

Ladies Circle India

HANDBOOK



2014

(FOR PRIVATE CIRCULATION ONLY)

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Handbook 2014

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CIRCLE PRAYER

For all thy gifts we thank thee god
Especially for the gift of Friendship and the Privilege of Service

AIMS AND OBJECTIVES

- ★ To be non-political and non-sectarian
- ★ To promote friendship between Circlers and Tablers' wives locally, nationally and internationally
- ★ To assist Round Table
- ★ To participate where possible in community service
- ★ To promote the extension of Circles throughout India

LADIES CIRCLE INDIA SONG

Love is friendship, Friendship true
Love is service, to all around you
Love is friendship, Friendship true
Love is service, to all around you
Just reach out, reach out ... (CHORUS)

Reach out to each other, the rich and the poor
Reach out to each other, the friend and the foe (2)
Just reach out, reach out
For the Circle is a ring of eternal love
The lamp that we light is fanned by heavens above ... (CHORUS)

Reach out to the hungry, the sick, young & old
Reach out to the vagrant who knows not where to go (2)
Just reach out, reach out
For the Circle is a ring of eternal love
The lamp that we light is fanned by heavens above ... (CHORUS)

In our circle of friends, love never can end
If we serve another, we don't have to bend (2)
Just reach out, reach out
For the Circle is a ring of eternal love
The lamp that we light is fanned by heavens above ... (CHORUS)

**INDUCTION OF NEW MEMBER
(To be read by the inductor)**

"Today we welcome you most sincerely to the membership of Ladies Circle India,Ladies Circle#(Circle Name and No.). Our motto is "Friendship & Service" and we trust that through the service you give to the Circle you 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 to our meetings and to support in every way possible the various activities of this Circle."

**OATH OF A NEW MEMBER
(To be read out by the new inductee)**

1. I (Name of Circler) accept most sincerely this membership of Ladies Circle India, Ladies Circle #(Circle Name and No.). Through the motto 'Friendship & Service' I hope to offer to the Circle, Service to the best of my ability and through it gain and extend Friendship.
2. I will at all times keep in mind the Circle prayer and give thanks for the gift of "Friendship" and the privilege of "Service".
3. I will always be mindful of the Aims and Objects of this movement and uphold the ideals for which it stands for.
4. I accept this membership with the obligation of attending meetings regularly and supporting in every way possible the various activities of this circle.

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1. INTRODUCTION

CIRCLING- AN INTRODUCTION

Ladies Circle India (LC India) is a non political and non sectarian organisation of young women, the wives of members of Round Table, between the ages 18-40.

It offers opportunities for serving the community, for fostering and strengthening friendships between like minded young women and helps create a better understanding of the obligations one owes to the society.

LC India is affiliated to the Ladies Circle International (LCI), which has a membership of 13,000 members and presence in 36 countries across the world.

LC India is also affiliated to World Council of Service Clubs Foundation (WOCO).

The local club termed as "Ladies Circle" or simply "Circle" is the most important unit in the movement. The individual members of each circle decide how they will serve their community. The circle alone determines the scope and limit of its activities. There is no pattern limiting its scope.

It is said that the privileges of life are accompanied by equal obligations. The community service performed by Ladies Circle is an opportunity for Circlers to repay the society for the privileges they enjoy.

How it began:

The Ladies circle movement first came to India in 1968. The wives of members of Round Table No. 9 formed the first Circle in Coimbatore. The then Round Table India President, Krish Chitale presented the Charter in 1970. The National Association of Ladies Circle India was formed in 1970 with four member Circles and in the same year, became a full member of Ladies Circle International. As on 30th of March, 2014, Ladies Circle India has approximately 1350 members and is strong with 94 Active Circles.

Our Aims and Objects:

- To be non-political and non-sectarian.
- To promote friendship between circlers and Tablers' wives locally, nationally and internationally.
- To assist Round Table.
- To participate where possible in community service.
- To promote the extension of circles throughout India.

All Circles and individual members undertake to adopt the Aims and Objects as set out above and follow them.

Our Badge:

The Ladies Circle India emblem was designed at Coimbatore. The "Spokes" were taken from the Round Table emblem and the lamp was placed in the centre. The original had a woman's hand holding the lamp. Later, the hand was dropped.

Our Motto: "Friendship and Service"

Our Structure and Organisation:

Ladies Circle India is the National Association in which the local club termed as 'Circle' is a member. The Circle is the most important unit in the movement.

The National Executives (NEX) consisting of the President, Vice President, Secretary, Treasurer, Editor and the Immediate Past President administers the National Association, with the assistance of nationally appointed Convenors and regionally elected Area Chairpersons.

The National association collects funds from each circle based on its membership. These funds are used towards the administrative activities of the association and its growth. The National Association does not run the Circle in any way but guides and advises it. All activities of the Circle are the Circle's own prerogative. However, the National Association specifies certain minimum rules to be observed by the Circles as well as individual members.

The Circle is run by a Board of Officers consisting of Chairperson, Vice Chairperson, Secretary, Treasurer and the Immediate Past Chairperson. The Circle meets at least 12 times a year providing opportunities for building friendships amongst the members and to meet and plan community service activities.

What do we do?

Friendship and Honesty of purpose are the roots from which the Aims and objects of Ladies circle grow. Shared pleasure and shared purpose give Ladies Circle its vitality and strength and makes a whole out of many divergent parts just as its Aims and Objects cement together to make a solid base on which Ladies Circle stands.

Ladies Circle India is not a charitable organisation. Its objects make no specific mention of charity. The individual Circles decide how they shall

serve the community and to what extent. Circles raise funds through sponsorships and by organizing various fund raisers.

Ladies Circle India has been committed to carrying out meaningful Charity Projects since inception, mainly in the field of education, health awareness, environment, rural upliftment, sanitation and welfare of women.

Apart from various community service activities, Circles mainly concentrate on our National project, "Educate to Enlighten" comprising of a focus on child education, by way of - building infrastructure, such as schools and toilet blocks, providing teaching aids, furniture, mid-day meals, health camps, scholarships and sponsorship of meritorious students from economically weaker sections of the society and quality improvement initiatives in the adopted schools such as training the teachers to improve the quality of education imparted.

We help the destitute and needy women by giving them funds to set up their vocation and for training. We also provide scholarships to meritorious and needy students. For these, we have set up the Ladies Circle India Trust, which is registered with the Income Tax Authorities and exemptions for donations are available.

We have joined hands with other NGOs, Nationally and Internationally, with common objectives to serve the local communities in the best possible way. We also partner Corporate Entities in helping them fulfill their Social Responsibility by providing them with a transparent and responsible medium of implementation.

LC India has built schools in the Tsunami affected areas in aid of Tsunami victims and many Toilet Blocks and Classrooms.

Ladies Circle International:

Ladies Circle India owes its origin to the Round Table movement which was formed in 1927 by a young Rotarian of Norwich named Louis Marchesi. By 1930 Round Table in England had formed themselves into a National Association and the first National Conference of Round Tables was held in Bournemouth, the same year. The committee of ladies who had helped their husbands prepare for the conference decided that they did not wish to disband having enjoyed meeting and working together and it was thus the idea of Ladies Circle was born.

In 1936, the National Association of Ladies Circle Great Britain and Ireland was formed. Ladies Circle gradually spread to other Round Table countries in Europe. In 1959, at a meeting in Holland, Ladies Circle

International was formed., the founder members being the National Associations of Ladies Circles of GB&I, Ladies Circle of Denmark and Sweden. India became a full member of Ladies Circle International in 1970. LCI today has spread over **36** countries and still growing in strength.

Ladies Circle International holds its Annual General Meeting usually in August/September each year. Two representatives at this meeting, usually the National President and the Immediate Past National President, represent each member country at the conference.

Ladies Circle India has had the privilege of giving 3 Presidents to Ladies Circle International- Past President Sabita Chandran, Past President Ashwini Surender and Past President Seetha Venkatesh.

Circling- an overview:

The Movement provides us with opportunities for- friendship and fellowship, community service, building worldwide relationships, broadening our knowledge horizons, self-development and fulfilling leadership roles.

In conclusion, Circling is "a way of life"!

Further details are also available on our website-

www.ladiescircleindia.org

2. CONSTITUTION

Article 1 : GENERAL

Section 1: Name

The Name of the Association shall be Ladies Circle India.

Section 2: Affiliation

Ladies Circle India shall be affiliated to Ladies Circle International

Section 3: Definitions

"**Active circler**" means any person who has voting rights in a Circle and who is not an Honorary one.

"**Associate member**" means a Circle, which has been inaugurated but not chartered.

"**Association**" means Ladies Circle India.

"**Dues**" means any money owed to the Association.

"**Full Member**" means a Circle, which has been inaugurated and Chartered.

"**General Body**" means all Full Members and the National Executive.

"**National Delegates**" means the representatives of Circles duly elected to represent the Circles at the National General Meetings.

"**CIRCLE**" means any Ladies Circle, which affiliates itself as an Associate or Full Member of the Association.

"**R**" means the official publication of the Association (Rendezvous).

Section 4: Motto

The Motto of the Association shall be "Friendship and Service".

Section 5: Circle Prayer

"For all thy gifts we thank Thee God, especially for the gift of Friendship and the privilege of Service"

Section 6: Emblem

The Official Emblem of the Association shall be the following design:

It has seven alternate blue and gold segments with a lamp in the center and the words Ladies Circle India around the segments.

The Motto of the association "Friendship and Service" shall be added below this in a semi circle. This will now be officially used on all stationary and printed matter used by the authority of the National Executive or a Circle. (2009/10)

The Official Emblem is the property of Ladies Circle India

- a. The use of the Ladies Circle India Emblem and symbol is authorized:
 - i)* On all stationary and printed matter used by the authority of the National Executive or a Circle.
 - ii)* It may be reproduced by means of printing, painting or other means for use at National and Circle functions.
 - iii)* On any article of furniture and furnishing in use By the Association or the Circle.
 - iv)* On a sign indicating place of Circle meeting.
 - v)* As a lapel or pin type button to be worn by members.
 - vi)* As part of jewel design or an article of jewellery.
 - vii)* Or car stickers and other Ladies Circle article authorized by and obtained only through the supply house of the Association.
- b. The Ladies Circle Emblem is not authorized for use:
 - i)* On a private notepaper or business, note paper of any member.
 - ii)* As part of an unauthorized commercial advertising scheme or commercial use.
 - iii)* On any form of wearing apparel, jewel, badge etc which is not obtainable through the association for sale or otherwise unless provisions for the same has been obtained from the National Executive (1999)

Section 7: Aims and Objects

The purpose of the Association shall be to promote amongst its Circles the following objects:

- a. To be non-political and non-sectarian
- b. To promote friendship between Circlers and Tablers' wives locally, Nationally and Internationally

- c. To assist Round Table
- d. To participate where possible in Community Service
- e. To promote the Extension of Circles throughout India.

Section 8: Powers

The powers of the Association shall be :

- a. To consolidate, co-ordinate, supervise and regulate the functioning of its Circles.
- b. To promote goodwill and co-operation between Circles.
- c. To formulate rules and regulations for Circles to be oriented in their constitution for efficient and smooth functioning and uniformity.
- d. To direct, control and manage the organization, property and monies of the Association.
- e. To accept or reject Circles as Associate or Full Members of the Association and to issue and revoke Certificates of Charter.
- f. To promote and undertake such action as may seem desirable consistent with the Constitution to achieve its objects.

Section 9: Miscellaneous

- a. There shall be no auxiliary bodies created or organized within the organization, or associated or affiliated with Circles without the permission of the General Body.
- b. The Association shall be non-sectarian and non-political.
- c. All decisions taken either unanimously or by the majority of the Association in any matter relating to the Association, Circles or Active Circlers shall be final and conclusive and binding on the Association, Circles or Active Circlers. The same shall not be subjected to proceedings in a Court of law.
- d. To further its objects, the Association and its Circles may raise monies or accept donations or bequests required for the Association and its Circles or in executing any tasks, undertaken by the Association or its Circles, which is consistent with the objects of the Association. These monies shall be shown in their accounts and Balance sheet and shall be audited.

Article II: MEMBERSHIP

Section 1: Members

Members are all Founder Member Circles and Circles hereinafter chartered in India, from time to time under the provisions of the Constitution. The Association shall have the sole discretion in admitting or refusing admission and its decision shall not be liable to be questioned in any Court of Law. The acceptance or rejection of Circles as Associates or Full Members of the Association or the issue of Charter is to be done with the written consent of the concerned National Executive Officer / Officers.

Section 2: Types of Membership

There shall be only two kinds of membership: Associate and Full.

a) Associate Membership

Any organized group of wives of Active Tablers may be granted Associated Membership after fulfilling the requirements and after following the necessary procedures laid down for Associate Membership in the Extension Manual of the Association. Associate Membership shall be deemed to have been granted immediately on a Circle being inaugurated.

b) Full Membership

Any Associate Member may be granted Full Membership after fulfilling the requirements of Full Membership and after following the procedures laid down in the Extension Manual of the Association. Full Membership shall be deemed to have been granted immediately on a Circle being presented with a Certificate of Charter.

Section 3: Revocation of Membership

a. Membership of a Circle can be revoked at any Annual or Special General Meeting at which at least two thirds of the National Delegates, including proxies, present and entitled to vote are in favour of such revocation for any of the following reasons:

- i)* Failure to effect payment of Annual fee and other levies/ dues within three months from the date when they are due, as set out in the constitution.
- ii)* Failure to file Annual Membership Fee Forms to the Association for Five consecutive years.
- iii)* Action contrary to the Constitution of the Association.

- iv)* Any other cause, which shall be deemed to include any action on the part of a Circle, which had it been taken prior to its admission to membership would have rendered it negligible for membership.
- b. Notice of motion of expulsion along with the grounds on which the motion is said to be proposed shall be sent by registered post to the Chairperson and Secretary of the Circle concerned. The National Secretary shall send this notice on or before ninety days prior to the date of the Meeting of the Association at which the resolution is proposed to be considered. Membership of the Association shall cease on passing of this resolution.
- c. Any Circle may withdraw from the Association after giving six months notice to the Secretary of the Association and such Circle shall cease to be a Member upon expiration of the above period.
- d. Any Circle who shall by any means cease its Membership of the Association shall nevertheless remain liable for and shall pay to the Association all monies that may be due to the Association at the time of such Circle ceasing its membership.
- e. The winding up of the Circle shall be under the supervision of a member of the National Executive and the Circle's Charter, Badges, Insignia, etc. shall be returned together with any funds held in Trust for the Association. The Circle only with the consent of the Association shall dispose off any funds of such a Circle raised for community service.
- f. The following shall also be included in the "Mandatory Circle Rules" of all Circles in the Association. "In the event of revocation of Membership or Associate Membership of any Circle in the Association, the President and Treasurer of the Association are authorized to operate the Bank accounts jointly".
- g. Upon cessation of Membership this group of persons shall not thereafter use the words "Ladies Circle" or the name or emblem or symbol of the Association in any manner whatsoever.
- h. The number of any Circle, which ceases to exist, shall not be given to another Circle for five years.

Section 4: Reinstatement of Membership

- a. Membership of the Association, which has been revoked, may be reinstated at the discretion of the General Body. If the revocation was for nonpayment of Annual fees, levies and other dues, then upon payment of such monies within thirty days of such Circle

being advised of such revocation together with any further sums which may then be payable to the Association the membership will be reinstated.

- b. Membership revoked for any other reason may not be reinstated for a period of six months, only upon receipt of satisfactory written assurance as to the future conduct of the former Member Circle in question, such reinstatement will be at the discretion of the General Body.

Article III: NATIONAL EXECUTIVE

Section 1: General

Each member of the National Executive shall be an Active Circler during her term.

- a. The National Executive shall comprise of the following:
 1. National President
 2. National Vice President
 3. National Secretary
 4. National Treasurer,
 5. National Editor
 6. Immediate Past President.
 7. Area Chairperson's
 8. National Convenors:
 - National Project Convenor
 - National Publicity Convenor
 - National IT/Website Convenor
 - National Sponsorship Convenor
 - National Convention Convenor
 - National Co-opted Trust Convenor
 - National Supply House Convenor
 - National HRD Convenor
 - National Secretariat Convenor
 - National Fellowship/Twinklers Club Convenor

The Vice president, Secretary, Treasurer, Editor & the Area Chairperson's shall be the officers elected at the Annual General Meeting of the Association. (2004)

- b. The Vice President shall automatically take over as President and shall be considered as a directly elected member of the National executive. However in the event of the elected Vice President not being able to take over, the President shall be elected at the Annual General Meeting.

The Vice President, Secretary, Treasurer and Editor shall be the officers elected at the Annual General Meeting of the Association and all of the above shall hold Office for one Circle year.

- c. Only the President, Vice President, Secretary, Treasurer, Editor, Immediate Past President and Area Chairpersons shall have voting rights at the National Executive meetings & form part of the quorum for the same.

Nomination/Election

- d. No person shall be eligible for nomination and election as a Member of the National Executive unless she has held office for atleast one complete Circle year in any Circle and has a minimum attendance of 60% in the preceding Circle year. However, a Circler with 40% attendance in her own Circle can make up her attendance by attending other Circle Meetings within 1 (one) month or 2 meetings after she has missed one at her own Circle. For the post of President and Vice President, the Circler shall have at least one and two years respectively left as an Active Circler.

In the event of a President turning 40 during her tenure she will continue as such till the Vice President takes office and will continue to succeed to the post of Immediate Past President for a period of one more year as an Active Circler.(2002)

However, for nomination and election for the post of President, Vice President, Secretary, Treasurer or Editor she should have held the office of a Circle Chairperson for one complete year. The nominee should also be present at the Annual General Meeting in which she stands for election.

For the Nomination and election for the Post of Area Vice-Chairperson, she should have held office of Circle Chairperson for one complete year when she takes over as Area Chairperson.

- e. *i)* The Association shall at its Annual General Meeting, elect the Officers of the National Executive. Each Officer shall be elected by a simple majority vote cast in her favour.
- (ii)* The National President, National Vice President and National Secretary shall receive all nominations and Bio-data's for elective offices by 30th September before the Annual General Meeting at which such election will take place. The same shall be circulated in the Annual Report of the Association to all members 21 days before the Annual General Meeting of the Association. Each nominee's bio-data must be accompanied by the approval of the nominee and her Circle.
- (iii)* Nominations for the Area Vice Chairpersons will be called by 30th of June. Nominations for all the other elected Head board posts will be called for by the 30th of September. In case of more than one nomination from an Area, an election will be conducted for that Area at the Area AGM. Their scrutineer will mix the folded ballots before opening & counting them. The

Area Chairperson shall have the casting vote (sealed in advance), which will be opened only in case of a tie.

In the event of no floor nomination received at the National AGM, the President may appoint an Area Vice Chairperson for the concerned Area at the National AGM.

- f. In the event of no nominations being received, the General Body may propose floor nominations at the National AGM. In case of more than one nomination being received at the AGM for the vacant post, a postal ballot shall be conducted for that Area, post National AGM in the same manner mentioned in the LC India Rule Book.
- g. Any member of the National Executive shall be eligible for re-election provided her occupancy of that Office shall not exceed two cumulative years.
- h. No person shall at any Annual General Meeting be nominated for more than one office.
- i. No person shall be eligible for election to any office if her Circle has not paid its dues to the Association in full, as on the last date of filling nominations.
- j. In case any Member of the National Executive other than the President resigns or dies or is unable or unwilling to continue in Office, the Board shall ask for nominations from the Member Circles. If it is not opted for within twenty one days, the Board would share the duties of the vacant Office. However, if the Board declines to share the duties, the President shall appoint a floor Member.
 - i). In case there is only one valid nomination the concerned nominee will be unanimously elected.
 - ii). In the event of more than one valid nomination being received by the Board, for the vacant post, the Board will hold a postal ballot, giving the Circles twenty one days time from the date of issue to send back their ballot papers.
 - iii). In case of a tie the President shall have a casting vote
- k. (i) Nominations for the post of National Executive must be proposed, seconded and passed by the floor of the concerned Circle's Circle, in a numbered meeting of that Circle, after which only, can an announcement of the nomination be made to the floor of LC India. (2013)



Nomination Form Format:

Circle Name:

Circle Number:

Post:

Proposed By:

(Signature)

Name Of Candidate:
(in Block Letters)

Seconded By:

(Signature)

Nominee's Acceptance:

(Signature)

Nominee's Circle Acceptance:

(Office Bearer's Signature)

We hereby confirm that the above nominee has maintained 60% attendance in the preceding Circle Year.

(Chairperson)

(Secretary)

**(This form is available at the website and with the National Secretary)

- (ii) For a given year, A circle can nominate and can have a maximum of only two circlers for two different elected posts of the national executive. Such a circle will not be eligible for a floor nomination for any other elected post
- (iii) Floor Nominations that have been called for at an AAGM/NAGM, will be accepted only if the concerned Circler's Circle Chairperson or in her absence, any other Head Board Member of the same Circle, sends an electronic authorization (Via Email/SMS), that their circle majority, supports the nomination. The same should be sent to the concerned Area Chairperson and Area Secretary / National President and National Secretary respectively. Further this nomination should be minuted in the next Numbered Meeting of the Concerned Circler's Circle.(2013)
- l. Members of the National Executive either elected or appointed at the Annual General Meeting shall assume office at the Jewel Change to be held during the second week of July and shall serve until their Successors take office at the following Jewel change.
- m. All Members of the National Executive shall serve without any remuneration whatsoever. National Executive may authorize payment out of the budgeted fund of the Association, all reasonable expenses incurred by any member of the National Executive or member of any Committee or Sub-Committee of the Association.
- n. The National Executive will hold at least one meeting in the year apart from the Pre AGM Board Meeting and the Post and Pre Jewel Change Board Meeting of the Association. Hence the association will have 4 board meetings in a year. However, the Head Board will meet in the month of April for the Trust Meeting to review the finances and all the activities for the previous quarter. Co-opted Trust Treasurer shall attend the Trust committee meeting.
- o. The National President, National Vice President and National Secretary shall receive applications for National Honorary circlers by 30th Sept.
- p. The criteria for the application and appointment of National honorary circler are (2011):

 - i) A maximum of two honorary circlers shall be appointed for a circling year. In case of more than two applications received for a circling year, the National Board shall appoint National Honorary

- circler based on the candidates contributions to circling in local, Area, National & International levels.
- ii)* Only one application shall be received from an Area.
 - iii)* Past Presidents are not eligible.
 - iv)* A circler can be appointed only once.

Section 2: Duties

The duties of all the National Office bearers, Area Chairperson's and Convenors are clearly given in the National Code. Here, brief outline of the duties of the head board are mentioned and a detailed outline on the duties of all the National executives have been mentioned in the guidelines.

