided the cheques are so presented and signed by any two of the following signatories who are office bearers and who are so authorized to operate the accounts.

- A. Chairperson –Circler _____
- B. Vice Chairperson- Circler _____
- C. Secretary- Circler _____
- D. Treasurer- Circler _____

Proposed By Cr. _____

Seconded By Cr. _____

Resolution for Appointment of Auditor

“Resolved that Messers. _____ be appointed as Auditors of _____ Ladies Circle for the year _____

Proposed By Cr. _____

Seconded By Cr. _____

WORKING AGENDA FOR INAUGURATION

(SPONSOR CIRCLE CHAIRPERSON'S ROLE)

1. Lighting of the lamp- I request Prosp _____ to please escort our Chief Guest _____, Guest of Honour _____, honoured dignitaries, Trs _____(Chairman of new Circle & Area Chairman, if present) to light the lamp & join us on the dais.
2. Meeting called to order: - I request all present to rise, please. I call the Inaugural Meeting of _____(Circle Name) Ladies Circle to order.
3. Ladies Circle India prayer and song:- I request (Prospective Cr.) to say the Circle prayer.
I request Cr. _____ to lead us in singing the LC India song and request all to join in.
4. Toast to President of India
5. Aims and objects of Ladies Circle India- I request (Prospective Cr.) _____ to read the Aims & Objects of Ladies Circle India.
I request all to be seated.
6. Roll Call- We will start the roll call. (with the Sponsor Chairperson)
7. Welcome Address: Sponsor Chairperson
8. Extension Convenor's report- I request Extension Convenor LC (sponsor Circle) _____, Cr. _____ to present her report.
9. Resolution to form a Circle- I move the Resolution that (new Circle name) _____ Ladies Circle be formed.

- that the Circle adopt the standard obligatory rules as laid down in the Ladies Circle India Constitution.

May I have a Proposer & a Seconder from the prospective's please?

- 10.** Induction of new members by National Office Bearer- I request all the prospective's to please step forward for Induction. I request Cr. _____ (NOB) to please induct the prospective's of (circle name) _____ Ladies Circle.

Induction Of New Member

"I welcome you _____ (names) most sincerely to the membership of _____(new Circle name)Ladies Circle.Our Motto is Friendship and Service and we trust that through the service you give to the Circle, you will gain and extend the Friendship, which exists between the members. Your acceptance of membership implies that you will carry into your public and private life the Aims and Objects for which this movement stands. Your membership will involve you in an obligation to make regular attendance at our meetings and to support in every possible way the various activities of this Circle."

Oath of a new Member

We accept most sincerely this membership of _____ Ladies Circle. Through our Motto "Friendship & Serve" we hope to offer to the Circle, service to the best of our ability and through it gain and extend Friendship. We will at all time keep in mind the Circle Prayer and give thanks for the gift of "Friendship" and the privilege of "Service". We will always be mindful of the Aims and Objects of this movement and uphold the ideals that it stands for. We accept this membership with the obligation of attending meetings regularly and of supporting in every possible way the various activities of this Circle."

- i) That the Circle _____(mentioned by the name) be formed and
- ii) That the Circle adopts the standard obligatory rules as laid down in the Ladies Circles India Constitution.

Congratulations to all of you & welcome to the Circling family.

- 11.** Election of Chairperson - We have Cr. _____ (new Circler) nomination for the post of Chairperson for the _____ (new) Ladies Circle. May I have a proposer & seconder please? It is a pleasure to welcome Cr. _____ as the Chairperson of _____ (new) Ladies Circle. Please come forward & accept your responsibilities.

(The sponsor Chairperson steps down & the new CP takes over from here)

(NEW CIRCLE CHAIRPERSON'S PART)

- 12.** Installation of Office Bearers: We have Cr. _____ nomination for the post of Vice Chairperson. May I have a proposer & a seconder please? I welcome Cr. _____ as the Vice Chairperson (& request her to join us on the dais- optional).

We have Cr. _____ nomination for the post of Secretary. May I have a proposer & a seconder please? I welcome Cr. _____ as the Secretary (& request her to join us on the dais- optional).