National President:

The President shall be the Chief Executive Officer, exercising the general supervision over the work and activities of the Association. She shall preside at all meetings of the Association. She shall appoint Convenors and members of all the Committees of the Association. She shall perform such other duties as usually pertaining to the Office of the President and is ex-officio member of all Committees. She may create any additional committees not mentioned hereunder as deemed necessary in the interest of the Association. She may also change the duties of each Officer for a better working of the Association. All convenors appointed by the President should be "Active" members during their tenure. She shall be the Official representative of Ladies Circle India at the Ladies Circle International Conference. She shall supervise and be responsible for the National Conference.

National Vice President:

She shall be the contact lady of the Association and deal with matters relating to the International Relations. She shall also be the National Extension Officer. She shall consider and report on all matters arising from the membership of the movement and on extension throughout India. She shall be responsible for the administration of any funds located by the Executive for the purpose of extension. She shall also produce the Ladies Circle India Directory every year. In the event of the inability of the President to perform her duties, the Vice-President shall preside and perform the duties of the president and shall have the same authority as the President. She may also perform other such duties pertaining to that Office or as may be assigned to her by the President.

National Secretary

She shall prepare and keep all minutes' books and records of the Association (except financial records). She shall convene all general meetings of the Association and the national executive and shall prepare all agenda papers connected therewith. She shall sign all the documents issued on behalf of the Association whereupon her signature is required. She shall be responsible for maintaining all records of the Association with regards to membership and workings of all Circles'. She shall act as Honorary Secretary thereof. She shall prepare a half yearly report, which will be submitted to the floor at the Annual General meeting of the association. She shall also prepare a report on the workings of the Association for the year to be submitted at the 4th (last for the year) National Board Meeting.

National Treasurer:

She shall be responsible for the maintenance of the financial affairs and records of the Association, for collection of all fees and the payment of all expenses including the Rendezvous accounts. She shall prepare half yearly and the Annual balance sheet along with statements of Income and Expenditure of the Ladies Circle India account. She shall make a financial report and assist in the preparation of the budget for the coming year, to the General body at each Annual General Meeting or more often than required. She shall process the Annual membership fee form. She shall be entitled to call for any explanation from Officers and Convenors and others on any matter concerning the financial aspects of the Association affairs, in which they may be concerned. She shall have the right to withhold any payment and refer it to the President or the General Body.

National Editor:

On behalf of the association, she shall be responsible for the Publication of the National magazine Rendezvous that shall be brought out two times during the course of the year (2006).

National Immediate Past President:

She shall be the Rules Convenor of the Association. She shall be in charge of the Approval and disbursement of grants towards the Adhyapana Sahaya and Rajat Jayanthi Stree Sahaya, National Funds of the Association. She shall go through and approve the rules of every New Circle when it applies for charter and correct any inconsistencies with the national association rules. She shall be responsible to clarify any doubts and in the rules of tNtional Association. "She shall be the

second Official representative of Ladies Circle India at the Ladies Circle International Conference".(2007)

Area Chairpersons (2008):

She shall guide the circles in the respective Area on general rules, procedures and administration. She shall play an important role in project approvals and recommendations, extension of Circles and in implementing the National Initiatives of LC India. She shall also take care of other administrative works like acknowledging the Circle minutes and reports, represent the National Board at notable projects & events in the Area, represent the area and send quarterly reports to National Board, etc. She shall be the link between the Area and the National Board. Refer Area Codes for further details

Article IV: FINANCE AND ADMINISTRATION

Section 1: Financial Year and Budget

- a. The Financial Year shall begin on the 1st day of July each year and shall end on the 30th day of June following. (2004)
- b. The Treasurer shall be responsible for the preparation of Income and Expenditure statement and assist the Incoming President in the preparation of an Annual Budget, which shall be subject to the approval of the General Body.
- c. The General Body may from time to time create separate funds and may draw up the guidelines for the same to be administered by the National Executive.
The Ladies Circle India Trust Fund, Extension Fund and Conference Travel Fund are deemed to have been created.

Section 2: Audit

An audit of the books and accounts of the Association shall be prepared before each Annual General Meeting by auditors appointed by the General Body. The report and statement of accounts of the Association shall be presented to the General Body at each Annual General Meeting.

Section 3: Winding Up

Any decision to wind up the affairs of the Association shall be made only at a General Meeting at which not less than two thirds of the Full Members of the Association vote in favor. After payment of all debts and liabilities, the realized assets shall be divided amongst the Member Circles on a per capital basis, their Membership being taken from their recent payment of Membership Fees.

Section 4: Annual Fees and Levies

- a. All Circles shall pay the following Annual Fees:
 - i) **Membership fees** at Rs.1050/- or as revised from time to time at an Annual General Meeting) per active Circler based on the strength of the Circle as on 15th August. (2013)
 - ii) AMF being mandatory, no Awards or rewards should be presented to Circles who pay their AMF early or on time.(2013)

- iii) **Entrance fees*** which includes the cost of New Member Kit at Rs. 650/- (or as revised from time to time at an Annual General Meeting) per Active Circler be payable to the National Association upon induction of a new member. Associate Members will pay the entrance fee prior to attaining Associate Membership i.e., prior to their Inauguration. They shall be liable for further entrance fees only for any further Active Circlers taken subsequent to the Inauguration (2004).

Circles shall not pay entrance fees for active Circlers transferred to their Circle from another. Any Active Circler ceasing her Active Membership within a Circle will not be required to pay the entrance fees if such a Circler rejoins within a period of two years from the date of cessation of membership.

- b. All Circles who are members of the Association as on August 15th shall pay the following Annual Fees. (2004):
- i) Rendezvous Levy* of Rs. 300/- (or as revised from time to time at an Annual General Meeting) per Active Circler (2013)
- ii) Directory Levy* of Rs. 100/- (or as revised from time to time at an Annual General Meeting) per Active Circler (2013).
- iii) National Charity* i.e., Ladies Circle India Trust (Adhyapana Sahaya, Rajat Jayanthi Stree Sahaya & Manek Jayanti Rashtriya Apada Sahaya a Levy of Rs. 100/- or 10% of the funds raised by a Circle during its financial year, whichever is higher. However, for the first 2 (two years) after Charter the newly Chartered Circle may only pay Rs. 100/- or 5% of the funds raised during its financial year, whichever is higher (1993).
- iv) Presidents' Conference Levy* of Rs. 100/- per Circle (2005).
- v) President's International Travel Fund*: All Circles shall contribute Rs 500/- each towards the President's International Travel Fund annually along with the AMFF dues-(2000)
- vi) Circle Executive Manual Levy* of Rs. 200/- (or as revised from time to time at an Annual General Meeting) per Circle. (2010/11)

Note : Levies specified under (iii) & (iv) are payable only by Chartered Circles.

- c. The General Body may impose from time to time any other levies after giving adequate notice as provided in the Constitution.
- d. The following shall be sent to the National Secretariat of the association with a copy to the National Treasurer of the association on or before 30th September of each year (2004).

- i)* All the annual fees and levies mentioned in above clauses a (i) and (ii), b (i), (ii), (iii), (iv),(v), (vi) and c.
- ii)* Annual Membership Fee Forms (AMFF) duly filled. This form will have two parts.

Part I- will carry the details of the membership of the Circle and all the other relevant Administrative Fee to be paid. These include the Annual subscription, Rendezvous levy, Directory levy, Late Fee, President's International Travel fund, President's Conference Levy and Circle Executive Manual Levy. Payment for all the above has to be from the ADMINISTRATIVE ACCOUNT of the Circle.

Part II- the details of the National Charity Levy as per clause b (iii) have to be filled (10% of the funds raised by the Circle during the previous year of Rs 100, whichever is higher). Payment for this levy has to be made from the CHARITY ACCOUNT of the Circle. The certificate must accompany this form from the Auditor, which is mandatory.

- iii)* A copy of the audited financial statement of each Circle's account (Separate statements for Charity and Administration Funds) of the Circle's Financial Year immediately preceding.
- e. *i)* Failure to comply with any of the requirements under Clause d(i), (ii) and (iii) within the due date will result in the Circle losing all its rights for the immediately following Annual General Meeting of the Association.
- ii)* The fines for non-compliance as per Clause d (I), (ii), & (iii) is Rs. 500.
- iii)* On payments of fines in addition to fulfilling the Annual fees, levies and other requirements specified under Clause d (i), (ii), & (iii) above, all rights of the Circle will be restored immediately after the payment is made by cash or demand draft.
- iv)* At any Annual or Special General Meeting of the Association no Circle will have any rights if the requirements mentioned under Clause d (I), (ii), & (iii) have not been met for previous years, though these requirements may have been met for the current

year. On clearing the past arrears without penalty for such past arrears, these rights will be restored.

- v) Penalty is payable only for the current years' arrears if the Circle wishes to have its rights restored.
 - vi) A Circle in arrears of its fees levies and fines, as on the last date of filling nominations (30th Sept) shall not have the right to submit nominations for National positions. No other Circle shall have the right to nominate any Circler from the defaulting Circle for any National positions.
- f. All funds and levies received by the Association under this section shall be utilized for its operational expenses for the financial year starting July 1st.
- g. Only 50% of the surplus of income over expenditure will be capitalized and the amount equivalent to the remaining 50% of the surplus will be expended for the administrative purpose of the organization during the next financial year.
(2008)

Section 5: Traveling expenses

- a. Each voted member of the National Executive will be paid 2nd A/C return train fare to attend all four Board Meetings and the April Review meeting of the Association by the most direct route subject to a maximum of the budgeted amount each year. (2004)
- b. Each member of the Board namely the Convenors and Area Chairpersons will be paid 2nd AC return fare to attend two Board meetings of the Association namely the October and Pre-Jewel Changeover Board meetings of the Association by the most direct route subject to a maximum of the budgeted amount each year. (2004)

Article V: CONVENTION PROCEDURES

Section 1: Order of Business

The agenda for the Annual General Meeting may include :

1. Meeting called to order
2. Toast to President Republic of India by Ladies Circle India President
3. Circle Prayer
4. L.C. India Song
5. Reading of Aims and Objects
6. Notice convening the Meeting - Secretary
7. Welcome Address by the President
8. Appointment of : (i) Sergeant at Arms ii) Scrutineers
9. Roll call Introduction of National Executive Members, National Delegates and floor members
10. Establishment of Quorum
11. Greetings and Messages received
12. Approval of Agenda
13. Standing orders for the Annual General Meeting
14. Announcements
15. Confirmation of minutes of the previous Annual General Meeting
16. Matters arising (not covered elsewhere) from the minutes
17. Reports and approval of reports of previous Circling year by Imm. Past Secretary
 - i)* National Executive Members, and
 - ii)* National Convenors
18. Matters arising out of the reports
19. Approval of Audited Accounts and Balance Sheet of previous Circling year
20. Proposals:
 - i)* Affecting the Constitution
 - ii)* Other motions
21. Address by Imm. Past President, Ladies Circle India
22. Presentation of Awards for the Previous Circling Year
23. Report By the Secretary, Ladies Circle India
24. Address by President, Ladies Circle India

25. Introduction of Nominees
26. Election of Officers for the next Circling year
27. Address by President Elect
28. Appointment of other Officers and Convenors
29. Presentation and approval of Budget
30. Appointment of Bankers and Auditors for the next Circling Year
31. Report and presentation of Convention Convenors
32. Invitation and Presentation of the next Annual General Meeting
33. Sergeant at Arms
34. Any other business
35. President's closing remarks
36. Vote of thanks
37. Toast to Ladies Circle India - by President Elect
38. Toast to Ladies Circle International - by President
39. National Anthem

Section 2: Meetings

- a. The Annual General Meeting of the Association shall take place at a time and venue decided by the General Body. Notice of such a General Meeting shall be circulated by the National Secretary sixty days prior to the day of the meeting, to all Circle Chairpersons and Secretaries.
- b.
 - i) The venue of each Annual General Meeting shall be decided two years in advance.
 - ii) The hosts (Member Circles / Tabler's wives) for the Annual General Meeting shall be responsible for all arrangement including finance in respect of such meeting.
 - iii) An initial refundable advance, the sum of which may be decided from time to time by the General Body, can be given to the hosts from the Conference Reserve Fund. The hosts shall make their requests by Sept. 30th before the preceding Annual General meeting.
 - iv) The hosts should submit audited accounts along with their report within one hundred and eighty days from the conclusion of the meet, to the National Executive.
- c. A Special General Meeting shall be called by the President at the written request of 50% of Full Members or at the discretion of the

National Executive. The National Executive shall fix the date and venue of such Special General meeting and a notice convening the same shall be circulated to all Circles thirty days prior to the meeting. The Agenda for that meeting shall be circulated fifteen days prior to the meeting. At such a Special meeting only business as circulated on the Agenda shall be transacted.

- d. Quorum for any meeting (Annual or Special) of the General Body shall be 40% of the Circles entitled to vote. For purposes of quorum, a Circle will be considered present even if only one of its National Delegate is present or if it is represented by proxy.
- e. The National Executive or any Full Member may submit proposals.
- f. All proposals and amendments to rules for consideration at the Annual General Meeting shall reach the National Secretary before Sept. 30th. She shall circulate the same, along with the other Agenda papers (including Reports of the National Officers and Committees and Audited Financial Statement and Account) by Dec 1st.
- g. Any surplus of any National Convention shall be shared in the ratio 90:10 with host getting 90% and the National Association getting 10% of such a surplus. Any loss at any such convention or meeting due to circumstances beyond the control of the host may be subsidized upto a maximum of Rs. 1500/- or 50% of the loss whichever is lower, from the Convention Reserve Fund at the discretion of the General Body.
- h. Party politics and sectarian problems shall not be discussed at any meeting

Section 3: Representation and Voting

- a.
 - i)* Each Full and Associate Member shall be represented on the General Body by two National Delegates who must be Active Circlers. Only Delegates of Full Member Circles are entitled to vote. Each Delegate will have one vote. If only one Delegate represents a Circle, she shall still have two votes. In the event of a tie the President of the meeting shall have a casting vote.
 - ii)* If neither of the National Delegate is able to attend the Annual General Meeting, the Circle may confer its privilege of vote/votes upon any Active Circler belonging to it, provided such a Circler is duly authorized in writing by the signature of any one of the Circle Office Bearers.

Article VI: CIRCLE RULES

Section 1: General

Each Circle shall provide in its rules the obligatory provisions set out under Section 2 to 14 of this Article and shall adhere to the same. Circles are at liberty to make these stricter but shall not relax them. However, Circles are advised to implement them as far as possible only as per the provision given below.

Section 2: Name

The Official name of the Circle shall be same as that of its Round Table.

Section 3: Motto, Emblem and Prayer

The MOTTO, EMBLEM AND PRAYER of the Circle shall be same as that of the Association. In case a Circle wishes to adopt a new emblem for their Circle, they must ensure that the Ladies Circle India Logo is included clearly in the emblem designed by them. This will have to be approved by the National Board of the association before it is adopted by the Circle.

Section 4: Aims and Objects

They shall be same as that of the Association.

Section 5: Affiliation

- a. The Circle shall be a member of Ladies Circle India.
- b. The Circle shall be eligible for Affiliation at the same time the concerned Round Table is chartered" . (2007)

Section 6: Membership

There shall be only two kinds of members.

- a. **Active:**
 - (i) Wives of Active Members of Round Table/s and wives of Sq. Legs and Wives of Deceased or divorced Active Tablers who have not completed forty years of age, are eligible for election as Active Circlers (1993)
 - (ii) Only Active Circlers can hold any post in the circle be it elected or convenorship.(2012)
- b. **Honorary:** Any lady who it is desired to honour may be elected as an Honorary Circler. The total number of Honorary

Circlers in a Circle shall not exceed one for every five Active Circlers. Honorary Circlers shall be elected according to the rules of the Circle and may attend meetings and enjoy all privileges of membership but shall have no vote. No person shall be an Honorary Circler of the same Circle for more than a period of two years cumulatively. Honorary Circlers can be members of one Circle only at a given point of time.

Section 7: Stipulation of Membership

- a. Wives of Tablers of a particular Table must all belong to the same Circle.
- b. A Circle formed by the wives of Tablers from more than one Table can reform into separate Circles provided the above clause is not contradicted.
- c. In the event of reforming into separate Circles there should be a minimum of six Circlers in each of these Circles and the National executive shall allot them Circle numbers. (2002)
- d. In the event of a National Executive being a member of a Circle, which wishes to split, the Circle has the following options:
 - (i) The National Executive stays in the original Circle till she completes her term and then shifts into her new Circle.
 - (ii) The Circle waits for her to complete her term and then splits.

Section 8: Active Members on Transfer

- a. Active Circler/s wishing to join another Circle for reason of transfer of residence from one city to another or for any other reason shall be accepted into membership of the new Circle only on production of a No Objection Certificate from the parent Circle. This will be subject to approval of the new Circle. No entrance fee is payable to the Association for such a transferee Circler. The new Circle shall be liable for the Annual fee, levies and other dues owed to the Association for this new Active Circler, only after the date of joining the Circle.

In the event of her husband being a Sq. leg she can continue in the Circle she has taken a transfer to as per Section 10 (a).

- b. In the case of Circlers who have resigned from a Circle joining another Circle, membership to such Ex- Circlers shall be granted only if No Objection Certificate (NOC) is obtained from the previous/parent Circle. Entrance fee is not payable if the Circler rejoins the Circle movement within a period of two years from the date of resignation.

- c. Membership as per both the above Clauses shall be valid only if they do not contradict Section 7.
- d. The Circle admission fee if any, and all other Circle dues shall be payable by such members.

Section 9: Leave of Absence

- a. Any Active Circler changing her residence from city to another shall be entitled to a leave of absence for a maximum period of six months and at the expiration of this period her membership of Ladies Circle ceases if she is not accepted into the membership of another Circle.
- b. Leave of absence may also be granted at the discretion of the Circle for an Active Circler being out of station or for personal illness. Leave of absence granted under these sub clauses shall be treated as below:
 - i)* A Circler on leave of absence shall be considered present for calculating the Circle's quorum and the percentage of attendance. However, 30% of the Circlers physical presence is mandatory at a Circle meeting.
 - ii)* The Circler's individual attendance shall be considered as absent for the period of leave granted. (2003)
 - iii)* Apologies received for a particular meeting shall not be considered as leave of absence
- c. All Active Circlers on leave of absence are considered to be on the roll of the Circle and the Circle in turn is liable to pay Annual fees and other levies to the Association for such Circlers.
- d. Circlers on leave of absence are entitled to vote by proxy.

Section 10: Cessation of Membership

Active membership in the Circle shall cease on the happening of any of the following events:

- a. On June 30th of the Circle financial year in which a Circler turns forty.
- b. In case of a Circle Chairperson who completes forty years on or before June 30th, she will continue as such till her successor takes office and will then be permitted to succeed to the post of Immediate Past Chairperson for a period of one more year as Active Circler.

- c. After less than 40% attendance at all Circle meetings held during the Circle's fiscal year unless explanation is given to the satisfaction of the Circle.
- d. In the event of her husband's resignation the Circler automatically ceases to be an Active Circler. In case the Circler concerned is an Office Bearer of her Circle or National Executive, she may be asked to continue to Office till her terms expires, if her Circle so desires.
- e. On the death, resignation, criminal conviction or insanity of any member.
- f. A circler may, if she so desires, opt for voluntary retirement after having been an Active Circler for a minimum period of 8 years (1993).

Section 11: Conduct of Members

- a. Any Circler disregarding any rule or regulation of the Circle or Association or who does not take part in Circle Activities may be expelled from membership at a meeting of the Circle of which at least 30 days prior written representation by 3/4th majority duly signed by them; be given to the Circle Chairperson and Circle Secretary.

The Circle Secretary in consultation with the Circle Chairperson will have to send out a written intimation duly signed by her and the chairperson to the Circler who is to be expelled of the written representation received by them, also mentioning the date and venue of the meeting to be held to take the decision of expulsion or voting on this matter at least 21 day prior to the meeting.

The minutes of such a meeting should clearly state that the motion of expulsion has been passed against the concerned Circler and sent to the Area Chairperson, National Secretary and the President (2011)

- b. On a Motion for Expulsion being passed, the Circler shall cease to be a member of the Ladies Circle movement. Even if she appeals to the NEX Board, she ceases to be a member of Ladies Circle India. The Circle shall then inform all other Circles in the Association.(2011)
- c. To be totally democratic, grievances if any, by the expelled Circler can be placed before the NEX at the subsequent Board Meeting by way of a letter to the President and National Secretary. The NEX Board shall have the discretionary powers to take up the appeal/

grievance. The NEX Board shall have the discretion to intervene or refrain from the matter - depending on case to case. (2011)

Section 12: Officers and Management

- a. The Officers of the Circle shall be Chairperson, Vice Chairperson, Secretary, Treasurer and Immediate Past Chairperson - all of whom shall be Active Circlers and the first four shall be elected by the Circle. They shall take office at the Annual General Meeting.
- b. The business of the Circle shall be conducted by the Circle Executive, which may constitute the Officers of the Circle referred to above, Circle Councilors and elected Convenors, all of whom shall be Active Circlers.
- c. The Circle may from time to time appoint other Active Circlers to hold such Offices as may be desirable and the Circle Executive at its discretion may invite them temporarily or permanently for the period of their Office.
- d. A Circler cannot be elected or reelected to an Office for more than two consecutive years.
- e. The Circle shall have the power to fill vacancies in Offices and the Circle Executive occurring between Annual General Meetings.
- f. The Circle Executive, under no circumstances shall commit the Circle to any act or service or support financially or otherwise for charitable or other projects. However, such commitments may be made with the approval of the majority of the Active Circlers present at a Circle meeting at which such project/s have been previously discussed.
- g. The circle shall elect according to its rules, two Active Circlers to serve as its National Delegates to represent the Circle at the Association meetings.
- h. The National Delegates if they are not already in the Executive shall attend Executive meetings.

Section 13: Meetings

- a. The Circle shall meet atleast 12 times each year excluding the Annual General Meeting. (2004)
- b. The Circle financial year shall be from July 1st to June 30th following.

- c. The Annual General Meeting of the Circle must be held on or before 15th August.
- d. At any meeting of the Circle Executive, only Active Circlers of the Circle shall be eligible to vote.
- e. The quorum of Ordinary Special, Executive or Annual General Meeting of the Circle must be atleast 40% of the total Active Membership.
- f. On all matters except those pertaining to approval or election of new members, the Chairperson of the meeting shall have a casting vote only.

Section 14: General

- a. The Circle shall maintain separate books of accounts as well as separate bank accounts for Charity and Administrative funds. Separate audited Financial Statements shall be prepared and submitted to the Circle at each Annual General Meeting.
- b. All Annual fees payable by the Circle shall be paid only from the Administrative Funds.
- c. Payments for Projects or Community Service activities or requests made by the Association for National calamities or for any other charitable purpose shall be taken from its Charity Funds.
- d. The Circle shall have its banner and its rules approved by the National Association.
- e. On a Circler ceasing her Membership of a Circle, she shall not be entitled to wear the Lapel Pin.
- f. If the Circle does not form its own Circle Rules, the Model Circle Rules specified in this Handbook, will automatically be implemented.
- g. In order to safeguard Circle's interest, the following clause should be included in their rules. "All decision taken either unanimously or by majority by the Circle in any matter relating to the Circle or the Circlers, shall be final and conclusive, binding on the Circle and Circlers and the same shall not be subject to proceedings in a Court of Law".
- h. In case of any inconsistency in the Circle Rules, the National Rules shall apply.

- i. Any amendments to the foregoing obligatory provisions of the Circle Rules will automatically be deemed to be incorporated in each Circle's Rules from the date of the amendment by the General Body of the Association.

Article VII: MISCELLANEOUS

Section 1: Procedures

- a. The General Body at any Meeting of the Association shall decide any procedural matter not covered in the Constitution.
- b. The National Executive shall have the right to propose and introduce administrative procedures that may be necessary to run the Association smoothly. All such procedures shall be submitted for ratification at the next General Meeting. In the event of non ratification, the actions taken under this clause remain valid ab-initio.
- c. In the Constitution where any matter in writing has to be sent or circulated either to the Association or to a Circle or to an Active Circler it shall be considered to have been sent or circulated if it was posted or handed over on or before the specified date.
- d. The postmark on the envelope shall be the criterion for deciding the compliance to the time limit. Where the postmark is not legible, the benefit of doubt shall be given to the addresser.

Section 2: Amendment of Constitution

- a.
 - i) All amendments to the Constitution shall be made after due notice only at a General Meeting of the Association at which atleast two thirds of the National Delegates including proxies present and entitled to vote are in favor of such amendments.
 - ii) Any constitutional amendment to Article 1, Section 1,2,4 & 7 can only be amended via a National Referendum.(2004)
- b. The Constitution may also be amended without due notice period, provided there is a unanimous decision of the Delegates including proxies present and entitled to vote in favor of such amendments. Such decision shall be valid only from the next Annual General Meeting of the Association when it shall be ratified after due notice.

3. MEETING PROCEDURE

MEETING PROCEDURES

Notice of meetings (National/ Circle)

- a. The meetings of the Association/Circle shall be convened in accordance with the Constitution.
- b. No notice shall be issued if the date and place of the meeting has been decided at the previous meeting of the Association and the same has been circulated in the Minutes. In case of change in meeting date a notice shall be sent to the active members of the Circle only.

Quorum (Circle)

- a. The quorum for Ordinary, Special and Annual General Meetings of the circle shall be 40% of the total active Membership.
- b. A quorum shall be present at the commencement of a meeting and shall be maintained throughout the meeting.
- c. If during a meeting the quorum is not present the chairperson shall close the meeting.

Meetings (Circle)

- a. There shall be a meeting of the Circle at least once a month subject to a minimum of 12 meetings a year excluding the AGM, which shall be a separate numbered meeting. The AGM shall not be recorded as a continuous meeting. The continuous meetings however should be recorded as usual.
- b. Meetings can be held as
 - i) Ordinary meeting: These meetings shall be held on fixed dates in the month.
 - ii) Extraordinary meeting: The Chairperson / President may call a special meeting if requested for, by half the members. No resolutions, unless supported by 2/3rds of the members present, may be passed at such meetings.
 - iii) The Circle's Annual General Meeting must be held by 15th of August. Notice for this meeting should be sent by 10th June to the National Secretary.
 - iv) Emergency Meeting: This meeting shall be called by the Chairperson or in her absence, with her permission by the Vice-

chairperson by giving 24 hours notice. No resolution shall be deemed passed unless agreed by to by a majority of Active members of the Circle. The quorum shall be 40% of the total active membership.

Agenda for Ordinary meeting

The agenda for an ordinary meeting

1. Circle Prayer
2. Toasts to the President of India and Sponsor Circle/s
3. Reading of the aims and objects
4. Apologies for absence and appointment of sergeant at arms
5. Welcome to guests and visiting Circlers
6. Confirmation of the minutes of the previous meeting.
7. Matters arising thereof not covered elsewhere
8. Correspondence
 - a. LC India
 - b. Other Circles
9. Induction of new members (If any)
10. Reports
 - a. Chairperson
 - b. Vice-Chairperson
 - c. Secretary
 - d. Treasurer
 - e. Project Convenor
 - f. Fellowship Convenor
 - g. Publicity Convenor
 - h. Extension & IRO Convenor
 - i. Rendezvous Convenor
11. Any other Matter
12. Venue of the next meeting
13. Report of Sergeants-at-arms (fines & sunshine's)
14. Vote of thanks
15. Toasts to Ladies Circle India & Ladies Circle International.

Procedures to be maintained during a General Meeting:

The Chairperson shall wear her jewel during the proceedings of the meeting. In the absence of the Chairperson, the VC or IPC shall chair the meeting by placing the Chairperson's jewel in front of them. Only the Chairperson will have the right to wear the jewel.(2011)

- a. All Circlers should be necessarily standing at the time of the Circle prayer and the raising of Toast to the President & Sponsor Circle/s

- b. While requesting for the confirmation of the previous minutes from the floor, it should be ensured that both the Crs proposing & seconding the minutes should have been present at the meeting, the minutes of which are being confirmed & approved.
- c. The members of the Circle Executive shall be indemnified by the Circle against any loss, risk or expenses, which might happen to them or incurred by them in the discharge of their duties as members of the Circle Executive.
- d. Guests including past Cirdlers shall be admitted to the Circle meetings with the permission of the Presiding Chairperson.
- e. No member shall make a commitment financial or otherwise on behalf of the Circle unless the same has been previously discussed and approved at a Circle meeting.

Annual General Meeting

The Annual General Meeting for every Circle who is a member of Ladies Circle India shall be held on or before the end of August 15TH each year.

The notice for the Annual General Meeting shall be sent by 10th of June to the National Secretary in writing by the Circle Secretary. It should read as follows

Notice is hereby given that the (No. Annual General Meeting) of (Circle Name) will be held on Day/ Date/ Venue/ Time.

A minute-to-minute agenda will help in the event going off smoothly.

Seating arrangements on the dais

| | | | |
|---------------|-----------|------------------|-------------|
| Treasurer | Secretary | Chairperson | Chief Guest |
| Guest of Hon. | IPC | Vice Chairperson | |

The Agenda may be as given below;

1. Calling of Annual General Meeting No ___ to order WITH A Toast to President Republic of India & Sponsor Circle/s _____
2. Lighting of the Lamp
3. a. Circle Prayer
b. Ladies Circle India Song
4. Reading of the Aims and Objects
5. Reading of the Notice convening the meeting
6. Appointment of Sergeant at Arms
7. Apologies for absence received from Cirdlers
8. Roll Call

- Introduction of Office bearers, other delegates, floor Circlers and other guests
9. Welcoming of guests
 10. Establishment of quorum
 11. Communication and Greetings received
 12. Confirmation of minutes of the previous Annual General Meeting No
-
13. Presentation of Annual Reports of the Circle
 14. Matters arising out of the reports
 15. Presentation of Audited Accounts of the Circle
 16. Approval of audited accounts and balance sheet for the year
 17. Presentation of gifts and awards
 18. Address by the outgoing Chairperson
 19. Investiture of the incoming Office Bearers
 20. Address by the incoming Chairperson
 21. Appointment of Convenors and Committees
 22. Appointment of Honorary Circlers
 23. Approval of budget for the following year
 24. Appointment of auditors and bankers
 25. Resolution authorizing incoming office bearers to operate the bank accounts
 26. Address by the Chief Guest (if any)
 27. Any other business
 28. Sergeant at Arms
 29. Vote of thanks
 30. Toast to Ladies Circle India & Ladies Circle International
 31. National Anthem

Minutes of the Annual General Meeting along with the audited accounts and balance sheet should reach the National Executive by the end of August. The quorum at any Annual General Meeting shall be the same as for the ordinary meeting that is 40 %.

Guidelines applicable for both at Circle/National level

Minutes (National/Circle).

- a. The Association/Circle shall maintain a record of all minutes and attendance.
- b. Minutes of any meeting of the Association/Circle shall be read and confirmed at the next meeting.

- c. Motion confirming the minutes shall require a proposer and seconder.
- d. Any inaccuracy in the minutes shall be corrected prior to the passing of the minutes.
- e. After the minutes have been confirmed and signed by the President/Chairperson they shall not be altered.
- f. The minutes must be sent to the National Head Board members, Area Chairperson and city Circles if any. They may be sent to Circles in your Area and other Circles if you so desire.

Points of order (National/Circle)

- a. Any person may at any time rise and address the President /Chairperson on a point of order, which shall be taken immediately the breach of order occurs, but shall confine her observations to the point of order raised.
- b. A point of order may be taken in regard to any irregularity in the proceedings for example
 - i) That the motion before the meeting lies outside the scope of the notice calling for the meeting
 - ii) That there has been a failure to comply with some rule
 - iii) That there is no quorum present.
 - iv) That improper language has been used.
- c. A speaker called to order shall be given an opportunity to explain.
- d. The President/Chairperson shall rule on the point of order taken, but may before doing so permit others to speak briefly provided no new matter is introduced.

General (National/Circle)

- a. Discussion shall not be permitted unless there is a motion before the meeting
- b. Discussion shall be relevant to the matter before the meeting, whether it be a motion, an amendment, a point of order or a personal explanation.
- c. The speaker shall rise and address the Chair.
- d. The President/Chairperson shall request the speaker to be brief if she exceeds the time prescribed.

- e. The President/Chairperson shall have the power to end the debate after reasonable discussion. She should be satisfied that the matter has been reasonably discussed and that the view of the minority has also been heard.
- f. The business of the meeting shall be conducted in the order of the agenda unless the meeting determines to take the items in some other order.
- g. The President/Chairperson shall not adjourn a meeting on her own accord in order to avoid its coming to a decision on a matter before the meeting .The President/Chairperson may, to preserve and restore order, adjourn the meeting for a short period or until another day with the permission of the floor.

Standing Orders – AGM

1. The quorum of any Ladies Circle India AGM shall be 40% of the member Circles entitled to vote.
2. A record be kept of the attendance of the officers and voting councilors
3. The Officers of the Association and two representatives called councilors from each Circle conduct the business of LC India AGM.
4. Each member Circle has two votes- one per councilor. If a councilor is unable to attend the meeting an accredited deputy of the same Circle may attend in her place. If a Circle can send only one councilor, she has two votes.
5. The president shall appoint 2 tellers who are not councilors. They shall be responsible for reporting the result of all voting. Voting for all proposals shall be by a show of hands except where a written ballot is specifically requested. In case of election of officers, a secret vote shall be taken.
6. For all elections, the President shall have a casting vote to be cast before the election process. This vote will be used only in case of a tie & its usage not to be declared to the floor. The casting vote to be destroyed after the election is over.
7. Any member attending the AGM may speak on a resolution, but only one (or two) councilor shall vote.
8. The President's ruling on any point of order shall be final.
9. The President shall appoint Sergeant-at arms.

10. Any motion for consideration put forward will be accepted on the basis of simple majority except in the case of an alteration to the LC India rules, which will require a 2/3rd's majority.
11. In the absence of notice for a resolution seeking amendment to the rules, a unanimous decision of the councilors present and entitled to vote is essential. Such a decision will be valid only until the next AGM of the Association when it shall be ratified after due notice.
12. Any motion put forward for consideration may be discussed before it is voted upon:
13. At this stage an amendment may be proposed by any voting councilor subject to the approval of the president, in which case a vote shall be taken to decide whether to accept or not.
14. If the amendment is rejected, the original proposal will be voted upon.
15. If the amendment is accepted, it then becomes the substantive motion, i.e, the new proposal and as such it is voted upon
16. If at this stage voting is against the substantive motion, it means the whole proposal is lost and on no account does the meeting return to the original proposal.

4. NATIONAL CODE

NATIONAL CODE

National Executive

It consists of the President, Vice President, Secretary, Treasurer, Immediate Past President, the Editor, Area Chairpersons all of whom except the Immediate Past President are elected by the General Body. The Convenors are a part of the NEX. (2011)

An elected member of the National Executive is eligible for re-election. However, her occupancy of an office shall not exceed two cumulative years.

The executive exercises delegated powers on behalf of the Association in day-to-day administration. In matters of policy however, the executive implements decisions of the General Body.

The National Executive shall hold at least 4 meetings in the year

- i)* Post-Jewel Change
- ii)* October first or second weekend
- iii)* Pre-Annual General Meeting
- iv)* Pre- Jewel Change

However, the Head Board will meet in the month of April for the Trust Meeting to review the finances and all the activities for the previous quarter. Co-opted Trust Treasurer shall attend the Trust committee meeting. (2008)

National Honorary Circler/s

National Honorary Circlers will be appointed for a year at the Annual General Meeting of Ladies Circle India. Application for the same shall be sent by her Circle to the National President and Vice president by 30th Sept. Only one application per Area can be sent. The same is to be approved for appointment by the President with the consensus of the Board. The following guidelines may be kept in mind:

- a.* Attendance at Circle Meetings
- b.* Participation at Circle activities (Projects, fundraisers, fellowship)
- c.* Improving the performance of the Circle with her motivation
- d.* Contribution to "R"

Note:- 1) Circles cannot apply for Past Presidents but other NOB's are eligible. A Circler can be appointed only once.
2) May not necessarily be appointed every year.
(Ref to Pg 16 point p.)

Committees

The following are the committees that may be formed in the Association and the officers who may be the conveners of the Committees. The President may change these year after year. She may also create additional Committees.

- i) International Relations - Vice President
- ii) Extension - Vice President
- iii) Rules - Immediate Past President

Duties of the National Executive

NATIONAL PRESIDENT

1. The President shall be the Chief Executive Officer, exercising the general supervision over the work and activities of the Association.
2. She shall preside at all meetings of the Association.
3. She shall appoint Convenors and members of all the Committees of the Association. All convenors appointed by the President should be "Active" members during their tenure. (2001). She may create any additional committees not mentioned hereunder as deemed necessary in the interest of the Association.
4. She shall perform such other duties as usually pertaining to the Office of the President and is ex-officio member of all Committees.
5. She may also change the duties of each Officer for a better working of the Association.
6. She shall be the Official representative of Ladies Circle India at the Ladies Circle International Conference.
7. The National President or her nominee shall be the official representative to the WOCO- Foundation Conference each Year (2004).
8. She shall supervise and be responsible for the National Conference.

NATIONAL VICE PRESIDENT/ EXTENSION OFFICER AND CONTACT LADY:

As Extension Officer:

1. Get to know the Area Chairpersons. Discuss extension possibilities in each region and write to the concerned Table Chairman requesting them to encourage the formation of a Circle.
2. Keep in constant touch with inaugurated Circles along with the concerned Area Chairperson.

One month after a Circle has been inaugurated, write to them that they have to give two months notice for charter and six meetings should be completed. This acts as a reminder and gives them time to pass the resolution and send in charter forms.

3. When a Circle applies for Inauguration, ensure new member kits are ready & the dues paid.
4. Ensure that the Inauguration and Charter procedure and formalities are well explained to the new Circles.
5. You are in charge of:

Extension leaflets

Extension kits - containing directory, handbook, inaugural form & charter form.

New member kits - you have to replenish stocks when necessary. Kits contain lapel pin, L C India flag, directory, information on national project etc.

6. Arrange for special get together etc., for extension at Area AGM's, through the Area Chairpersons. You have to present a report at the half-yearly board meeting and the national AGM. Collect regular reports from your Area Chairpersons.
7. To select the Circle for the Circle /Table Fellowship and the Extension award.

As contact lady:

1. All contacts to and from any other country by the Circles should be recorded, especially any amount received for charity project.
2. A report for the period from 1st July to Dec 31st should be sent to the LCI contact lady by June 10th. The report should contain information on club contacts, pen friends between Circlers and pen friends between children. Sufficient copies of this report should be handed over to the President for carrying with her as well.
3. The annual report (from 1st July-31st May) to be sent by June 10th to the LCI Board. Your annual report should have comprehensive

information on extensions and contacts made during the year.

4. The LC India directory should be printed in time for the President to carry to the LCI Conference along with a concise directory for all member countries

NATIONAL SECRETARY:

1. Monthly circulars of the Association to be sent by 10th of every month. This will include the mandatory President and Secretary's message. This can also include Area Chairpersons, Convenors messages, reminders to the Circles and other vital information.
2. Send names and addresses of NEX to all inaugurated and chartered Circles after the Jewel Changeover.

Print stationery in consultation with the President & Secretariat Convenor.

3. Send reminders to Circles not sending minutes regularly.
4. Files to be maintained:
 - A. Minutes file (lever file).
 - B. Correspondence from the board and convenors (lever file)
 - C. A file with all copies of circulars sent to Circles and NEX.
 - D. To maintain a file with all correspondence from the Circles.
 - E. Annual general meeting minutes and national board meeting minutes files.
 - F. A reference file, where calendar of events, list of office bearers, notices, and agenda of half-yearly board meetings, finance committee. Trusts, and annual general meetings, copy of the annual membership fee forms, nominations and proxy forms, Directory information forms are kept as reference for future Secretaries.
 - G. International correspondence file.
5. Information regarding any inauguration or charter of Circles must be given through the monthly circulars to all Circles to enable them to send greetings.
6. Board, Finance and Trust committee meeting dates to be fixed in advance. Notice and agenda to be sent out a month in advance to the NEX. Co-ordinate with host city and concerned Area Officer regarding Board meeting arrangements and requirements.

7. Forty-five days in advance a circular to be sent to all Circle Secretaries requesting them to forward any matter to be discussed at the 2nd Board meeting (held in Oct)
8. Remind Circles about applications for LC International Travel grant etc.
9. Annual Report to be sent by last week of November to ensure it reaches Circles 21 days before the AGM.
10. Prepare a report to be submitted at the National AGM of the Association. A copy of the contents must be circulated to the floor.
11. Prepare a report to be submitted at the jewel changeover of the Association. A copy of the contents to be sent to all Circles.
12. A very brief outline will have to be presented at the jewel change over banquet about the association in the year gone by.
13. Copies of all correspondence by way of letters sent out, monthly circulars, minutes of the board meetings, reports (half yearly and jewel changeover), annual report contents, presentations etc etc must be put on a CD, marked for the year and handed over to the Secretariat for record purposes.

Kindly ensure that this is DONE, as this will be the future records/reference for the happenings of that particular year.
14. To evaluate the Circles for the Best Secretary award and for Best Publicity award.
15. Ensure that passport size photographs are collected from all members of the Board as this will be required thru the year.

Duties towards LCI:

1. List of address of the new NEX to be sent to the LCI board.
2. Send contact address of circles to be chartered to the International Secretary.
3. Copy of the AGM minutes to be sent to the LCI board.
4. A letter to the International Treasurer regarding our association's membership as on 15th Aug.
5. Any matter proposed by LC India to be brought up at the LCI conference should reach the International Secretary by the 10th of June.
6. Notice and agenda of our AGM must be sent to the LCI Secretary.

NATIONAL TREASURER:

1. Ladies Circle India Financial year: 1st July to 30th June.
2. Fees to be collected from member Circles AS PER THE CONSTITUTION or any financial amendments made hereafter
3. Fines: Late fee of Rs. 500/- to be collected from Circles paying the AMF after 30th September
4. Payment of Bills: The budget for expenses as approved by the general body to be kept handy in order to ensure that the actual expenditure under any head does not exceed the budget. In case such a situation should arise, the President is to be informed immediately. Quarterly statement of expenses submitted by NEX to be paid after verification. Bills submitted after a period of 3 months need not be honored.
5. Dues to LCI: LCI capitation is paid at the LCI conference each year at the existing rate per active circler according to the membership as on 30th June.
6. Statements required: Income and expenditure account for the six months ending 31st December and balance sheet as on 30th June to be prepared and circulated to the NEX.
7. The following to be presented at the AGM:
 - Treasurer's report
 - Audited income and expenditure statement and balance sheet. Detailed working notes for each head of income and expenditure and books of accounts to be kept ready for reference
 - Projected budget for the next financial year in consultation with the incoming President
 - Supplementary statement of accounts from 1 July up to date
 - A chart showing membership fees collected and a statement of dues from circles.
8. Audit: The books to be audited by a chartered accountant approved at the AGM through a formal resolution. The stipulated audit fee is to be paid after completion of work.

The final accounts are to be stamped and signed by the chartered accountant and countersigned by the treasurer and president before being circulated.

- Audited income and expenditure statement and balance sheet to be sent to the National Secretary before 2nd Board meeting for circulation
9. Saleable items: The treasurer must maintain stock register for all items for sale:
 - i)* New member kit
 - ii)* Directory
 - iii)* Check inventory for regalia from time to time and replenish stock by ordering.
 10. Resolutions to be passed at the AGM:
 - i)* Resolved that the _____ will be the bankers for Ladies Circle India
 - ii)* Resolved that the above bank account be operated jointly by any two of the following:
 - (a)* President, *(b)* Vice-president *(c)* Treasurer
 - iii)* Resolved that m/s.....(name of auditors and city)... be and are hereby appointed as the auditors of the association for the year
 11. Bank transactions: A bank reconciliation statement is to be prepared as following:
 - (i) As on 31st march (ii) as on 30th June
 12. The treasurer should look into the administrative account and review the viability of the capitation fees at the end of the year.
 13. National charity trust donations received from Circles in the AMFF should be sent to the Co-opted Trust Treasurer with a covering letter stating that this is a donation.
 14. After the closure of books on 30th June, the treasurer should take note of the amount lying in the savings bank account. In consultation with the president, a lump sum (after leaving sufficient balance in the savings bank account) could be converted into a fixed deposit.
 15. Extension fund investments should not be combined with investments from the general fund. In January each year, the appropriation made to the extension fund (as on 30th September last) could be converted into a fixed deposit with quarterly interest payments (with the approval of the board).
 16. Disbursement of interest earned on extension fund deposits:

The interest earned from the extension fund to be utilized to pay for the travel of Area Chairpersons/NEX for the purpose of extension to new Circles.

17. Work procedures:

- a) Cash drawn from bank and vice-versa to be shown as contra entries in the cashbook.
- b) All entries in the cashbook to be posted to the respective ledger accounts with the LF nos. clearly written in the additional column that is provided in the book.
- c) A trial balance is to be prepared once in three months to verify the accuracy of the books.
- d) A printed receipt to be issued for all amounts received. All supporting vouchers and bills for payments made *should* be filed carefully.
- e) Thorough scrutiny of AMF received from Circles to be done in order to ensure receipt of all dues (inclusive of late fines, 10% of funds raised, etc.). A master chart detailing all the above receipts is to be prepared.
- f) The amount fixed as President's honorarium should be sent out before the end of the financial year so that only one such amount is shown in one year's accounts; The procedure for payment of President's Travel Fund and capitation should be clearly understood and followed.
- g) The amount of lapel pins and other supply house items if any to be sold abroad and the price of each must be fixed at the first board meeting each year.
- h) The budgeted amounts for printing 'Rendezvous' to be handed over in three installments in November, February and July.
 - i) Ensure all dues should have been paid before a Circle inaugurates or charters.