We have Cr. _____ nomination for the post of Treasurer. May I have a proposer & a seconder please? I welcome Cr. _____ as the Treasurer (& request her to join us on the dais- optional).

I am announcing the names of the Convenors & request them to stand up & get recognized as I call out their names:

Project Convenor- Cr.

Fund Raising - Cr.

Publicity - Cr.

Rendezvous - Cr.

Fellowship - Cr

Club Services - Cr

I request Cr. _____ (Sec of new Circle) to please read the greetings & messages received.

- 13.** Greetings and messages: (To be read by new Sec)

- 14.** Resolutions for appointment of: - (By New Treasurer)

To move resolutions given earlier for appointment of Bankers, authorizing the Office Bearers to operate the Bank Accounts and appointment of Auditors and get them seconded for by a new Circler.

- 15.** Address by new Chairperson: (The new CP's address to the gathering)

- 16.** Guest of Honor: I request our honored guest, Cr. _____ to address the gathering

- 17.** Address by National Office Bearer, Ladies Circle India: Our pleasure to have...

- 18.** Address by Chief Guest: (Only if any non Circling Guest is invited for the occasion)

- 19.** Felicitation - Address by Table Chairman/ Area Chairman/ City CPs etc

20. Vote of thanks/ Presentation of Mementos - Sponsor Secretary will request Sponsor CP or any floor Cr to handover the mementoes as she reads her Vote of thanks.
21. Toast to new Circle - Table Chairman
22. Toast to Ladies Circle India - New Circle Chairperson
23. Toast to Sponsor Circle - New Circle Chairperson
24. Toast to Ladies Circle International - National Office Bearer
25. Closure: New CP I hereby close the Inaugural meeting of (Circle name).
26. National Anthem

WORKING AGENDA FOR CIRCLE CHARTER

1. Lighting of the Lamp: (new CP) I request Cr.____ to please escort our Chief Guest _____, Guest of Honor _____, CP of sponsor Circle, honored dignitaries_____, Trs._____
(Chairman of new Circle & Area Chairman, if present) to light the lamp & join us on the dais.
2. Meeting called to order: I request all present to rise, please. I call the Charter Meeting of (Circle Name - _____) Ladies Circle to order.
3. Ladies Circle India Prayer & song: I request Cr.____ to say the Circle prayer.
I request Cr.____ to lead the LC India song and request all to join in.
4. Toasts: By the new CP
 - a) Toast to President of India
 - b) Toast to Sponsor Circle (Circle name)
5. Aims and Objects: I request Cr. to read the aims & objectives of LC India
6. Roll call: Start with the Chairperson
7. Welcome address: Welcome by new CP
8. Induction of new members, if any by NOB
9. Address new Circle Chairperson: The CP's address & report for the period between Inauguration & Charter
10. a)Address and presentation of Charter - National Office Bearers Declaration

'Henceforth you will be known as Ladies Circle No.

(Have someone ready to release the banner with Circle No written on it.) .

b) Investiture: Presentation of the Jewel by the Table Chairman to the NOB, who Investitures the Charter Chairperson.

11. a) Toast to the new Circle: By Table Chairman
b) Address by Table Chairman
12. Address by sponsor Circle Chairperson
13. Greetings received: By new Circle Secretary
14. Felicitation: New CP: Will present flags etc.
15. Any other matter: Any business matter not covered above
16. Vote of thanks/ Mementoes: New Sec will request CP or any floor Cr to handover mementoes as she reads out the dignitaries name during Vote of Thanks.
17. Toast to Ladies Circle India -Table Chairman
18. Toast to RT India - Circle Chairperson
19. Toast to Ladies Circle International - NOB
20. Closure
21. National Anthem

You may have a Sergeant at the Charter function. It can be done either by the Sponsor Circle or new Circle but the funds go to the New Circle Admin A/c.

SEATING PROTOCOL

The Chief Guest in the Center with the Chairperson on her right & the Area Chairperson on her left; The Table Chairman on the extreme corner & the Extension Convenor from the Sponsored Circle on the other.

If other dignitaries from the National Board are present, they will be next to the Area Officer or Chairperson.

If an outsider is Chief Guest, then CP in the Center with the President (VP) on one hand & the Chief Guest on other.