NATIONAL IMMEDIATE PAST PRESIDENT:

1. Go through and approve the rules of every new Circle when it applies for charter and correct any inconsistencies with the national association rules.
2. Clarify any doubts and ambiguity in the national association rules. To propose such amendments as may serve to remove any glaring discrepancies or omissions in the rules.
3. To work closely with the LC India board on the scholarship project – Adhyapana Sahaya. She should verify all bills received from the Circles and forward them to the trust treasurer for reimbursement.
4. To provide whatever information is necessary for circles with regard to their projects.

5. To mark and choose the Circle for the best project award and help the President in deciding the Best Floor Couple Award from amongst the annual reports sent in by the Circles
6. To ensure as the National Rules Convenor ,that the Proposals passed during the NAGM in her term as IPP, are duly inserted in the correct sections of the soft copy of our hand book/blue book. She will work with the National Secretary to compile the passed proposals.
7. To ensure that the soft copy of the handbook carrying the latest modified codes are updated in the LC India website and upcoming directory in her term as IPP and be emailed to each and every circle of the association within 3 months following the NAGM.

NATIONAL EDITOR:

1. Immediately on taking over, collect passport size photograph from the NEX.
2. Obtain photographs before you leave the conference/jewel change ceremony to print in R.
3. Rendezvous issues : 1st issue : December
2nd issue : June
4. Ensure that each issue carries the month and year of issue.
5. Through your messages for the monthly circulars request for articles for the next issue and feedback on the previous issue. Also announce your plans for the forthcoming issues. Send out cards to unrepresented Circles asking them to report on particular activities
6. Remind the NEX for their contributions towards each issue.
7. Money for 'R' to be collected in three installments up to a maximum of the budgeted amount.
8. Send copies of each issue to the LCI board, LC India past presidents, RTI board.

NATIONAL LC INDIA CO-OPTED TRUST TREASURER:

1. To circulate the following for adoption at the board meeting:
 - a) Audited statement of accounts for the year ending 31st march,
 - b) Schedule of scholarships awarded during that year,
 - c) Schedule of fixed deposits stating name of the company,

amount of deposit, date of deposit, date of maturity and rate of interest.

2. To circulate the following for adoption at the pre-AGM board meeting:
 - (a) Supplementary statement of the account up to date.
 - (b) Schedule of scholarships awarded up to date.
3. The disbursement of scholarships shall be made from the interest income only.

NATIONAL PROJECTS CONVENOR

- a) The National Projects convenor's main focus will be to facilitate the National Projects of the association which is Educate to Enlighten- the 6 point program (Presidents theme project). Her role will be to guide circles on the various means of achieving these projects
- b) She may suggest other projects that can be implemented nationally on various important days where a social impact can be achieved.
- c) She can work towards any tie ups if possible to promote the growth of the national projects in association with the National Sponsorship/Publicity convenors.
- d) A record of the projects done during her tenure to be compiled, stored and updated on the website and at the secretariat.
- e) RJSS and APS being the two charity funds of LC India trust, the same would be the responsibility and monitored by the co-opted trust treasurer along with the IPP

NATIONAL FELLOWSHIP CONVENOR

Fellowship is one of the characteristics that distinguish us from other voluntary organizations. In fact it is one of the pillars on which LC India rests. Most Circles enjoy good fellowship across the country. Your role will involve:

- a) Encouraging fellowship between Circles & organizing National fellowship events.
- b) Sharing fellowship ideas from one Area to another.
- c) Requesting Circles to send articles on good fellowship events to 'R'.

NATIONAL PUBLICITY CONVENOR

- a) With the help of Area Chairpersons, identify Circlers with good contacts with the media in their respective hometown. Encourage Circles to share this data pool with other Circles as all publicity achieved benefits the movement.
- b) Standardize the matter to be put on plaques for project Inauguration like logo's etc
- c) Prepare a National Press Release to be used by all Circles, listing projects done nationally, funds raised and spent etc.
- d) Encourage Publicity to be aimed for under the aegis of LC India
- e) Share various publicity thoughts & ideas from one Circle to other.
- f) Keep tabs on events organized by other Associations wherein we can tie up together for mutual benefit.

AREA CHAIRPERSONS

- a) You are the key link between the Circles and the Nationals. As extension Convenor, be thorough with the extension procedures as you will be the guide for all Contact Meetings, inauguration and charters in your Area.
- b) Tentative dates for inauguration/ charter to be given to the National Board well in advance, especially the President whose travel plan have to be worked well ahead.
- c) At Board meeting report on the performance of each Circle under headings
 Membership, Extension efforts (External and Internal) project, fellowship, fundraising publicity, HRD, APS and RJSS funds, RT Foundation grant, AMF dues receivable, International Relations-individually for all circles. Other area activities like mid-term meets, Area AGM's.
- d) Make sure AMF and other dues are settled by your Circles to the National Treasurer with a copy to the Secretariat by 30th September
- e) Have a workshop in the Area AGM covering all aspects of Circling. It will be your privilege to Chair this workshop and clarify the doubts of all the Circlers. Plan to have an HRD in the Area AGM's, as this will be the ideal time to pool all the Circlers of your Area. Coordinate with the HRD Convenor to conduct HRD Programmes in your area.

- f) File all Circle minutes acknowledge them and suggest ways of improvement. Stay in regular touch with Chairpersons and Secretaries of all Circles especially if any Circle seems to be lagging.
- g) Spot interesting events from the minutes and get the Circles to write Articles for 'R'. Sponsorship can be assisted too.
- h) Help the President to make her travel plans in your Area
- i) Co-ordinate the National Project /Publicity project in your Area. Encourage Circles to apply for APS/ RJSS/ RTF grant for Projects.
- j) Encourage the formation of Twinkler's Clubs & its activities in your Area.

NATIONAL PROJECT- EDUCATE TO ENLIGHTEN (E2E) (2004)

Guidelines of the E2E Project: A 6 point program instituted in 2003 as a long term project of Ladies circle India. It aims to adopt a school and bring it to the levels of a model school with all the basic infrastructure and amenities. This is a long term project as it takes 3-4 years to make a school into a model one. We reach out to so many families and children when working with schools. This is what will help build brand LC India.

1. **Infrastructure Development:**
 - Construction of Classrooms, Toilet blocks, Kitchens, Equipping Dining area, water tanks, Playground etc
 - (Grants available for this) RTIF ,etc.
2. **Mid-day meals:** Nutrition Drive ,etc
3. **Health and Hygiene**
 - Waste management/cleaning equipment for school – mops, toiletries, etc.
 - Conducting medical camps, Dental camps, Eye camps ensuring complete treatment
4. **Scholarships** :APS Scholarship Grant
5. **Tools for Schools:**
 - Donate Books, Bags, Stationary ,Shoes etc.
 - Set up a library, Lab etc
6. **Qualitative Improvement of Education**
 - Programs for parents, children, teachers on various facets. Like art, sports, environment awareness, basic home needs etc.

It is proposed to review and adopt Educate to Enlighten as the National Project of LC India till 2015. (2009/10)

TRUSTS, FUNDS AND GRANTS

Ladies Circle India Trust

Ladies Circle India Trust serves two different Charity Funds, namely Adhyapana Sahaya (APS), the Rajat Jayanthi Stree Sahaya (RJSS). The Ladies Circle India Trust bank accounts shall be located at Chennai.

A board consisting of seven Trustees shall govern this Trust. They are the President, Vice-President, Secretary, Treasurer, Immediate Past President, Editor and Co-opted Trust Treasurer. Immediate Past President shall be the Trust Treasurer. A Co-opted Trust Treasurer shall be appointed by the President from any one on the Ladies Circles in Chennai. She will be responsible for monitoring the Trust accounts. This Trust is tax exempt under Section 80G.

This Trust was made possible with contributions from individual member Circles and Ladies Circle International. It is therefore, obligatory for each circle to contribute a certain amount annually towards this project. Hence 10% of the funds raised by Full Member Circles are put into this fund annually by the National treasurer on receipt of the same along with the Annual Membership Fee from Full Member Circles.

Adhyapana Sahaya

Ladies Circle India formed a Charitable trust whose objectives though manifold is to implement its National Project- Adhyapana Sahaya, which literally means educational aid.

This is a scholarship scheme for deserving students which involves the member Circles of the Association. Apart from the actual selection of candidates for the scholarship, the member Circles are also required to look into the welfare and progress of these students who come from their towns or cities.

While 50% of the required fund shall be provided by the Trust, the remaining 50% shall have to be borne by the Circle applying for such assistance.

Rajat Jayanthi Stree Sahaya

Ladies Circle India formed a Charitable Trust whose main objective is to aid destitute women. The Past Presidents together with the past members of Ladies Circle India to commemorate the Silver Jubilee year of LC India in 1994 instituted this fund.

The fund however came into operation in the year 1995. This fund shall provide monetary assistance to destitute women. While 50% of the required fund shall be provided by the fund, the remaining 50% shall have to be borne by the Circle applying for such assistance.

Extension Fund

Guidelines (1992)

Rs 30/- of the capitation fee per Circler of Chartered Circles shall be appropriated to this fund every year. These funds will be used towards the expenses of the Area Chairperson's travel for extension purposes and to promote the extension of the Association.(2001)

Handbook Fund

The LC India Handbook fund was created in 1992 Guidelines

- i) The following appropriations shall be made to the fund at the end of each financial year.
 - a. Rs 50/- per new member entrance fee collected.
 - b. All proceeds from sale of handbooks.
 - c. Any sponsorship /donations received towards the handbook.
- ii) This fund shall be utilized solely for printing of future editions.

Ladies Circle International Charity Fund

Service being an important part of many club activities, Ladies Circle International offers the Ladies Circle International Charity Fund. To avail of this Fund applications from the Circles of Ladies Circle India are to be sent by 30th of September to the National Board. The General Body then votes as to whether this application should be forwarded to Ladies Circle International for consideration.

Regarding Guidelines for application etc, please refer to Chapter on Ladies Circle International/ www.ladiescircle.org

Ladies Circle International Travel Fund

Ladies Circle International also offers the Ladies Circle International Travel Fund.

Regarding Guidelines, eligibility etc please refers to Chapter on Ladies Circle International. Applications for this travel fund should reach the National Vice President by 1st Dec.

President's International Travel Fund

The President LC India will be paid her travel expenses towards her International travel, as she is the official delegate from Ladies Circle India. The contributions from the Annual Membership Fee paid by the Circles will be utilized for this purpose.

AWARDS & TROPHIES - GUIDELINES

The following awards and trophies are presented each year at the National Annual General Meeting. Circles are requested to send in their Annual reports in the prescribed format given in the handbook along with a covering letter mentioning the awards they wish to apply for. In case the Circle wishes to apply for the Best Floor Circler Award and the Most Active Floor Couple Award, details of the same will be required to be attached to the Annual Report. These reports along with the covering letter must be sent in to the Immediate Past National Office Bearers by 30th September. Only Chartered Circles are eligible for the awards. No separate applications are required for the Best Chairperson and Best Secretary.

1. Balanced Activity Award (for the best all round activity) - Judged by The President

| | |
|---|-------------------|
| a. Community Service projects | 15 |
| b. Extension | 10 |
| c. International Relations | 5 |
| d. Communications with the association and its and observance of its directives | 10 |
| e. Inter Circle Relations / Table Circle relations | 10 |
| f. Fundraising | 10 |
| g. Publicity | 10 |
| h. HRD | 10 |
| i. Contribution to "R" | 5 |
| j. Attendance at Circle Meetings/ Circle events | 10 |
| k. Attendance at Area Meets / National Annual General Meeting | 5 |
| Total | 100 points |

2. Best Project Award - Judged by the Imm.Past President

| | |
|--|-------------------|
| a. Benefit of particular project to the community | 40 |
| b. Participation of individual Circlers in the project | 30 |
| c. Publicity Value of project | 15 |
| d. Communication with the concerned NOB | 15 |
| Total | 100 points |

**3. Extension Trophy (for best performance in extension)
- Judged by the Vice President**

| | |
|--|------------|
| a. Extension of new Circles | 40 |
| b. Internal Extension/membership of a Circle | 20 |
| c. Communications with Area Officer / National Board | 15 |
| d. Extension Mileage | 25 |
| Total | 100 points |

**4. Circle-Table Fellowship Award (for best interaction with
the Round Table) – Judged by the Vice-President**

| | |
|--|-----|
| a. Participation of Circlers in their Table's projects, Fellowship and Fundraising activities | 100 |
|--|-----|

5. Best Publicity Award- Judged by the Secretary

| | |
|---|------------|
| a. Publicity oriented projects completed during the period | 30 |
| b. Public functions held during the period | 20 |
| c. Coverage presentation in newspaper, radio and TV interviews | 20 |
| d. Communication with NOB's of Circle activities | 10 |
| e. Souvenir / publicity material such as handbill, banners, posters Released during the period | 20 |
| Total | 100 points |

**6. Convention Trophy (for the best percentage of attendance
at the National Convention) - Judged by the National
Treasurer**

This is awarded to the Circle with the best attendance at each National Annual General Meeting of the Association and would be decided on the following formula

$$\frac{\text{Active Circlers attending the Convention} \times \text{Air Miles between the Circle and the Convention Venue}}{\text{Active membership of the Circle as on date of the convention}}$$

7. Best Secretary Award - Judged by the National Secretary

| | |
|--|------------|
| a. Regularity of correspondence with National Secretary And timely submission of reports, minutes etc | 40 |
| b. Communication of news etc from the Association to Floor member | 30 |
| c. Format and substance of minutes | 30 |
| Total | 100 points |

8. Best Chairperson Award - Judged by the President.

| | |
|---|------------|
| a. Improving the performance of her Circle, innovative Ideas and inter-circle fellowship | 40 |
| b. Communication with the National Executive and Attendance at the National Conventions | 20 |
| c. Implementation of LC India and LC International President's Theme | 20 |
| d. Membership growth and extension | 20 |
| Total | 100 points |

9. Rendezvous Trophy - Judged by the Editor

| | |
|---|------------|
| a. Advertisement secured for "R" | 20 |
| b. Contribution of articles and ideas | |
| i) Reporting of Circle activities like projects and other factual reporting | 10 |
| ii) Articles of topical interest and special contributions | 25 |
| iii) Photographs sent | 10 |
| iv) Regularity in sending articles | 10 |
| v) Ideas for improvement of the magazine | 5 |
| c. Liaison of "R" correspondent with editor and regularity In correspondence | 20 |
| Total | 100 points |

10. Best Floor Circler Award- Judged by the President.

| | |
|--|------------|
| a. Involvement in Circle projects and service activities | 25 |
| b. Participation in fellowship activities | 10 |
| c. Involvement in fundraising programmes | 25 |
| d. Attendance at circle meetings | 20 |
| e. Participation in other Circle and Table activities | 10 |
| f. Attendance at National AGM & Area Meets | 10 |
| Total | 100 points |

Note:-

- i)* A Circle may apply for only one Active Floor Circler during the year.
- ii)* Application shall include date of joining and posts held.
- iii)* A circler who has won the award or COM as best floor circler once is not eligible to apply again. Applications to mention if the circler applied for have applied/received any previously.

11. The Most Promising Circle Award - Judged by the President

| | |
|---|------------|
| a. Community Service projects | 15 |
| b. International relations | 5 |
| c. Communications with the Association and Observance of its directives | 10 |
| d. Inter Circle Relations | 10 |
| e. Fundraising and Publicity | 10 |
| f. HRD | 5 |
| g. Contribution to "R" | 10 |
| h. Fellowship activities | 15 |
| i. Attendance at National AGM | 10 |
| j. Average Attendance at Circle Meetings | 10 |
| Total | 100 points |

Note: a Circle shall be eligible for this award only during the first three years of existence after its Charter.

12. President's Theme award (E2E Project Award)

13. Best Debutante Award -Judged by the National Treasurer

- a. Newest inductee present at the National AGM
- b. Air Miles between the Circle and place of Convention

14. Most Active Floor Couple (of Circle-Table) Award -Judged by the President and the Immediate Past President

| | |
|---|------------|
| a. Attendance at Circle/Table meetings | 30 |
| b. Participation of the floor Couple at Circle & Table events | 30 |
| c. Participation at Inter Circle & table Events | 20 |
| d. Participation at Area AGM's | 10 |
| e. Participation at National AGM | 10 |
| Total | 100 points |

- Note:-
- i)* A Circle may apply for only one Active Floor Couple during the year.
 - ii)* Active floor couple award is for active tabler and circler couple only. Honorary tabler/sq.leg and active circler couple are not eligible.
 - iii)* Application shall include date of joining and posts held.
 - iv)* A couple who has won the award or COM as best floor couple once is not eligible to apply again. Applications to mention if the couple applied for have applied/received any previously.

5. AREA CODE

AREA CODES

A] The **Area Executive(AEX)** will be composed of the following:-

- Area Chairperson (ACP)
- Area Vice- Chairperson (AVCP)
- Area Secretary Treasurer (AST) and
- Immediate Past Area Chairperson (IPACP)

The **Area Board** will comprise of the

- Area Executive (AEX),
- Area Conveners and
- Circle Chairpersons.

Administration of the Area Executive

- i)* The general administration of an Area shall be conducted by an Area Executive Board headed by an Area Chairperson who will be supported by the Area Immediate Past Chairperson, the Area Vice Chairperson elected by the Area and the Area Secretary nominated by the Area Chairperson.
- ii)* An Area Board can also have Conveners corresponding to the posts of National Conveners, who will communicate and coordinate the implementation of National initiatives at the Area/Circle level only.
- iii)* If in case a Circle Chairperson is not in a position to attend the Area Board meeting she can appoint any of her Head Circle members to represent the Circle.
- iv)* Area Board members consent has to be taken (by email) for any Area initiative to be undertaken other than the National initiatives specified for the year.
- v)* In the event of the IPACP, turning 40 during her tenure, she will continue to serve the Area Board. She shall retire from circling at the next Circle AGM of her parent circle. However she would still be a part of the Area Board till she hands over the responsibility as IPACP at the following AAGM.
- vi)* One Area Honorary Circler may be appointed.

Duties of the Area Executive

A. Chairperson

1. Being a member of the National Executive, she is primarily responsible for translating and implementing the ideas and objectives of the National Executive within the Area. She is responsible for upholding and promoting the good repute of Ladies Circle India within the Area.
2. The Chairperson shall preside at all meetings of the Area Executive and the AAGM. She should have thorough knowledge of the Constitution and Meeting Procedure. In her absence, the IPACP/ AVC will preside.
3. She should ensure that all members of the Area Executive work together as a team and that they carry out their duties efficiently and effectively.
4. She shall help to plan the President's visit in the Area, try to visit every Circle in the Area during her tenure and encourage other members of her Executive to visit Circles.
5. An ACP will promote all national initiatives, especially the National Projects. The AEX will not initiate any area projects unless and otherwise an external sponsorship is received to benefit the area floor and the same is accepted by the Area board. Any joint circle projects shall be initiated only by the concerned circles if they wish to.
6. The Chairperson is in charge of publicity and should maintain close contact with each Circle to ensure that news and photographs of Area function and projects reach the local press and National Magazine in an accurate and acceptable form.
7. She will supervise the Area AGM.
8. She will encourage and promote inter-Area travel.
9. The Area Chairperson shall appoint an eligible & deserving circler as the AST and also appoint scrutineers for the AAGM if required.
10. She should ensure that all motions for National consideration are dealt with in accordance with the rules.

11. She shall guide the circles of her Area on general rules, procedures and administration
12. She shall play an important role in project (Area and National projects) approvals and recommendations.
13. She shall take care of other administrative works like acknowledging the Circle minutes and reports, represent the National Board at notable projects & events and represent the area at national board meetings.
14. She shall be the link between the Area and the National Board.
15. She is in charge of extension in the Area and should keep a constant vigil on the membership of all Circles, attendance at meetings, transfers etc.
16. She should advise the Circles on the procedure for making nomination for Officers and Executive Members to both Area and National.
17. She should be familiar with the National Constitution, the Area Rules and all amendments, if any, as also the Circle Rules.
18. She shall advise the Area Executive on all matters of finance.

B. Vice – Chairperson

1. To Assist the Area Chairperson where deemed necessary. In the absence of the Chairperson, she shall assume all responsibilities assigned by the Chairperson. She should have thorough knowledge of the Constitution and Meeting Procedure.
2. To observe and understand the administration of the Area and prepare herself diligently to lead the Area as Area Chairperson.
3. She should keep under constant review the possibility of extension within the Area and advise Sponsor Circles regarding extension.
4. To help coordinate the HRD programs in the Area.

C. Secretary / Treasurer

1. She shall send Notice and make arrangements for all Area Meetings.

2. She shall prepare the agenda for and keep minutes and recordings of all meetings of the Area and circulate such minutes as decided by the Area. A soft copy of the minutes of each Area Meeting must be sent to the NEX. The Area AGM report and the Area financial report to be sent in soft copy to the NEX
3. She should guide the AAGM convenors on the procedure of the AAGM and the requirements.
4. She should guide the Circles within the Area on submission of circle meeting minutes, annual reports, AMF forms and Area Dues
5. She should be aware of formal meeting procedures.
6. She should deal with all correspondence promptly and ensure that each member of the Area Executive is aware of correspondence being sent to Circles by other members or the National.
7. She must maintain close liaison with all Circle Secretaries of the Area.
8. She must maintain a file of all correspondence from National Association including agenda and minutes of all AAGMs.
9. She shall record all financial transactions made by the Area and bank all monies received in the name of the Area if the Area chooses to have a bank account.
10. She shall make payments in accordance with resolutions of the Area Executive.
11. Notice for the AEX & AAGM should be sent 21 days prior to the Area Board & Circles respectively.
12. Annual Report [preferably soft copy] along with financial report/ audited accounts and a budget for the ensuing year should be circulated to the Area & National Board and all circlers at least 21 days prior to the AAGM.
13. AEX & AAGM Minutes should be circulated within 60 days from the completion of the meeting.
14. She is responsible for the collection of all fees (for Area) from the Circles.

15. She should pass on to her successor legible and properly kept files and records.
16. She should keep track of the membership, Inductions, retirements, resignations etc
17. Assist the ACP in completing the feedback sheet provided by the National Board.
18. Send regular communication to the Circles informing of important dates and activities in the Area.

D. Immediate Past Chairperson

1. She is the Rules convenor for the Area
2. She is in charge of the International Relations for the Area

Nomination/Election

Note: The nomination form is same as that in the National Executive Section. (Ref page 15)

- A]** *i)* For the nomination and election for the post of AVCP, a circler should have at least 2 years left as an active Circler at the time of taking over as Area Vice Chairperson.
- ii)* She should have held the office of the Circle Chairperson for one complete year when she take over as the Area Chairperson, in other words a Circle CP can take over as AVCP. A Circler can hold simultaneously maximum 2 elected posts at the Circle and Area level but will not be permitted to hold Circle CP and any elected National Post.
- iii)* The nomination and bio-data for the post of Area Vice Chairperson should be sent to the Nat. President, Nat. Vice President, Nat. Secretary & Area Chairperson by June 30th before the Area AGM at which such appointment/election will take place. The nomination form must be accompanied by the Circle meeting minute in which the nomination was passed by the Circle floor.
- iv)* In case there is only one valid nomination the concerned nominee will be unanimously elected.

- v) In the event of no nomination received by 30th June, the ACP may call for floor nominations at the Area AGM. In case there is only one valid floor nomination the concerned nominee will be unanimously elected.
- vi) In the event of more than one valid nomination for the post of AVCP, an election will be conducted by secret ballot at the Area AGM and the AVCP elected by a simple majority vote cast. 2 Scrutineers may be appointed by the ACP for the same. The AST shall be in charge of arranging for the ballot papers and ballot box. Each circle shall have 2 votes. Even if a particular circle is represented only by 1 delegate she will cast 2 votes. The ACP shall have a casting vote (sealed in advance), which will be opened only in case of a tie.
- vii) In case of no floor nomination the ACP in consultation with her Area Head Board may appoint an eligible circler who fulfils all the mentioned criteria as the AVCP along with the Area Board at the Area AGM.
- viii) In case of no interested eligible candidate for AVC the AEX may share and discharge the duties of the AVC for that particular circling year and nominations for the next ACP shall be called for at the subsequent AAGM.

B] The AVCP shall automatically take over as ACP. However in the event of the elected AVCP not being able to take over the ACP shall call for floor nominations at the AREA AGM and conduct the election same as above.

C] The AST shall be selected and appointed by the ACP along with the other convenors at the Area AGM. She should have completed at least one year in office on her circles head board.

D] i) Any member of the Area Executive shall be eligible for re-election provided her occupancy of that Office shall not exceed two cumulative years.

ii) No person shall at any Area Annual General Meeting be nominated for more than one office.

iii) No person shall be eligible for election to any office if her Circle has not paid its area dues or dues to the Association in full, as on the last date of filling nominations.

- iv)* In case any Member of the Area Executive other than the ACP resigns or is unable or unwilling to continue in Office, the AEX shall appoint an eligible circler to the vacant office or the Area Board would share the duties of the vacant Office.
- v)* In case, the ACP resigns or is unable or unwilling to continue in Office the NEX in consultation with the AEX shall appoint an eligible and deserving circler to the vacant office.
- vi)* For a given circling year, a Circle can nominate & can have a maximum of only two Circlers for two different elected posts of the Area Executive. Such a circle will not be eligible for a floor nomination for any other elected post. As the elected bodies have voting rights in the area, this includes ACP & IPACP also, though they are roll over posts. In short no circle can have more than 2 of its members in the area executive with voting rights.
- vii)* Members of the Area Executive either elected or appointed shall assume office at the Area AGM.
- viii)* Though the Jewel Change of Area Chairpersons will take place at the respective Area AGM, Area CP elect shall represent the Area at the 1st NEX of the respective year.
- ix)* All Members of the Area Executive shall serve without any remuneration whatsoever. Area Executive may authorize payment out of the budgeted fund of the Area.

Area Dues

- i)* An Are a shall collect an Annual Membership Fee (AMF) of minimum of Rs. 100/- to a maximum of Rs. 250/- per active circler for its administration purposes. Any revision to AMF may be considered once in three years or more as need be in the Area. The Area dues need to be sent to the Area board by 15th of Oct.
- ii)* It shall be the discretion of the Area Board to open a bank account at the Area level.
- iii)* The ACP/AVC will present a proposed expenditure at the AAGM for the coming year. This should be circulated 21 days prior to the AAGM. The proposed expenditure will include the following-
 - a) Travel of ACP
 - b) Travel of AEX other than ACP

- c) Convenor Pins/ AEX Pins
- d) Awards & Recognitions
- e) AEX Meeting/ AAGM proceedings
- f) Area Fellowship events
- g) Miscellaneous like any other publicity event taken up by the whole Area.

Personal expenses of the ACP such as pins, personal banners, gifts etc.. shall be borne by her. Any other area expenses other than the one budgeted for will be borne personally by the ACP.

- iv) Failure to pay the area dues within due date will result in the circle losing all its rights for the immediately following AAGM.
- v) All those Areas having an Area account shall have only one account namely the Area ADMINISTRATION ACCOUNT which shall be jointly operated by the ACP, AST and or IPACP/AVC
- vi) Any donations or funds raised for a particular purpose or project may be separately accounted for as pre decided by the Area Board.

Area Board Meetings

I. AEX Meet:

- i) The Area Board shall meet at least once in a year. The AST shall circulate the minutes of these meetings to the Area Board and the National Executives at most 60 days within the completion of the board meeting.
- ii) The meetings of the Area shall be convened in accordance with the Constitution following the guidelines laid in the Area Code.
- iii) Notice shall be issued by the AST to the Area Board and National Head Board informing the date and place of the meetings at least 21 days in advance. In case of change in meeting date or venue; a notice shall be sent to inform the same.
- iv) The quorum for Area Board meetings shall be 40% of the Area Board [ACP, AVC, AST, IMM.PAST ACP and the Circle Chairpersons]

- v) In Case there is no quorum, the meeting should be postponed to a later date and/or teleconference/skype meeting can be arranged so that all can be present for a meeting.
- vi) The ACP and all Circle Chairpersons shall wear their jewels during the proceedings of the meeting.
- vii) Guests including past Circlers shall be admitted to the meetings with the permission of the ACP.
- viii) Agenda for AEx meeting
 1. Circle Prayer
 2. Toast to the President of India
 3. Reading of the aims and objects
 4. Notice convening the meeting
 5. Roll Call
 6. Establish quorum
 7. Confirmation of the minutes of the previous meeting.
 8. Matters arising thereof not covered elsewhere
 9. Reports by members of the Executive
 10. Area Chairperson's Address
 11. Any other Matter
 12. Venue of the next meeting
 13. Vote of thanks
 14. Toasts to Ladies Circle India & Ladies Circle International.

II. Annual General Meeting

- i) The Annual General Meeting for every Area shall be held before 15th Sept along with the corresponding Round Table India Area AGM or separately.
- ii) The quorum for the Area AGM shall be 40% of the circles entitled to vote in the area.
- iii) The quorum shall be present at the commencement of a meeting and shall be maintained throughout the meeting.
- iv) Motions, proposals and amendments to the National constitutions and Area Codes will not be entertained at Area level.
- v) The full member shall be represented at the AAGM by 2 area delegates from each Circle who must be Active Circlers.

- vi)* Each Circle shall have two votes; the members of the Area Executives may represent their circle.
- vii)* Voting shall be by show of hands except for elections which will be by secret ballot. The ACP shall have a casting vote.
- viii)* If any Circle is represented by only one delegate, she shall have two votes.
- ix)* The Circle loses its right to vote if there are any outstanding dues to be paid. This right may be revoked by paying the dues at the AAGM.
- x)* Minutes of the Annual General Meeting should be circulated to the National Executive & all circles of the Area within 60 days after the AAGM.
- xi)* While requesting for the confirmation of the previous AAGM minutes from the floor, it should be ensured that the Circle seconding the minutes should have been present at the previous AAGM.
- xii)* The notice of the AAGM, the proposed expenditure statement/ financial report of the Area should be circulated along with the Annual Report [preferably soft copy] to the National Executive, Area Board & all circles of the Area at least 21 days prior to the AAGM.
- xiii)* The standing orders and the point of orders the AAGM shall be the same as followed for the National convention.
- xiv)* In the absence of the outgoing ACP at the AAGM the ACP'S Jewel may be presented to the incoming ACP by any National board representative present or any person authorized to do so by the Nat. President in consultation with the ACP.

***xv)* The Agenda for the AAGM as below:**

1. Calling of Annual General Meeting No ___ to order With a Toast to President Republic of India.
2. Lighting of the Lamp
3. a. Circle Prayer
b. Ladies Circle India Song
4. Reading of the Aims and Objects
5. Reading of the Notice convening the meeting
6. Appointment of Sergeant at Arms

7. Apologies of Absence
8. Roll Call & Introduction of Office bearers and delegates.
9. Establishment of quorum
10. Welcoming address.
11. Communication and Greetings received
12. Confirmation of minutes of the previous Annual General Meeting
13. Presentation and approval of Annual Report of the Area
14. Matters arising out of the report
15. Presentation of Accounts/ financial report of the Area
16. Presentation of gifts and awards
17. Address by the outgoing Chairperson
18. Investiture of the incoming Office Bearers
19. Address by the incoming Chairperson
20. Appointment of Convenors
21. Approval of the proposed expenditure statement for the following year
22. Appointment of bankers if required
23. Resolution authorizing incoming office bearers to operate the bank accounts – if required
24. Address by the chief guest (if any)
25. Any other matter
26. Sergeant at Arms
27. Vote of thanks
28. Toast to Ladies Circle India & Ladies Circle International
29. National Anthem

***xvi)* Area Jewel Change**

The Jewel change for the Area Chairperson may take place along with the RTI jewel change at the Change over Banquet or the AAGM of LC India.

Area Awards

- i)* Area Awards may be presented at the AAGM if so decided by the AEX(2011)
- ii)* The outgoing ACP in consultation with the AEX decides the awards from the annual reports received till then or from the quarterly update sheets available to them from the circles. No separate application is required for the same. Only Chartered Circles are eligible for the awards. (2011)
- iii)* Area Awards presented during the Area AGM will be in accordance with the National Awards as per the LC India rule book.(2013)

- iv)* Each Area floor will decide the Award categories for the Area at the Area AGM. These award categories will be selected only out of the respective National Awards. Once a list of awards is selected and voted upon, any further changes in categories can be made only by means of a Proposal at the Area AGM.(2013)
- v)* The Awardees will be evaluated by the Area Board based on the point system that is listed in the National code for Awards. The Awards are then given with the highest points receiving the Award and the next in order-the certificate of merits.(2013)
- vi)* No separate award application is required as the Annual Report of Circles would suffice.(2013)
- vii)* Area awards must be given with the spirit of empowering team work and camaraderie within Circles. It should encourage and motivate floor circlers to volunteer for posts in Area and National Levels.(2013)

General rules of an Area and Communications

Ladies Circle India has adopted from Round Table India the division of the Organization into various areas based on the geographical location in the country.

This was made for the convenience of administration and ease in communication and execution of various policies and plans framed from time to time by the General Body.

The Areas are bound by the rules laid down in the Constitution of Ladies Circle India, unless otherwise specified in the Area code.

At any point of time the Area Code laid down shall be the same for all Areas of the association.

6. CIRCLE CODE

CIRCLE CODE

The Circle

The Circle is a member of the National Association of Ladies Circle known as Ladies Circle India. The individual Circler is a member of the Circle and has complete individuality of the membership but is bound by the Circle rules.

Officers

The officers of the Circle are the Chairperson, Vice-Chairperson, Secretary, Treasurer and the Immediate Past Chairperson, all of whom are active Circlers and the floor elects the first four in the month of June and who take office at the Annual General Meeting of the Circle.

Circle Executive

The Circle Executive consists of the Officers and appointed Conveners who take office in the same manner as the Officers. The executive committee of the Circle deals with all routine matters. The executive advises on any business brought before the circle and considers in detail all resolutions and agenda of the Association. Matters of detail are referred to the Circle Committee from whom regular reports are received. Each committee is generally headed by a Circle Executive Member.

A Circler cannot be elected or re-elected to an office for more than 2 cumulative years.

No person shall be elected as Circle Officer or Convener of the Circle, if she has completed the age of forty years on or before June 30th of the Circle fiscal year in which the appointment or election takes place.

The member of the National Executive and any active circler who serves in any committee shall serve without any remuneration.

National Delegates

The Circle elects two National delegates who represent the Circle at all meetings at the National AGM.

Circle Committee

Committees are appointed to assist the Circle and its Executives. They provide useful training ground for less experienced members. The

number and names of the committee is entirely a matter for the Circle to decide.

The following list maybe helpful.

| Rules & Extension | Publicity | Twinklers Club |
|------------------------------|------------------------------------|-----------------------|
| Projects | International Relationships | Rendezvous |
| Fund Raising | Fellowship/ Club Services | |

The Chairperson and Vice-Chairperson shall be ex-officio members of all the Committees.

Membership

Every member is expected to live up to the highest ideals of the movement. The Circler is expected to fully participate in all Circle activities and must remember that a Circle does not retain inactive members.

Induction

The prospective new member must attend at least two Circle meetings to be inducted into full membership. The presence of such a prospective member shall be recorded in the Circle minutes. Prior to the induction the following should be explained to the prospective member:

- a.** The Aims and Objects of the movement
- b.** Need for regular attendance at meetings and projects.
- c.** International aspects of Ladies Circle.
- d.** No of Ladies Circle and approximate membership
- e.** It is mandatory for a prospective member to participate in a Circle project before induction. (2009/10)

Thereafter, the Chairperson at a regular meeting shall formally induct her into the Circle.

Induction Ceremony

At the time of induction the Chairperson/whoever inducts the prospective should say the following,

“Today we welcome you most sincerely to the membership of Ladies Circle India,Ladies Circle #.....

(Circle Name and No.). 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 way possible the various activities of the Circle."

Oath of a new member

I, (Name of Circler) accept most sincerely this membership of Ladies Circle India,Ladies Circle #(Circle name & No). Through the motto of "Friendship & Service" I hope to offer to the Circle service to the best of my ability and through it gain and extend friendship.

I will at all times keep in mind the Circle prayer and give thanks for the gift of "Friendship" and the privilege of "Service"

I will always be mindful of the Aims and Objects of this movement and uphold the ideals for which it stands for.

I accept this membership with the obligation of attending meetings regularly and supporting in every way possible the various activities of the Circle.

Toast

A toast is then raised to the newly inducted member after the oath by the person who inducts the member.

MODEL CIRCLE RULES

Refer Article 6 of the constitution for the Circle Rules Section 1 to Section 14.

Section 15: Election

The members of the Circle Executive will be elected by a simple majority during the first ordinary meeting held in the month of June every year. They shall take office at the immediately following Annual General meeting.

Section 16: Finance

- a. The financial year of the Circle shall be from 1st July to 30th June of the next year.
- b. The funds of the Circle shall consist of the subscriptions and contributions from members, the income and investments and other properties of the Circle and other miscellaneous receipts. The funds of the Circle shall be paid into the account of the Circle opened in a bank decided upon by the Circle Executive. Any surplus funds maybe invested in such a manner as may be decided by the Circle.
- c. All monies raised through sponsorships/ donations for community service projects and other charitable purpose should be taken as funds raised by the Circle except in the case of donations/sponsorships raised for a particular/ specific project of the Circle which will directly for the same. All monies raised for such purposes shall be maintained in a separate bank account and separate financial records are kept for this purpose. The administrative and the Charity funds shall not be mixed together and money raised for community service cannot be used for the administrative expenses of the Circle unless it is expenditure incurred for executing community service project. Any payment made to the Association for National Charity, International Charity or such other shall be paid from the charity funds of the Circle.
- d. The Circle Treasurer along with other Circle Executive shall operate the two bank accounts and any other deposits of the Circle.

She will collect the fees as per the fee structure under Article iv "Finance & Administration" or as per any financial amendments made hereafter.

Note: The accounts and minutes book of the Circle shall be opened for inspection by any member on application to the Treasurer or Secretary as the case may be. It shall be the duty of these Executives to produce the same for inspection at the next ordinary meeting of the Circle provided seven clear days notice is given in writing.

Section 17: Proxy

A member may exercise her vote by proxy at an ordinary, Emergency or Annual general Meeting provided that the member so authorized by the absentee member shall present the written proxy to the Chairperson of the meeting before the commencement of the voting.

Section 18: Dissolution

- a. The Circle may be dissolved by a resolution passed at a meeting of the circle supported by not less than two-thirds of the total Active members of the Circle. A notice in writing shall have to be given to the members and to the Secretary of the Association at least sixty days prior to this meeting.
- b. If a resolution to wind up the Circle is duly passed, the Circle shall be wound up under the supervision of a member of the National Executive after six months. The Circle's Charter, the member's lapel pins and any pins in hand along with the Chairperson's jewel shall be returned to the Association.
- c. In terms of the rules of the association, if the membership of a circle in the association is revoked then on satisfactory settlement of its debts and liabilities, if there remains any property whatsoever, then the same shall vest with the association. The association, for a community service activity or to any other service organisation with similar objectives, shall give these properties.
- d. On revoking the membership of the circle, the national executive becomes the authorized signatories to the bank accounts of the circle.

Section 19: Alteration of rules

- a. These rules supersede all earlier rules. Alteration to rules can be made only at a meeting where fifteen days clear notice in writing is given to every active member of the Circle. The resolution shall not be deemed carried unless supported by not less than two thirds of the total active members of the Circle.
- b. Any Circle resolution may be altered or a new resolution maybe passed without any prior notice. Such alterations/resolutions may be passed at an ordinary meeting of the circle by a simple majority subject to such alterations or resolutions not affecting these rules.

Section 20: Rules of the National Association

- A. The constitution of the association shall so far as applicable be deemed to be incorporated herewith and shall prevail in the event of a conflict with any rules where contained or with any additions to or alterations of the same.
- B. Any amendments, additions or deletions to the foregoing obligatory provisions of the circle rules will automatically be deemed to be

incorporated in each circle's rules from the date of the amendment by the general body of the association.

Section 21: Motions and Amendments at National AGM

- a.** Only National delegates of full member Circles shall have the right to propose motions or amendments at the National Annual General Meeting.
- b.** No motion or amendment shall be discussed or put to vote unless seconded by a national delegate of another full member Circle. If there is no seconder, the motion or amendment shall lapse.
- c.** A delegate may second a motion or amendment in order to permit discussion. She need not support or vote for the motion.
- d.** A motion shall be clear and unambiguous and shall be framed in precise and definite language and shall be affirmative in form.
- e.** A proposer may withdraw a motion or amendment with the consent of the seconder and with the agreement of the meeting.
- f.** When an amendment is made to a proposal /motion the proposer of the amendment shall have the right to clarify her stand. Once this is done the amended proposal will be put to the floor for voting and this will be the end of the debate.
- g.** An amendment shall be voted on, before the original motion is put.
- h.** If the amendment is lost the original motion is revived and is subject to further amendments until all amendments are disposed off. If the amendment is carried, the amended motion becomes the motion and maybe further amended.
- i.** If no further amendment is proposed the amended motion as carried takes the place of the original motion and becomes the motion. It is then put to the meeting as a motion.

Voting

- a.** Voting on motions and amendments shall be by a show of hands. The President/Chairperson shall appoint two tellers who are not delegates or proxy holders or nominees for offices, to count the votes.
- b.** If the President/Chairperson is doubtful as to the counting of the votes she may forthwith take another vote, even though she has declared the result of the vote.
- c.** i) Elections shall be determined by written secret ballot

- ii) In the event of an emergency e.g., resignation of an NEX officer the board could ask for a postal ballot.

Miscellaneous

- a. No person other than an Active or Honorary Circler of a Circle or a paid servant of the Association shall be admitted to a meeting except with the permission of the Chair.
- b. Where any matter is not approved for in the rules, the President/Chairperson with the approval of the General Body shall decide on the procedure to be followed.
- c. Any matter passed at a meeting can be reopened at the same or adjourned meeting, provided 2/3rds of the National delegates or their proxies present are entitled to vote are in favor of the same.

Section 22: Revocation of Charter

In terms of the rules of the association, if the membership of the Circle in the association is revoked then on satisfactory settlement of its debts and liabilities, if there remains any property whatsoever, the same shall vest with the association. The association, for a community service activity or to any other service organization with similar objectives, shall give these properties.

On revoking the membership of the circle, the national executive becomes the authorized signatories to the bank accounts of the circle.

Section 23: Procedure for Re Charter (2007/08)

If within 5 years of a Circle's closure, any Circle would like to revive, then the interested group of ladies will have to send a letter informing the same to the National President, Vice President and the respective Area Chairperson, expressing their desire to revive the Circle.

Once the permission is granted by the Vice President in consultation with the National President, the said ladies shall have 3 contact meetings in the presence of a circler appointed by the National Board, who shall be the Extension Convenor for the said Circle.

The minutes of the same shall be sent to the National Board and respective Area Chairperson by the Extension Convenor. A minimum of 6 members should be interested. New Member kits should be purchased. The number given to the circle may be the old number if available or a new number.

In the 4th meeting which shall be initially chaired by a member of the NEX, all the prospective circlers will be inducted and the circle board shall be instituted and the circle revived. The agenda for the same shall be as follows:

1. Lighting of the lamp
2. Meeting called to order: By the NEX member
3. a. Ladies Circle India prayer
b. Ladies Circle India Song
4. Toast to President of India: By the NEX Member
5. Aims and Object of Ladies Circle India: All Circlers present
6. Roll Call
7. Welcome Address: By the NEX Member
8. Extension Convenors Report
9. Request to revive the Circle: By the NEX Member
10. Induction of new member: By the NEX member
11. Election of Chairperson: By the NEX member
12. Installation of Office Bearers: By New CP
13. Greetings and messages: By New Secretary
14. Resolutions for appointment of: By New Treasurer
Bankers
Signatories
Auditors
15. Address by new Chairperson
16. Address & Presentation of Charter: By NEX Member
17. Address by the Guest of Honour
18. Felicitation
19. Vote of thanks/Presentation of Mementoes
20. Toast to new Circle: By the NEX member
21. Toast to Ladies Circle India-New Circle Chairperson
22. Toast to Ladies Circle International-By NEX Member
- 23 Closure
24. National Anthem.

DUTIES OF CIRCLE EXECUTIVES & CONVENORS

CHAIRPERSON

The office of the Circle Chairperson is not to be offered solely for the honor and privilege attached to it. There are many responsibilities not always apparent to the newcomer and failure to meet them may have

serious effects on the Circle. These notes are intended to assist a Circle Chairperson to perform her duties.

It is the usual practice for a member to serve a year as Vice-Chairperson before taking the higher office. This period should be used as a training time, and the Chairperson should try to ensure that her Vice-Chairperson is given every opportunity to observe the detailed working of the Circle. The Vice-Chairperson should be prepared to take over in an emergency and when the time comes, assume office without difficulty.

The Circle Chairperson is the guiding force behind every activity undertaken by the Circle. Given below are some points to help the Circle Chairperson to discharge her duties effectively

1. She will preside over all meetings of the Circle during her term of office.
2. She will ensure that meetings are conducted in a democratic way. In the vent of a dispute, she should take the majority opinion into consideration. A vote can be taken by a show of hands. If there is a tie she should cast the deciding vote.
3. Circlers should be encouraged to voice their opinion and come up suggestions. New Circlers should be especially encouraged to take an active part in deliberations of the meetings and helped to overcome their initial shyness.
4. She will be the ex-officio member of all the committees.
5. On assuming office she should form committees so that there is proper distribution of duties among new and senior Circlers. This is to tap the potential of new Circlers and utilize the experience of senior Circlers. A Circler's ability can only be effectively judged when she is given a responsibility. As Chairperson it is in the interest of the Circle to tap potential leaders.
6. It is the Chairperson's responsibility to ensure that the other Officers and Committee members are doing their work. Regular reports help in the long run.
7. Start and maintain a reference file for your Circle.
 - a. Have a copy of guidelines for all Circle Office bearers and Convenors
 - b. Copy of your Circle rules
 - c. Membership Forms

8. Establish a relationship where each Circler values your friendship, whereby you will be able to convince them on effective performance of their obligations as a Circler.
9. Meet your office bearers and Executives before each meeting, where all correspondence received, policy documents etc is discussed in dept. This avoids unnecessary and prolonged discussions at Circle Meetings. In short do your homework before coming for the meeting.
10. Recognize and acknowledge and appreciate through a kind word, the work done by Circlers both within and outside the Circle, announce these achievements at Circle meetings.
11. Relations with the Round Table;
She should ensure that good relations are maintained with the Round Table/Tables in your city. Round Table matters should never be discussed at Circle meetings. In short maintenance of good relations with the Round Table is her responsibility.
If personality clashes should arise in the Circle, She should diplomatically sort it out and not allow it to be carried to the Table.
12. Relations with other Circles in the city;
She should organize Inter-Circle fellowship programmes.
13. Lack of attendance or involvement in programmes is a certain indication of insufficient motivation or bad planning. Spot the problem and if the need arises, change the plan originally accepted, if it is to bring about more involvement. But everything has to be done tactfully.
14. International: see that the Circle IRO acknowledges all foreign correspondence and remittances.
15. National: See that the concerned officers of the Circle follow the calendar of events sent by the National Secretary strictly. Acknowledge correspondence promptly. When writing to National Office bearers send copy of the letter to other Board Members. This is very important. Ensure that the copies of all correspondence between Circles are also sent to the National Board.
16. If the Circle proposes to send amendments to the constitution byelaws or motions for consideration, send the same to the National Secretary so as to reach her latest by 30th September.

17. Nominations for National posts duly seconded by the Circle should reach the National President before 30th September in the prescribed form.
18. In the event of the Chairperson being absent at a meeting, the jewel is not to be worn by the Circler chairing the meeting; only the Chairperson has the right to wear the Jewel.

VICE CHAIRPERSON

Some Circles have the Vice-Chairperson as their Extension Officer.

Extension

1. Keep in touch with the national extension Officer (Vice-President) and carry out her programme.
2. Make every attempt to extend the Circle Movement to the wives of Tablers where there is no Ladies Circle.
3. Extension of the movement can be undertaken on personal visits or by writing to prospective Circlers. In some cases letters can be written to the Chairman of the Tables to enlist their support to encourage the Tablers wives to start a Circle.
4. Encourage your Circle to set aside a budget for Extension. This amount can be utilized for organizing meetings of prospective Circlers or travel to the nearby town on Extension work.
5. Once Tablers wives show interest in forming a Circle, inform the National Extension Officer (Vice President), the National President, the National Secretary and the Area Chairperson. From then onwards the prospective Circle should be guided at each stage as laid down in the Extension kit.
6. The new Circle should be guided right from its inception up to its Charter Presentation. The work of extension does not stop with its inauguration of the new Circle. Request the new Circle to send copies of meeting minutes to the sponsor Circle and to the National President, National Vice- President and National Secretary and the Area Chairperson.

Within the Circle

7. In the absence of the Chairperson she should take over all her duties.

8. She should utilize her term of office to study the Chairperson's duty so that she can take over the following year without any difficulty. She should help and support the Chairperson in every way.

SECRETARY

The Secretary of the Circle is largely responsible for its success. She is the link between the Circle and the National Board.

The duties of the secretary lie mainly under the two headings the Circle level and the National level. On taking office, she should ensure that the minute's book; the official Circle rules and all other Circle records have been received from the outgoing secretary.

Within the Circle

1. Regularity and prompt commencement of the meeting. She will also establish quorum for the meeting and record the leave of absence of the Circlers
2. Prepare the agenda for the meeting in consultation with the Chairperson.
3. Record the minutes of the Circle and Council meetings. Be meticulous in drafting and circulating the minutes.
4. Maintain all Circle Records.
5. Ensure that new members are admitted in accordance with the rules and are given a new member kit. Well in advance of the induction ensure that the Circle buys a new member kit from the Secretariat.
6. Read out all correspondence received at the meeting and attend to the Circle correspondence immediately. Routine correspondence can be attended without the sanction from the Circle.
7. Ensure that the Circle sends to delegates to the National AGM. This is most important as decisions taken at the AGM depend on votes of individual Circles.
8. Assist the Chairperson on all matters concerning the Circle. For all that is necessary that she be familiar with the Circle Rules.
9. Maintain a record of members' attendance.
10. Inform the National board by 10th June the Circle AGM date.
11. Notice for the AGM must be sent 21 days before the AGM to the National board and other Corresponding Circles.

12. She should ensure that 14 days before the Circle AGM she receives valid nominations for the various posts.
13. A report of the year's activities has to be submitted at the circle AGM.
14. She should set up and maintain a file for all communications received and sent.

With the National

15. On assuming office send a list of new office bearers with addresses, to the National Secretary along with the AGM minutes.
16. Keep an eye on the calendar of events sent by the National Secretary and carry out the requirements in time.
17. Acknowledge all correspondence regularly and promptly.
18. Send to the National Secretary of the Circle activities the quarterly report by 30th October and the half yearly report by 31st Jan, the 3rd quarter report by 30th April in the prescribed format.
19. Send to the previous year's National Board member's copies of the Annual Report of the Circle along with a covering letter informing them on the Awards the Circle wishes to apply for latest by 30th September.
20. If the Circle wishes to apply for Best Floor Circler and Best floor Couple the application for the same with details must be submitted to the previous year's National Board members latest by 30th September.
21. The Board meetings are usually held in Oct/ Dec/ April /July. Forward any suggestions the Circle may have well in advance for discussion at the meeting by 30th Sept/15th Dec/end March/30th June.
22. Promptly send greetings to Circles on their AGM or on the Inauguration or Charter of new Circles.
23. If the Circle proposes to send amendments to the Constitution byelaws or motions for consideration, send the same to the National President and National Secretary so as to reach her before 30th September.
24. Nominations for National posts duly seconded by the Circle should reach the National President and National Secretary before 30th September.

25. If one or both of the National delegates are not attending the National Annual General Meeting, ensure that the proxy forms are properly filled and sent to the National Secretary.
26. Keep the National Secretary and the Secretariat informed about new inductions, transfers, resignations and retirement of members thru the year.

TREASURER

1. The Circle Treasurer is responsible for receiving subscriptions, banking all money received in the name of the Circle, making payment out of the Circle funds as per the decision of the Circle and collecting all Circle dues.
2. She shall keep accounts of all financial transactions incurred by the Circle.
3. On assuming the post of Treasurer, she should advise the bankers of the change in signatories of the Circle. Though the account is in the name of Ladies Circle, the Treasurer is authorized to sign cheques with the counter signature by the Circle Chairperson, Vice Chairperson or Secretary.
4. She should raise bills and issue receipts.
5. Circulate the Trial Balance, at least once in a quarter to prevent the last minute rush.
6. During the course of the year the Circle may organize a number of functions. She should ensure that the accounts are finalized at the earliest.
7. All monies raised for Community Service Projects and other charitable projects should be maintained in a separate bank account and be called the Charity account. Separate accounts and financial records should be maintained of both the Charity account and Administrative account, Subscription, fines and sunshine collections (any money voluntarily given by member/guest) go into the Administrative account.
8. She should present at the Circle AGM an audited statement of account, which should have first have been presented to the Circle Council.
9. Since the Circle financial year-ends on the 30th of June, it is advisable to submit a trial balance for the short duration between closing of accounts and the AGM. This is to facilitate a smooth take over by the new Treasurer.

With the National

10. She should attend to all correspondence from the National Treasurer and promptly and settle all Circle dues.
11. Ensure that the Circle sends its duly filled AMFF and the Annual Contributions to the National Charity Fund to the Secretariat before 30th September. A copy of the same along with the Circle's audited balance sheet and a certificate from the Auditor to be sent to the National Treasurer.
12. Keep stock of all-saleable items of supply house and replenish stock when necessary. All saleable items are with the Secretariat. Collect capitation and membership fees immediately as soon as a new Circler is inducted.
13. All cheques from abroad should be promptly acknowledged and a statement of all foreign donations received annually has to be submitted to the RBI. A copy of all transactions relating to foreign donations should be sent to the National President and National Treasurer.

NATIONAL DELEGATES**On Election**

1. Read the minutes of the last National AGM to get an idea of the sequence of events.
2. Study the constitution and byelaws.
3. When the National Secretary sends the agenda and the conference material, study them thoroughly.

Discuss all the proposals in the Circle meeting and come prepared for a healthy discussion in the workshop and AGM.

At the Conference

Two National delegates each of whom will have one vote should ideally represent each Circle at the National AGM. If only one delegate is able to attend the AGM, she carries both the votes.

1. Where voting is required on motions on which the Circle views are known, act accordingly. Sometimes when new matters or motions are submitted, vote for what you consider is in the best interest of the Association.

2. If the Circle has put forth any motions or amendments be prepared to explain why it has been proposed.
3. Makes notes and report back to the circle on the discussions and decisions at the conference.
4. If you are unable to attend the Conference ensure that the proxy in the prescribed form and complete file is handed over to a member appointed by the Circle. This in turn should be handed over to the National Secretary at the AGM.
5. Attendance at the workshop is mandatory for voting at the AGM.

IRO

The IRO is usually, though not necessarily the Immediate Past Chairperson of the Circle. In view of her experience and seniority, she should guide the Circle in its work.

On the International front

1. Promptly acknowledge all correspondences from the National IRO (Vice-President) and help her carry out her request at Circle level.
2. On receiving a cheque from abroad, acknowledge it and when the money has been utilized, inform the donors Circle and the National President. Send a report with photographs whenever possible to the National Board.
3. Cultivate new friends amongst the international Circles. Utilize the email ids given in the LC India Directory to establish contact with International countries.

FELLOWSHIP CONVENOR

It is the most important binding factor of Circling.

1. Ensure that you have good fellowship get-togethers within the Circle first. Movies, potluck lunches/dinners, outings such as picnics etc, get-togethers for the children, are some of the events that could be organized for the Circle.
2. Organize games at socials or any get-togethers that the Circle/Table might have.
3. The National Fellowship Convener usually suggests themes for events of Circling try and follow them to the best you can. Keep in touch with your National Fellowship Convener and inform her of the happenings on the fellowship front.

4. Hold Raffles/ Tambolas at your Circle meeting, which can be sponsored/gifted by the host/Circler. Whatever funds you collect from this raffle every month can go towards your Administrative Account.
5. Ensure that your Circle participates in all inter-Circle/ Area / National meets.
6. See that a report on your Circle fellowship events is sent to the Editor.
7. Maintain a record and see that any fellowship event held is minuted along with the Circlers who attended the same.
8. Themes for sergeant at arms can be planned.
9. Send greetings for occasions like birthday's, anniversaries, charter days etc

TWINKLERS CLUB

Circles are encouraged to form Twinklers Club. This helps to develop friendship & camaraderie among the young children. Various activities such as outings, simple projects etc may be organized by the Crs or the twinklers themselves. These will help develop leadership qualities and a sense of responsibility towards the society.

These are not compulsory activities but are only a suggestion.

PUBLICITY CONVENOR

1. It is your duty to ensure that publicity for Ladies Circle India is given in your own town at every available opportunity.
 - a. At any function that your Circle organizes
 - b. Get press, radio, television coverage whenever possible.
 - c. Put up banners and posters
 - d. Distribute literature on your Circle activities.
2. Send in articles on your Circle activities to the Editor, Rendezvous
3. Work closely with your Circle Project Convener.
4. Publicize your Circle activities under the banner of Ladies Circle India by keeping in touch with locale Govt. Officials and office bearers of other service organizations.
5. Encourage Circlers to buy, use and gift articles from supply house.

6. Go through the manual prepared by LC India on publicity. It is available with the Secretariat.

PROJECT CONVENOR

Your job is to plan and carry out all Circle projects of the year in consultation with the Circle office bearers. Check out possible new projects and present a report to the council for consideration.

1. Maintain a record. Plan your projects for the year.
 - a. Include your Circle's annual/ monthly commitments.
 - b. Plan to finish any incomplete projects started the previous year.
 - c. Monthly projects can be organized on the occasion of Circler/ Tabler's birthday /anniversary's etc by them contributing to the same.
 - d. Mention the budget required for the identified projects.
2. Work in co-ordination with your Circle's Publicity Convenor. Most service programmes rely for success on public goodwill and support. To ensure continued financial support get publicity for all projects.
3. Keep in touch with the National Project Convenor and execute her programme for the year at your Circle level whenever requested and then send a report to her at the end of the year.
4. Note down always the names of Circlers who attended the projects of the Circle see that the same is mentioned in the minutes.
5. Ensure that the project done and the amount spent are always mentioned in the minutes under Projects completed.
6. Ensure participation of the Circlers for the projects as this gives a sense of satisfaction for doing something noteworthy.

RENDEZVOUS CORRESPONDENT

You are the link between your Circle and the National Editor.

1. You should see that a report on your Circle activities is sent to the editor every quarter.
2. If any Circle function is held, send a write-up and photographs as soon as possible to the Editor.
3. Collect and forward your Circle's annual contributions for the Rendezvous to the National Treasurer. Intimate the Editor of the same.
4. Maintain a file for all correspondence sent out.

CIRCLE AWARDS

The Circle may choose to have several awards such as Best Floor Circler, Best Convenor, Attendance at projects, Attendance at Meetings, Most promising new Circler etc. These awards are given to encourage and recognize Circlers in their performance during the year. Following are some suggested guidelines to follow while judging the same:

Best Circler Award

Each Circler's performance should be judged on the following points;

1. Attendance at circle meetings and all official functions.
2. Attendance at other Circle and all Association meetings including area meets.
3. Participation in meetings.
4. Participation in her committee
5. Contribution to extension
6. Participation in projects
7. Fellowship with all Circlers
8. Contribution to "R" and other contribution to the association in the capacity of a member or Convenor of the Circle.
9. Overall involvement in all the above categories

The qualification for judging should be

- a.* The Circler should have more than 60% attendance.
- b.* Should not be an Office bearer of the Circle.
- c.* The period of activity for consideration is July to June

CIRCLE CALENDAR OF EVENTS

| Date | Activity |
|---|---|
| 10th June | <ul style="list-style-type: none"> - Last date for Circles to submit AGM dates to the National Secretary - Directory Information Form dully filled in with the list of prospective office bearers for the next year |
| 30th June | <ul style="list-style-type: none"> - Closing of Circle/ LC India Financial year - Sending in nominations for the post of Area VC. |
| July 2nd Weekend | <ul style="list-style-type: none"> - Pre-jewel change (last) board meeting for the year. - Jewel change of Ladies Circle India - 1st Board Meeting (Post Jewel Change) |
| August 15th | <ul style="list-style-type: none"> - Last date for Circles to have their Annual General Meetings |
| End August/ September 1st Weekend | <ul style="list-style-type: none"> - Ladies Circle International Conference - WOCO Foundation Conference |
| September 30th | <p><u>To the Previous Years National Board members and Respective Area Chairperson</u></p> <ul style="list-style-type: none"> - Last Date for sending in Annual reports along with a covering letter stating the awards the Circle wishes to apply for. <p><u>To the Current Years Board Members</u></p> <ul style="list-style-type: none"> - AGM Minutes, list of Office bearers to be sent <p><u>To the National Secretariat</u></p> <ul style="list-style-type: none"> - Annual Membership Fee Forms along with the DD/ Crossed Cheque in favor of Ladies Circle India (payable at Chennai). It should be sent by courier/Registered post. |

- Should the Circle Transfer the money directly into the HDFC account of LC India. The National Treasurer and the National Secretariat should be informed of the same.
- The Account no of LC India at HDFC Bank, Chennai is 0821000065263.

To the National Secretary / National President

- Proposals on amendments and motions for consideration at the AGM
- Matters for discussion at the board meeting
- 1st Quarterly report

To the National President / National Vice President/ National Secretary

- Nominations for National posts
- Nominations for International Posts from LC India

To the National Treasurer

- Copy of Annual Membership Fee Form along with Balance Sheet of the Audited Accounts and copy of the letter from the Auditor

October - 2nd Board Meeting / Trust and Finance Committee meeting

October 30th **To the National Secretary**
- 1st Quarterly report on Circle activities

Dec 1th - Last Date for Application for Intl Travel Grant

Dec 15th **To the National Secretary**
- 2nd Quarterly report on Circle activities.

Dec Last Week - LC India Trust and Finance Committee Meetings,
- 3rd Board Meeting (pre AGM)
- Workshop
- Annual General Meeting of LC India

Feb 11th - Ladies Circle International Charter Day

Mar 17th - Ladies Circle India Charter Day

Mar 30th **To the National Secretary**
- 3rd Quarterly report on Circle Activities.

April 2nd week - 3rd Trust and Finance Committee meeting LC India
- April Review meeting for the 3rd Quarter

May 30th - Elect new office Bearers
- send Directory Information.

Note 1: Circlers will lose their voting rights if payments are not made to the Secretariat by 30th September. Paying a late fine can restore this right.

Note 2: Applications for Adhyapana Sahaya and Rajat Jayanthi Stree Sahay can be sent through out the year to the Immediate Past President and the Co-opted Trust Treasurer to receive grants.

GENERAL

a. Advertisements:

The Circles shall be responsible for the advertisements their Circlers collect either for "R" or for any other publication of the Association.

b. International relations:

Correspondence- copies of all correspondence to Circles or clubs abroad on international relations should be sent to the International Relations Officer (Vice-President) and if these relate to projects an additional copy should be sent to the Projects Convenor.

c. Community Service: Foreign assistance

Circles receiving assistance from abroad will send details of their projects to the National Project Convenor and the National President. In case of any monetary assistance received from abroad, Circles shall inform the same to the Association each year.

d. Extension revival:

Wherever Circles become inactive sponsor Circles and neighboring Circles should take an active interest in reviving such Circles. If Circles do decide to close down a waiting period of 1 year be given to the Circle and then the matter be taken up with the concerned Circle for revival.

e. Meeting – closed:

Ordinary meetings and AGM of Circles should not be treated as completed closed meetings. A visiting Circler has every right to attend these meetings of a Circle. If a Circle requires holding a closed-door meeting, a separate meeting as distinct from the ordinary meeting should be convened for this purpose or a part of the ordinary could be treated as closed and the visiting Circler shall be given attendance.

Model Minutes

..... Ladies Circle No

Continuous Meeting No

Meeting No. for the year 20..... – 20

Minutes of the meeting held on (day/date) at (venue)..... at(time)

Attendance Circlers

Circlers Present -

Circlers Absent-

Circlers on Leave of Absence-

Percentage of attendance

No of Crs Present + Crs on leave of absence

Total strength of Circle

The Chairperson Crcalled the meeting to order.

The Circle Prayer was read.

A toast was raised to the President of India and Sponsor Circle/s

Cr read the Aims and objects of Ladies Circle India

Cr was appointed Sergeants at Arms.

The Chairperson welcomed the following to the meeting.

The minutes of the previous meeting were read, confirmed and duly passed, proposed by

Cr and seconded by Cr after incorporating the amendments as follows:

Matters arising out of the minutes if any:

Correspondence

a. Ladies Circle India

b. Others

Chairperson’s Time

Reports

Secretary

Treasurer

Project Convener

Fellowship Convener

Rendezvous Correspondent

IRO

Other Convenors

Any other Matter

Sergeant at Arms collection was Rs

Vote of thanks was given to Cr by Cr on behalf of the Circle.

The meeting closed with a toast to LC India & LC International .

Minuted by _____

The Reports that is required to be sent to the National Secretary in the prescribed Format

(Kindly note these reports should contain details which the Circle has already completed and not what the Circle maybe planning to do)

Membership Status (inductions /resignations)

No of meetings and attendance Percentage

Projects

Fellowship

Fundraisers

Publicity

HRD

International relations

"R"

Any other matter of interest

Soft copy of the regular minutes, AGM Minutes & quarterly report to send to the National Head Board (President, Vice-President, Secretary, Editor , Imm Past President) and the concerned Area Chairperson

AGM minutes can be sent to the Area Chairman and National convenors also.

STANDARDISED FORMAT FOR THE CIRCLE'S ANNUAL REPORT

For the national board to judge awards and the various criteria as per the LC India hand - book, it is necessary that a format be followed to enable the same.

Hence a standardized format for the Annual report of the circle is suggested, which would enable the national board to judge the circle's performances.

The awards in LC India are as follows- (Kindly mark the awards for which the Circle feels it is eligible)

1. Balanced Activity Award
2. Best Project Award
3. Extension Trophy
4. Circle Table Fellowship Award
5. Best Publicity Award
6. Convention Trophy
7. Best Secretary
8. Best Chairperson
9. Rendezvous Trophy
10. Best floor Circler Award
11. Most Promising Circle Award (only for Circles chartered less than 3years ago)
12. Best Floor Couple Award
13. Best Debutante Award
14. President's Theme award/ Educate to Enlighten Award

To judge the above awards, the format required in the Annual Report of the Individual Circle is as follows-

Introduction-

No. of active Circlers

No. of active Tablers

No. of Honorary Circlers

New Crs inducted:

No. of meetings held (numbered meetings, special meetings, council meetings)

Attendance of the Circlers in their home circle

Date of Charter:

Circle activities

Projects

Main project/ projects

Date/month of project, Kind of project, cost of project, execution, number of persons who benefited, Participation of individual Circlers in the project, funds raised from the Circle and outside, Communication with the National board.

Photographs to be enclosed

Other projects

To follow the above criteria

Amount spent on the projects individually and collectively. Kindly note this is very important to help us access the workings of our Association.

Photographs optional

Fund raising

Main fund raiser/ fund raisers

Date/month of fundraiser, type of program, funds raised, People of the community/ NGO/ Corporate body who were involved, involvement of the Circlers.

Photograph to be enclosed.

Other fund raisers

To follow the above points; Photographs optional

Donations received

Publicity

Publicity program - Publicity oriented projects completed during the period.

Date/ month of the program; Type of program and few lines on the function held if any, publicity received in the media, TV, newspapers, radio, pamphlets, booklets etc. Involvement of the outside community and involvement of the ladies Circlers; Benefit to the Circle from this program

Enclose copies of the newspaper articles, TV coverage on a CD or video, copies of other publicity material.

Fellowship

Social meetings and theme parties

Fellowship lunches, movie outings, potlucks.

Outstation visits and picnics, Joint meetings with other Circles, Participation in fellowship events in the city. Inter Circle relations.

Table- Circle fellowship

Participation of the Circle/Circlers in their table's Projects, fellowship and fund raising activities and any other joint activities done with the table.

Adhyapana Sahaya/RJSS

Name the candidates, the course of his / her study/vocation, financial assistance and duration of support from the Circle. Include photograph of candidate/project

Extension

Increase in the number of active members within the circling year (Internal extension)

Extension to new Circles (External extension)

Communication with the National Extension Convenor and Area Chairperson

Extension mileage

International Relations

Contact maintained with members of LC International, WOCO or individual Circlers and Circles.

Greetings sent, twinning with number clubs, visits made to an overseas country. International members hosted.

Communication maintained regarding these with National Office Bearers.

Rendezvous

Contribution of articles on Circle activities and on topics of interest, ideas for improvement in the magazine and special contributions, Regularity in sending articles and photographs

Communication with the National Editor and support through advertisements and donations to the magazine

HRD Program

Participation of the circle in the HRD programs conducted by LC India and RT India

Other HRD programs conducted and participated.

Sponsorship

Sponsorship if any by the Circle or individual Circlers to Adhyapana Sahaya, Round Table Foundation, Rendezvous, LC India directory, Newsletters, etc. Projects or tie-ups with corporates and others.

AGM's and Mid Term Meets

Attendance of the Circle at the MTMs and National AGM

Area AGM

Area Events - Include photographs, Mention any active participation at these events like SAA or assisting the organizing committee etc.

Attendance of Circlers at other Circle meetings and fellowship events (Besides the national AGM, MTM and Area AGM)

This is self-explanatory.

Best floor Circler

Date of joining the Circle.

Involvement in Circle projects during the recent LC year, fellowship activities, and fund raising programs. Attendance at Circle meetings, Participation in other Circle and table activities; Attendance at National and Area Meets; Contribution to Rendezvous and other LC forums, etc; Enclose a relevant photograph.

Best floor Couple

Date of joining the Circle/table.

Involvement in Circle/Table projects during the recent LC year, fellowship activities, and fund raising programs. Attendance at Table/Circle meetings, Participation in other Circle/ table activities, Attendance at National and Area Meets, Contribution to Rendezvous and other LC/RT forums, etc; Enclose a relevant photograph.

Communication with the national board and other Circles-

Communication of the Chairperson and Secretary to the national board, minutes and reports sent, communication with the Area Chairperson, Publicity Convenor, Project Convenor and others. Minutes sent to the National board and other Circles.

Regularity and Promptness of communication to be put down

A Special landmark

This could be a charter anniversary, a landmark number meeting etc.- Write a few lines about the event. Enclose photographs.

Attendance Sheet of the Circle

Giving details of the attendance of individual Circlers at meetings, projects etc along with their percentage. And the overall percentage of the Circle at meetings held through the year

Conclusion

The strengths and weakness of the Circle in brief (not more than 10 lines) during the last Circling year.
Acknowledgments and thanks to those who helped the Circle during the year

Pls note- Contents is more important than glossy or expensive Annual reports

7. CONVENTION MANUAL

CONVENTION MANUAL

The conference is held every year during the last weekend of December. The venue and date is decided two years in advance to coincide with the Round Table India Annual Conference. Ladies Circle India rules and regulations must be followed.

Conference Convener

The Ladies Circle of India nominates the Convener. The Convener can then appoint her own committee. If there is more than one Circle in a city, she should try and see that Committee members are chosen from all Circles, to ensure support and co-operation from all members. She should keep in touch with the President and other board members and send progress reports. She should prepare and present a report at the Conference and later send a detailed report and accounts to the board members.

Committee

Apart from the conference convener, the committee usually consists of

- a. **Conference Secretary-** She has to attend to all correspondence relating to the conference, printing and sending out circulars, registration forms, invitations, etc and keep a record of all meetings held.
- b. **Conference Treasurer-** She handles all finances of the conference, opens a bank account in the name of National Association of Ladies Circle India Conference, prepares a budget and keeps an account of expenses. She has to submit a balance sheet at the Annual General Meeting if possible or soon afterwards.

Venue and duties

The venue of the meetings should as far as possible, be at the same hotel or place as the RTI Conference. The maximum number of participants that might attend should be taken into consideration when deciding on the size of the meeting hall. The maximum must be borne in mind when estimating the budget. Notes should be made about discussions and decisions. A printing press should be contacted in good time, and the registration forms etc should be printed. Articles should be sent to the newsletter and the LC India magazine, Rendezvous on the progress and arrangements.

Sub Committees

| | | |
|--------------------|----------------------------|----------------------|
| AGM Project | Workshop | Registration |
| Publicity | President's Banquet | Board Meeting |
| Sponsorship | President's Tea | Creche |
| AGM Session | | |

Sub-committees should be appointed to take care of special matters and functions. The chairman of a sub-committee should work in close contact with the main Conference committee and keep them informed.

Budget

Things to be considered when drawing up the budget

- a. Rent of meeting hall, tables, chairs etc
- b. Printing
- c. Postage
- d. Mike arrangements
- e. Photographer
- f. Refreshments like tea and coffee at the meeting
- g. President's tea
- h. System for PowerPoint presentation
- i. Stationary including pens, writing pads, folders, photocopying etc

Finances

The Committee, with the co-operation of the local Circles, could supplement by publishing a souvenir or by a small fundraising the Conference registration. If there is a surplus, 10% of its will be given to the Ladies Circle India Conference Fund and the rest shared equally by the host Circle/Circles.

Invitation and Registration form

Invitation should be sent to the Ladies Circle International President, Ladies Circle International Board Members and to all Past Presidents of Ladies Circle India. The Conference Convener should confirm all bookings.

The Conference Programme

Arrival

It would be a nice gesture if the Ladies Circle India Board members and Ladies Circle International Board members or other such V.I.P's are met on arrival and taken to their place of stay.

1st day

Inauguration/ Workshop / Discussion / Symposium / Annual General Meeting
President's Tea

2nd day

Annual General Meeting

Other than this, a finance Committee meeting, Trust meeting and one board meeting (one pre Annual General Meeting) must be arranged for. The President has the prerogative to make slight change in schedule if necessary. She shall however, keep the Conference Convener duly informed.

Requisites for Meetings

1. Seating Arrangements:
 - a) Head Table
 - b) Convenors & Area Chairpersons
 - c) Scrutineers
2. Tables and chairs for National delegates (two from each Circle)
3. Chairs for other participants.
4. Mike & PPT arrangements for the head table and at least two moving mikes for the floor members.
5. Music system for the Ladies Circle India song and the National Anthem
6. Ladies Circle India banner.
Circle flags for delegate Tables (available with the National Secretariat)
7. Toast at the beginning and end of the Annual General Meeting.
8. Photographer with a video coverage to cover the Annual General Meeting.
9. Drinking water and Tea/coffee
10. All meetings should be arranged in the same hall as far as possible.

Registration Office

It should be opened on the day Delegates arrive and should remain open for the duration of the conference.

Information about shopping, hair salon, doctor, chemist etc should be available.

Conference Shop

A place should be arranged where Ladies Circle India Supply house items could be sold. Circlers to man the counter must be appointed.

Lunches and Dinners

For these, Circler's/ Tabler's wives join their husbands. Registration for this is included with the Tablers. Single ladies should register with the Round Table India Conference Committee for these functions.

Conference Kit

On registering, each member is given a folder containing the name tag, writing pads, pencil/pen with information on the time date and venue of all meetings and functions of Ladies Circle India, Invitations for the President's tea, children's programmes if any etc.

Transport

If the venue is different from the RT Conference then special transport facilities for Circlers should be arranged.

8. EXTENSION

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 it's 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. (2007)
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 Circlers 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 Circlers 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. Felicitations: 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

Extension

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 Prop _____ to please escort our Chief Guest _____, Guest of Honour _____, 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.

9. NATIONAL REFERENDUM

GUIDELINES FOR NATIONAL REFERENDUM

GUIDELINES

A National Referendum is conducted by the Association to facilitate a decision on issues concerning every Floor Circler of Ladies Circle India. This Referendum is conducted to ensure that the voice of every Circler is heard and some decisions are not just based on what the AGM Floor decides, but are broad based.

The process of Referendum should be so established that there is transparency, accountability and most importantly, the integrity of the whole process must be above question.

1. A Referendum can be proposed by the members of the Ladies Circle India, the Ladies Circle India Board and / or emerge as an outcome of the discussion and decisions made at an Annual General Meeting.
2. The proposal from a Circle or the National Board must reach the National Secretary by the 30th of September prior to the national board meeting in October to facilitate adequate preparation and discussion by the NEX.
3. At the Board Meeting, the NEX could ask for clarifications from the Circle that has sent the proposal.
4. The proposal with clear explanatory notes is then presented as a part of the Agenda Papers for the National AGM.
5. At the National AGM, the proposal for Referendum must be discussed and deliberated, and the opinion of the delegates should be taken into account before a decision is made.
6. 2/3rd of the member Circlers of Ladies Circle India present and voting at the National AGM should vote in favor of the proposal.
7. Once the general body approval is obtained, the National Board then constitutes a Referendum Committee to conduct the Referendum. The Committee shall consist of:

| | |
|----------|---|
| Convenor | - National Secretary, Ladies Circle India |
| Members | - One member of the National board |
| | - Convenor, National Secretariat |
| | - Two floor members |
8. The Committee has an independent meeting and sets the agenda for the Referendum.
9. The first communication from the committee to the circles should be sent within 15 days of approval by the General Body. This

communication must clearly state the date of the Referendum and also the issue to be voted upon to all Circles. The committee then sets up the process for the conduct of the Referendum.

10. Having established the complete process, the Committee will send the first formal notice for Referendum 30 days in advance of the date of Referendum.
11. The Circles must be given four weeks' time from the date of Referendum to complete the process of the Referendum in their respective Circles. At the end of the allotted period, over $2/3$ of eligible Circles should have completed the process for it to be considered a valid Referendum. To ensure that $2/3^{\text{rd}}$ of circles have completed the voting process, an extension period of two weeks shall be given failing which the proposal will be considered defeated.
12. On completion of the Referendum at the various Circles, the envelopes are received at the National Secretariat and kept under lock and key safely.
13. The Referendum Committee must clearly indicate the date for counting of the ballots in their communication to the Circles.
14. On the counting day, the Referendum Committee must meet at the Ladies Circle India Secretariat at the appointed time. Any active member of LC India who wishes to be present should be allowed to do so.
15. The envelope containing the ballots from the Circles are opened one by one. The number of ballots polled is tallied with an attendance list signed by the Circlers in every Circle. All the ballots to be put into a large box and completely mixed up before the ballots are opened. All "YES" and "NO" votes to be totaled. The proposal is considered passed if $2/3$ of the votes polled are in favor of the proposal.
16. The final result of the Referendum is documented on the letterhead of Ladies Circle India in triplicate. This result to be signed by the Convenor and Members of the Referendum Committee.
17. The result of the Referendum is announced by a communication from the Referendum Committee to all the Circles. Electronic mail could also be used as an additional communication tool.
18. The ballots should be stored in a sealed box and brought to the following LC India National AGM by the National Secretariat Convenor.

19. The result of the Referendum is then presented at the next National Board Meeting of Ladies Circle India for ratification.
20. The result and the report of the Convenor - Referendum are to be printed as a part of the Agenda Papers for the next National AGM.
21. The results and report are presented to the General Body for final acceptance and approval by it.
22. With the permission of the General Body, the ballot papers will be destroyed. This signals that the process of Referendum is completed.

PROCEDURE FOR THE CONDUCT OF A REFERENDUM

1. The committee appointed by the Board shall send a preliminary communication to the Circles on the following:
 - a) The topic for the Referendum
 - b) Tentative date for the Referendum
 This communication to be sent within 15 days of approval at the National AGM
2. The committee will then set the roadmap for the conduct of the Referendum. It will nominate National Observers in every city, where Ladies Circle India member Circles exist. The committee should ensure that not less than 40% of the active members in each circle are present for voting.
3. No Circle would be permitted to conduct the Referendum in the absence of a National Observer. It is the responsibility of the Referendum Committee to ensure that a National Observer is present at every city.
4. The National Observers could ideally be:
 - National Board Elected Officers of Ladies Circle India (Head Board and Area Chairpersons)
 - National Convenors
 - Past Presidents of Ladies Circle India, who are active Circlers
 - Members of the National or Area Board of Round Table India
5. The time given for a Circle to conduct the Referendum should be 4 weeks from the date of commencement, as announced by the Referendum Committee.
6. The Ballot Papers must reach all Circles at least one week before the date of the start of the referendum.
7. The Ballot Papers must be sent to the Chairperson of the respective Circle, with clear instruction that the sealed covers must be opened

only on the date of the Referendum and that too, only in the presence of the National Observer.

- 8. The Ballot Papers are prepared as per for following sample:

| | |
|--|--|
| <p>Ladies Circle India</p> <p>Ballot Paper</p> <p>Question: Do you want?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>Seal Signature</p> <p style="text-align: right;">Secretary, Ladies Circle India</p> | |
|--|--|

- 9. Along with the Ballot Papers, the list of members of every Circle must be sent as per final list available at the Ladies Circle India Secretariat. The format of the list should be as follows:

| | | |
|--|-------------|------------------|
| <p>Ladies Circle India</p> <p style="text-align: right;">Date: _____</p> <p style="text-align: center;">_____ Ladies Circle</p> <p style="text-align: center;">No. _____</p> | | |
| Sl. No. | Name | Signature |
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| <p style="text-align: center;">I hereby certify that the Referendum was conducted in my presence and as per the rules of the association</p> <p style="text-align: right;">SIGNATURE</p> <p style="text-align: right;">Name: _____</p> <p style="text-align: right;">Position: _____</p> <p>Date: _____</p> | | |

10. The envelope for the Referendum to be sent to the Circles in advance in a sealed cover should contain:
- a) List of Circlers as per format given above
 - b) Ballot Papers to be duly authenticated by Secretary, Ladies Circle India
 - c) Envelope for return of utilized Ballot Papers
 - d) Envelope for return of unutilized Ballot Papers, if any.
 - e) A large self-addressed envelope with Ladies Circle India Secretariat address for return of the smaller envelopes cited in a, c & d above.

11. The Circle Chairperson should contact the National Observer allocated for the Circle and fix up the date and time for the Referendum.
12. The Circle should meet at the fixed date and time, in the presence of the Observer.
13. The Observer shall open the envelope in the presence of the Circlers and hand over one ballot to every Circler, after obtaining their signatures in the Attendance Sheet. She should make sure the numbers on the ballot papers correlate with the list sent to her by the committee.
14. Please note that the whole process is a secret ballot and Circlers must ensure secrecy in the voting process. The Circlers should fold the ballot paper after marking their choice.
15. The Observer should take all the ballots and pack it in the designated envelope. On no account, the Observer or any Circler should open the folded ballot papers.
16. The unutilized ballot papers should be packed in a separate envelope and sealed.
17. The two envelopes containing utilized ballots and unutilized ballots, along with the list of Circlers who participated in the Referendum with their signatures is then packed in a larger self-addressed envelope.
18. This larger envelope is then sealed in the presence of the Circle Executive and the Observer. It will be the responsibility of the Observer to dispatch the envelope to Ladies Circle India Secretariat by Registered Post or a standard Courier Service on the same day.

10. LADIES CIRCLE INTERNATIONAL

LADIES CIRCLE INTERNATIONAL

History

Ladies' Circle has its roots in England where the wives of Round Table members founded the first Circle in Bournemouth in 1930.

In 1947, LC Sweden was founded and was followed by LC Denmark two years later. Contact was made between members of these first three countries, and in 1959 the international organisation of Ladies' Circle (LCI) was established. The founder members of LCI were Molly Worley (President), LC GB&I, Jen Ulfvik (Vice President), LC Sweden, Margery Coombe (Secretary), LC GB&I, and Søs Tarp (Treasurer), LC Denmark.

The constitution was drawn up, based on equality of all member associations within an international structure. From this developed the Aims and Objects:

- To promote international friendship, understanding and goodwill by encouraging members to extend their knowledge of each other and other people.
- To promote, co-ordinate and develop the extension of Ladies' Circle throughout the world.
- To be non-political and non-sectarian

Ladies' Circle expanded into new countries and continents. In 1959 LC Finland was founded, followed by LC Norway in 1961, LC Belgium and LC Hong Kong in 1967, LC France and LC India in 1970, LC Kenya in 1971 and LC Germany in 1972. In 2005 Ladies' Circle exists in four continents, and there are approx. 14 000 members in 36 countries.

At the 1994 AGM, a significant rule change was passed, following which Ladies' Circle International became totally independent from Round Table. Ladies' Circle is now open to all women between the ages of 18 and 45.

Logo

The LCI Board would like to remind members that the LCI logo is for the use of the International Association as a whole, and not for the use of individual members or Member Countries.

If a situation arises where it is felt to be appropriate for the LCI logo to be used, permission should be sought from the LCI Board.

1. CONSTITUTION

- 1-1** The name of the Association shall be Ladies' Circle International (LCI).
- 1-2** The motto of the Association shall be "Friendship & Service".
- 1-3** The constituent members of the Association shall be the founder member National Associations of GB&I, Denmark and Sweden, together with all other Member Countries affiliated to the Association in accordance with Rules 4-3, 4-4, 4-5, 4-6, 4-7 and 4-8.
- 1-4** The affairs of the Association shall be administered by the LCI Board and the LCI Council. Unless contravening any other rules, the LCI Council may perform all powers and duties vested in the Association.
- 1-5** The Association may decide to associate with other organisations having similar aims and constitutions. Such a decision shall be made at a LCI Annual General Meeting (LCI AGM) at which at least 75% vote in favour.
- 1-6** A decision to wind up or suspend the affairs of the Association can only be made at an LCI AGM.
- 1-7** the official working language in LCI is English
- 1-8** The LCI Year runs from 1st of July to 30th of June the next year
- 1-9** The Association is open to women between the age of 18 and 45.

2. DEFINITIONS

- 2-1** "The LCI Board" - The administrative body consisting of the President, the Vice President, the Immediate Past President, the Treasurer and the Secretary
- 2-2** "The LCI Officers" - The members of the LCI Board
- 2-3** "The LCI Councillors" - The representatives of the Full Member Countries entitled to vote at the LCI AGM, usually the National President and the National Immediate Past President, or their approved deputy.
- 2-4** "The LCI Council" - The administrative body consisting of the LCI Officers and the LCI Councillors.
- 2-5** "Annual General Meeting" - The highest Authority of the Association. A Meeting shall be organised once a year, normally in

the end of August/beginning of September (LCI AGM at the LCI Conference - See Rule 7-3).

- 2-6** "Full Membership" - See Rules 4-7 and 4-8.
- 2-7** "Associate Membership"-See Rules 4-3, 4-4, 4-5 and 4-6.
- 2-8** "Capitation Fee" - Membership fee from all Member Countries payable each year - See Rules 8-10, 8-11, 8-12 and 8-13.
- 2-9** "Affiliation Fee" - Payment from Associate Member Countries payable on the charter of the No 1 Circle - See Rules 8-8 and 8-9.

3. AIMS AND OBJECTS

- 3-1** To promote international friendship, understanding and goodwill by encouraging members to extend their knowledge of each other and other people.
- 3-2** To promote, co-ordinate and develop the extension of Ladies' Circle throughout the world.
- 3-3** To be non-political and non-sectarian.

4. RULES GOVERNING MEMBERSHIP

Formation of a Ladies' Circle

- 4-1** A Circle may only be formed in connection with another Circle or in connection with Round Table.
- 4-2** **A.** All new countries applying for Membership of LCI, should adopt the name Ladies' Circle.
 - B.** No Circle shall be recognised to be a Ladies' Circle unless:
 - i).* It has the motto "Friendship & Service"
 - ii).* It adopts a retirement rule requiring active members to retire not later than the age of 45
 - iii).* It is non-political and non-sectarian
 - iv).* It provides an opportunity for its members to engage in social or service activities and discussion
 - C.** All the member countries in LCI shall deliver a copy of the National Ladies' Circle logo to the LCI Board.

Associate Membership

- 4-3** The first Circle in any country will receive automatic Associate Membership of LCI, upon the charter of the first Circle. The Aims

and Objects of that country shall be sent to the LCI Board (addressed to the LCI Secretary) for approval by 10 June prior to the LCI AGM at which it will be considered. The application shall be included on the LCI AGM Agenda circulated to all Member Countries.

- 4-4** All additional Circles chartered in an Associate Member country shall automatically be included in that Associate Membership.
- 4-5** Associate Member Countries shall receive all correspondence from LCI.
- 4-6** Associate Member Countries may, at their own expense, send representatives to any LCI AGM. Such representatives may not vote or propose amendments to the LCI Rules.

Full Membership

- 4-7** When an Associate Member country fulfils each of the following conditions, that country may apply for Full Membership of LCI:
 - a.* There shall be a minimum of three Circles in the country, founded within a period of 4 years after the charter of the Number 1 Circle.
 - b.* There shall be an elected National Board, which has worked for two consecutive years.
 - c.* The LCI Board shall have approved the National Association's Constitution and Rules. Such an application shall be received by the LCI Secretary by December 31 prior to the LCI AGM at which it will be considered, and shall be included on the LCI AGM Agenda and voted by the LCI Councillors, together with the LCI Boards' report to be circulated to all Member Countries.
- 4-8** A new Full Member country shall not have the right to propose new or amend existing rules, offer to host a LCI Conference or propose candidates for LCI Office until the LCI AGM following the one at which they are granted Full Membership.

Termination of Membership

- 4-9** If a Full Member Country or Associate Member country does not pay Capitation Fee/Affiliation Fee or keep in contact with LCI for two years, then their membership shall cease to exist.
- 4-10** If the number of Circles in a Full Member country remains less than three for three consecutive years, its Full membership is terminated. The termination of the full membership has to be

declared at the following LCI AGM, thereafter the country in question retains the status of Associate Member country.

- 4-11** Upon termination of the membership, the member of the Association shall surrender its Charter Certificate and is thereafter not allowed to use the name, emblem or insignia of the Association in any way whatsoever.

5. LCI BOARD: NOMINATION, POWERS AND DUTIES

International Vice President

- 5-1** The LCI Council shall at the LCI AGM elect a Vice President. Candidates should, before the commencement of the Vice Presidential term of office, have served for a total of two years in any of the following offices: Area Chairman, National Officer in their own National Association, LCI Treasurer or LCI Secretary. All candidates must be active members of their own Full Member Association at the time they become International President.
- 5-2** The Vice President shall serve in office for one year.
- 5-3** The Vice President shall serve as International Contact Lady.
- 5-4** The Vice President shall automatically become International President.

International President

- 5-5** The President shall serve in office for one year.
- 5-6** If the Vice President is unable to take office as President, a President shall be elected together with a Vice President, in accordance with the LCI Rules.
- 5-7** The President, or another Officer officially appointed by her, shall charter the first Circle in a country.
- 5-8** The President shall automatically become Immediate Past President.

International Immediate Past President

- 5-9** The Immediate Past President shall act as Extension Officer.

International Treasurer

- 5-10** The LCI Councillors shall at the LCI AGM elect a Treasurer. Candidates should, before commencement of the term of office as

Treasurer, have served for at least one year either as Area Chairman or as an elected National Officer in their own National Association. All candidates must be active members of their own Full Member Association at the time they become Treasurer.

- 5-11** The Treasurer shall serve in office for a minimum of one year and a maximum of two years. As a candidate she shall indicate for which term she intends to serve.

International Secretary

- 5-12** The LCI Councillors shall at the LCI AGM elect a Secretary. Candidates should, before commencement of the term of office as Secretary, have served for at least one year either as Area Chairman or as an elected National Officer in their own National Association. All candidates must be active members of their own Full Member Association at the time they become Secretary.

- 5-13** The Secretary shall serve in office for a minimum of one year and a maximum of two years. As a candidate she shall indicate for which term she intends to serve.

Nominations

- 5-14** No Full Member country may nominate a candidate for the LCI Board without the consent of the candidate. Nominations shall be circulated within and approved by the candidate's National Association.

- 5-15** Nominations for the offices of Vice President, Treasurer and Secretary shall be received by the LCI Secretary by June 10th, and shall be sent by her to all Member Countries no later than July 1st.

- 5-16** No Full Member country shall nominate the same candidate for two international posts at the same LCI AGM.

- 5-17** When there are no candidates for office, nominations from the floor can only be accepted with the consent of the candidate and the support of her own National Board.

5-17-1 A holder of office on the LCI board, namely President, Vice President, IPP, Secretary, Treasurer and Weblady shall be no more than 44 years of age during the period she is a LCI officer. If she is 45 years before 30th of June in her last year in LCI office, she is

allowed to continue on the LCI board until the following LCI AGM.

Duties

- 5-18** The LCI Board shall be responsible for the promotion and development of LCI, and for the co-ordination and administration of the Association. The LCI Board shall act on behalf of the LCI Council.
- 5-19** There should be a substitute for the following officers in the LCI Board: Treasurer and Secretary. The substitute for the office of the LCI Treasurer and the LCI Secretary should be co-opted by the LCI Board.

Web- Master

- 5-20** The LCI Councillors shall at the LCI AGM elect a web-master. Candidates should, before commencement of the term of office as web-master, have served for at least one year either as Area Chairman or as an elected National Officer in their own National Association. All candidates must be active members of their own Full Member Association at the time they become web-master.
- 5-21** The Web-master shall serve in office for a minimum of one year and a maximum of two years. As a candidate she shall indicate for which term she intends to serve.
- 5-22** The Webmaster will join the LCI Conference and the LCI Board meetings attached with the LCI Conference at the expense of LCI. The Webmaster shall seat with the LCI Board panel.

6. LCI COUNCIL: NOMINATION, POWERS AND DUTIES

- 6-1** Each Full Member Country may be represented in the LCI Council by two LCI Councillors. LCI Councillors should normally hold office for two years, but may continue for a third year at the discretion of the LCI Board. The LCI Councillors shall be active members in their own National Association. Footnote: The working period of each LCI Council begins immediately after the LCI AGM and ends immediately after the next LCI AGM. Usually the LCI Councillors of a Full Member Country are, at time of the Conference, the National Immediate Past President and the National President.
- 6-2** If a LCI Councillor is elected as a LCI Officer of the Association, the country she represents shall appoint a new LCI Councillor in her place.

- 6-3** If a LCI Councillor is unable to attend a meeting of the LCI Council, an accredited deputy may attend in her place.
- 6-4** Any change in LCI Councillors must be notified in writing to the LCI Secretary as soon as possible.
- 6-5** The LCI Council shall be responsible for directing, controlling and administering the Association and its finances, properties and monies.
- 6-6** The LCI Council shall have the power:
 - a.* to grant and revoke Certificates of Affiliation
 - b.* to promote such activities as seem necessary to achieve the purposes of the Association
 - c.* to appoint committees as required and to define their duties and powers

7. RULES GOVERNING THE AGM, COUNCIL AND BOARD MEETINGS

- 7-1** The LCI President shall preside at all meetings of the LCI Council and the LCI Board. If she is unable to attend a meeting, the LCI Vice President or another appointed deputy shall take her place. Except for the LCI AGM, at which the LCI Immediate Past President shall preside.
- 7-2** A meeting of the LCI Council shall be held in conjunction with the LCI AGM.
- 7-3** The LCI Council shall hold a LCI AGM at a time and place decided by the LCI Council and may meet at such other times as the LCI President may decide.
- 7-4** The venue of an LCI AGM shall be decided three years in advance. Any Full Member country wishing to invite the Association to hold a LCI Conference in its country shall send an application to the LCI Secretary no later than June 10th prior to the LCI AGM at which the application will be considered.
- 7-5** When an application to host a LCI AGM is made by a Full Member country, a full feasibility study should be undertaken, including details of accessibility of the venue, and presented to the LCI Board before such applications shall be considered. Once the LCI Board is satisfied that the application complies with all the requirements, details should be sent out to all the Full Member Countries for their consideration together with the LCI AGM Agenda.

- 7-6** Proposals, nominations and applications may be submitted by Full Member Countries to the LCI AGM, and shall be received by the LCI Secretary no later than 10 June prior to the LCI AGM. The respective National Boards should have approved these proposals, nominations and applications.
- 7-7** Notice of the LCI AGM, containing details of all proposals, nominations and applications to be considered, shall be sent out by the LCI Secretary to the members of the LCI Council and to the National Presidents/Chairmen of the Associate Member Countries no later than 1 July prior to the LCI AGM.
- 7-8** Any applications for Associate Membership and Full Membership of the Association shall be circulated to all Member Countries together with the Agenda for the LCI AGM.
- 7-9** The LCI President shall have the option to appoint a Chairman for the LCI AGM, if she so wishes. The LCI Council shall elect the Chairman.
- 7-10** At each LCI AGM, the following business shall be transacted:
- a.* Notice convening the meeting.
 - b.* Confirmation and adoption of the Minutes from the previous LCI AGM.
 - c.* President's Report.
 - d.* Vice President's Report.
 - e.* Immediate Past President's Report.
 - f.* Secretary's Report.
 - g.* Treasurer's Report.
 - h.* Determination of Capitation fee.
 - i.* Election of Officers.
 - j.* Proposals submitted by the Board.
 - k.* Proposals submitted by Member Countries.
 - l.* Incoming President's Address.
 - m.* Any Other Business. Voting System, Alterations to Rules and Standing Orders.
- 7-11** The quorum for any meeting of the LCI Council shall be two thirds of the members entitled to vote.
- 7-12** Each Full Member country has two votes, with the exception of financial matters, when a Full Member Country with more than 300 members and/or a minimum of a ten years membership shall have three votes.

- 7-13** The LCI Officers do not have the right to vote, with the exception of the LCI President, who shall have a casting vote, where necessary.
- 7-14** All resolutions regarding finance must be passed by a 75% majority of the members of the LCI Council present.
- 7-15** Voting shall normally be by show of hands. In the election of LCI Officers, LCI Conference venue, LCI Charity Project, or when specially requested, voting shall be by secret ballot and, where there are more than two candidates or choices, the single transferable voting system shall be used.
- 7-16** In the event of an equal division of votes, the LCI President shall have a casting vote.
- 7-17** All Member Countries shall be given a copy of the LCI Directory, Rules and Guidelines.
- 7-18** No new rule or amendments to the LCI Rules may be made except by the decision of the LCI Council at the LCI AGM at which at least 75% of the members of the LCI Council present vote in favour.
- 7-19** Proposals and proposals for alterations carried at a LCI AGM shall take effect immediately after the closure of the LCI AGM.

8. RULES GOVERNING FINANCE

- 8-1** The funds of the Association shall be derived from Affiliation Fees and Capitation Fees.
- 8-2** The financial year shall start on July 1st and end on 30 June.
- 8-3** An Audit of Books and Accounts of the Association shall be prepared before the LCI AGM by a qualified accountant. The LCI Treasurer shall submit the statement of accounts with her report to the LCI Council at each LCI AGM.
- 8-4** Each Member Country shall be responsible for raising, by agreement with its affiliated Circles, all funds necessary for the conduct of its National affairs.
- 8-5** No Member Country shall commit the Association to any financial or other undertaking without the express authority of the LCI Council.
- 8-6** No Member Country shall be granted any part of the funds of the Association except as provided for in these LCI Rules.

- 8-7** Should the affairs of the Association be wound up, any realised assets (after payment of all debts and liabilities) shall be divided among the Member Countries on a per capita basis. Membership figures in that case shall be taken from each country's most recent payment of Capitation Fees.

Affiliation Fee

- 8-8** Associate Member Countries shall pay an Affiliation Fee of EUR 40 or the equivalent in any other suitable currency as determined by the LCI Council at the LCI AGM.
- 8-9** On accepting Full Membership, each country shall pay a further fee of EUR 120 or the equivalent in any other suitable currency as determined by the LCI Board.

Capitation Fee

- 8-10** Full Member Countries and Associate Member Countries shall submit to the LCI Treasurer a statement of membership for the incoming year by June 10th. The Capitation Fee due in next October shall be determined, based on this figure.
- 8-11** The Capitation Fee will rise by **0.25 euros** with effect from the 1st September each year, this to be reviewed each year for the following year.
- 8-12** Capitation Fee is due before 31 October. The Fee shall be paid in EUR or the equivalent currency, as determined by the LCI Board.
- 8-13** The penalty for late payment of the Capitation Fee (after 31 October) will be EUR 0.16 per member with a minimum penalty of EUR 80.

LCI Board

- 8-14** The LCI Treasurer shall submit an Annual Budget of income and expenditure for the following year, for the approval of the LCI Council at the LCI AGM. The LCI treasurer shall submit a prognosis of the annual Budget to income and expenditure for two years ahead to be considered at the LCI AGM, and to be reconsidered at the yearly MTM's.
- 8-15** All cheques shall be signed by the LCI Treasurer or by two LCI Officers.
- 8-16** The LCI Officers shall serve without any remuneration whatsoever. The LCI Officers shall receive a contribution to the

expenses incurred by their respective offices. The sums involved shall be reviewed annually.

- 8-17** Travelling and subsistence allowances as may from time to time be decided by the LCI Council shall be paid to all LCI Officers.
- 8-18** The LCI Board has the authority to move the LCI bank accounts, should they consider it advisable.

LCI Annual General Meeting / LCI Conference

- 8-19** Travel expenses in respect of the LCI AGM shall be paid to one LCI Councillor from each Full Member country, but such countries shall be responsible for the first EUR 120 of any claim. Travel shall be arranged by the cheapest, most direct route, and no more than economy class return airfare shall be paid, less the aforementioned EUR 120. The money saved as a result of this rule shall be paid into the Associate Member Fund. Subsistence allowances in the respect of the LCI AGM shall be paid to one Councillor from each Full Member Country. To include Conference Registration, Councillors Meeting & Luncheon, the AGM and Luncheon, the Gala Dinner and the International Contact Meeting. Only those meetings and events attended by the Councillor can be claimed. Old Rule 79 is rescinded.
- 8-20** Travel costs shall be notified to the LCI Treasurer by June 10th prior to the LCI AGM. Payment will be made to the Full Member Country within three months following the LCI AGM on the basis of travel receipts received. Old Rule 81 is rescinded.
- 8-21** The LCI Officers shall, on behalf of the LCI Council and in conjunction with the country hosting the LCI AGM, be responsible for the arrangements and shall make the necessary financial provisions out of the funds of the Association in respect of such a meeting.
- 8-22** A LCI AGM Fund is set up to provide loans to the hostess countries for the LCI Conference. From this Fund, the LCI Board shall loan the hostess countries sufficient money to pay the initial expenses of a LCI AGM. These loans are interest free and payable by LCI Board to the hostess country within one month of the LCI AGM at which the invitation is accepted. These loans are repayable by the date of that LCI AGM, at the latest.
- 8-23** Surplus funds resulting from an LCI AGM shall be apportioned as follows:

- a.* 40% to be decided jointly by the National Board of the host country and the Host Circle/ Area
- b.* 20% to the LCI Travel Fund
- c.* 15% to the LCI Charity Fund
- d.* 15% to the Extension Support Fund
- e.* 10% to the LCI Associate Member Fund.

8-24 No financial provision shall be made from the funds of the Association for any social function held in conjunction with the LCI AGM.

8-25 The National Association of the hostess country shall have the ultimate responsibility for the LCI AGM and its finances.

8-26 The organising Circle/Area may not use their share of the LCI AGM surplus before they have presented Audited Accounts of the LCI AGM to the LCI Board, which shall be done not later than 31 December after the LCI AGM. The LCI AGM organisers are responsible to answer any possible questions presented by the LCI Board. If these conditions are not fulfilled, LCI may claim the whole surplus.

9. STANDING ORDERS FOR LCI ANNUAL GENERAL MEETING

9-1. Record shall be kept of the attendance of the LCI Officers and voting LCI Councillors.

9-2. The quorum for any LCI AGM shall be a number equal to 2/3 of the Full Member Countries.

9-3. The Board shall appoint two Tellers, who shall be responsible for reporting to the Chairman of the meeting the result of all voting. Voting on all proposals shall be by show of hands except when a written ballot is specifically requested. In the case of election of LCI Officers, Conference Venue and Charity Project the voting shall always be by secret Ballot. The appointed tellers will ensure that all Ballot Papers, when used, remain confidential to the meeting at all times. If there are more than two Candidates or choices, the Single Transferable Voting System will be used.

9-4. The LCI Officers and 2 LCI Councillors from each full Member Country shall conduct the business of the LCI AGM. Each LCI Councillor has one vote, except when the voting concerns Financial Matters (see list below). For these matters, LCI Councillors from a Full Member Country, which has more than 300 members and/or has been a Full Member Country for the past ten consecutive years, shall have three votes. If any Country

can only send one LCI Councillor, she can use all the votes that the country is entitled to have. Financial Matters include:

- a.* LCI Rules governing finance i.e., Rules 8-1 to 8-26
- b.* Financial Report
- c.* Budgets
- d.* Determination of Capitation Fee

9-5. Any member attending the LCI AGM may speak on any resolution, but only the LCI Councillors may vote.

9-6. In the event of any equal division of votes, the LCI President shall have a casting vote.

9-7. Procedure to be followed when dealing with resolutions:

- a.* Any resolution may be discussed by the Meeting before it is voted on.
- b.* At this stage, any Voting LCI Councillor, subjected to the approval of the Chairman may propose an amendment
- c.* When an amendment has been proposed, it must be voted on and must be settled before any other amendment can be considered. A straight majority is needed to accept an amendment.
- d.* If the voting is against the amendment, then it is lost, and the Chairman will then ask for any other amendments. If there are no more amendments, the original proposal will then be voted upon in accordance with Rule 7-18.
- e.* If the voting is for the amendment, it is therefore carried and becomes the amended motion, to which any further amendments can be proposed and dealt with as in (b) and (c) above. The final amended motion then becomes the substantive motion (the new proposal) and as such must be voted on in accordance with Rule 7-18.
- f.* If the voting is against the substantive motion, it means that the whole proposal is lost, and on no account does the meeting return to the original proposal.

9-8. The Chairman's ruling on any point of order shall be final.

9-9. These Standing Orders can only be suspended or altered by a 75% majority of the voting LCI Councillors and the LCI Officers present at the LCI AGM.

RECOMMENDATIONS

9-10. LCI Councillors who attend the AGM as voting delegates should, wherever possible, be the National President and the National Immediate Past President of each Full Member Country.

- 9-11.** After the LCI AGM, the National Vice President of each Full Member Country should become LCI Councillor instead of the National Immediate Past President.
- 9-12.** If a Circler moves from one country to another, it is recommended that she has the right to transfer to a Circle in that country, whether or not she has a husband/partner in Round Table, but following the age rule of that country.
- 9-13.** It is recommended that should a Full Member Country wish to raise an amendment to any LCI AGM Proposal that they provide the LCI Councillors and the LCI Board with the amendment in writing at the beginning of the LCI AGM.

10. RULES FOR THE LCI TRAVEL FUND

- 10-1.** The purpose of the Fund is to promote friendship, understanding and goodwill between Member Countries of LCI by individual contact and understanding of the functioning of Ladies' Circle in Member Countries of LCI.

Suggested ways of raising money:

1. Half of the Conference Tombola surplus.
2. Voluntary donations from LCI countries.
3. In accordance with LCI Rule 8-23.

10-2. Division of the Travel Fund

The LCI Travel Fund should be divided into two parts:

1. LCI Conference

The allowance for the LCI Conference can be applied by Full or Associate member countries, by the national board. The LCI board decides each year on how many allowances and how much money is doled out, based on the current financial situation of the Travel Fund. The national LC board can then decide on how to use the allowance among the attendants of the LCI Conference (other than the National President of the country).

The candidates have to fulfill the existing rule (see newly numbered rule 10.4). Applications must reach the LCI board a month prior their first board meeting of the spring term (usually held in February).

2. Other LC events :

The allowance can be applied by individual ladies of the Full or Associate member countries after they have been approved by

their National Board. Also for these applicants rule 10.4 must be fulfilled.

10-3. Administration

The LCI Board shall together form the Committee, and the LCI Immediate Past President shall be the Chairman.

10-4. Choice of Candidates

The candidate must have been an active member for at least two years prior to the date of application and must have at least one year left as an active member by the time the journey is undertaken. She may be a member of a Full- or Associate Member Country. There will be no limitation to the number of the applications from different countries. Applications can be delivered to every LCI board meeting (deadline a month prior to the board meetings). It is not forbidden for a husband/partner to accompany her on the tour.

Present LCI Officers and LCI Councillors are not eligible for grants.

The Committee will use their discretion on selection.

10-5. How to apply

Applications shall be made on the Application Form, which is available either from each country's National Board or from the LCI Secretary, or from the LCI website. The Application Form shall be submitted to the Chairman of the Travel Fund (LCI IPP), with a copy to the LCI Treasure.

The applicant's National Board shall endorse the application form.

The information to be given includes:

1. Which country or countries to be visited.
2. When, why and for how long the visit will be made (approx. 7-14 days).
3. Summary of applicant's personal background and her involvement in her own Circle.
4. Proposed budget for travel.

10-6. Travel arrangements

The National Board of the country to be visited will be asked to arrange a tour of approximately 7-14 days. The recipient of the grant will be asked to take photographs/slides with her to show the Circlers in the host country, and speak about her own country's way of life. On her return, the recipient must send a report of the journey to the LCI Travel Fund Committee within 30 days of the conclusion of the journey. She is expected to write a report of the journey for the LCI Newsletter and her National

Magazine, and also to speak about her visit at Circle meetings whenever called upon. The grant is to be used for the expected purposes and at the precise time agreed upon, and any change without prior approval of the Committee entitles the Committee to nullify the grant.

The recipient may, under certain conditions (e.g. language difficulties) be allowed to journey with a fellow Circler.

After the tour, the recipient may have vacation in the host country at her own cost and arrangements.

11. RULES FOR THE LCI CHARITY FUND

- 11-1.** The Charity to receive the money shall be decided every second year in advance. A National Treasurer can pay donations to the LCI Charity Fund Account at any time during the year.
- 11-2.** Interest earned from money in the LCI Charity Account shall be added to the sum to be donated to the chosen charity.
- 11-3.** Full Member Countries and the LCI Board can nominate a Project. An Associate Member Countries can nominate a Project with the support and approval of their Godmother Country or a Full Member Country. The Full Member Country has to have the administrative, legal and financial responsibility of the project. The countries can only nominate one project each. The nomination must first have the approval of the National Board of the country applying for the project. A short written explanation (100-150 words) concerning the intended use of the money shall be sent to the LCI Secretary by the 31st of October in the year prior to the AGM, to be presented at the following MTM's.
- 11-4.** A vote shall be taken at the LCI AGM between the suggestions received.
- 11-5.** Following the Charity Project receiving the vote in the LCI AGM, all the monies paid to the LCI Charity Project will go to the benefit of the Project accepted. All the administrative costs of the project are to be taken care of by the National Board of the Country nominating the project. The first payment to the Project can be made as soon as a reasonable amount has been collected. The following payments shall be made after a report is given to the LCI Board concerning the proceeding of the Project. The National Board of the country proposing the Project shall be responsible for overseeing the Project and for ensuring that the monies are used for the intending charity during the Project. In the absence

of a National Board the LCI Board or the National Board of a Full Member Country named in the LCI AGM would undertake the responsibility. The LCI Board has the right to intervene in the Project if the requirements mentioned above are not fulfilled.

- 11-6.** The time limit for donations to the LCI project is 31st of July, in the second year of the project. Money received later will automatically go to the next project elected at the LCI AGM.
- 11-7.** A representative or any nominee Councillor appointed by the country receiving the money shall give a brief report on the proceedings of the Project in the three subsequent LCI AGMs after the LCI AGM, where the Project has received the vote. A written half-year report should be delivered to the LCI Board six months after the LCI AGM. This report should be distributed to all the National Boards. A written full-year report should be delivered to the LCI Board not later than 10 June prior to the LCI AGM. This report should be distributed to all the National Boards. Inquires concerning Charity Projects that has been started should be answered within 30 days by the LCI Board.
- 11-8.** If for any reason it proves impossible to use the money during the two years following its receipt, it shall be returned to LCI and the amount added to the Fund for distribution at the next LCI AGM.
- 11-9.** Every Charity Project should last for two years.

12. RULES FOR THE ASSOCIATE MEMBER FUND

The fund shall be financed by money saved in accordance with Rules 8-19 and 8-23 (d). The purpose of the fund shall be to give financial assistance to Associate Member Countries to attend the LCI AGM.

- 12-1.** The LCI Board shall together form the Committee and the LCI Treasurer shall be the Chairman.
- 12-2.** The Associate Member Countries shall be listed in order of charter date, and new Member Countries shall be added successively to the end of the list (please see below.)
- 12-3.** Travel by the cheapest method, Conference Registration Fees, Councillors Meeting and Lunch, Annual General Meeting and Lunch, The Gala Dinner and the International Contact Meeting and Lunch shall be offered to as many countries on the list as the Fund can afford (one representative per country) in the listed order. The aim shall be to use as much money as possible from

the Fund each year. Only meetings and events actually attended will be paid from the Fund.

- 12-4.** After an Associate Member country has received money in accordance with these Rules, that country shall automatically be moved to the bottom of the aforementioned list.
- 12-5.** The offer of money shall be made to the National President/Chairman Circle No. 1 or by her officially delegated board member at least one year in advance of the LCI AGM in respect of which the offer is made (she has to participate in both the LCI Councillors' meeting and the Contact Ladies' meeting). If a country does not accept the offer within the time limit specified by the Committee, the offer shall then be made to the next country on the list.
- 12-6.** In the case of a country declining an offer two consecutive years that country shall then be moved to the bottom of the list, except at the discretion of the LCI Board.
- 12-7.** The recipient of money in accordance with the above shall send a report of her journey and experiences of the LCI AGM to the Fund Committee within two months of the conclusion of the LCI AGM.

13) LC INDIA RULES GOVERNING NOMINATIONS FOR LC INTERNATIONAL OFFICE (2009/10)

- a) The candidate for an International Office should have been an active member of Ladies Circle India for over 5 years.
- b) i) The candidate applying for the post of LCI Secretary, Treasurer or Web lady should have served LC India for at least 2 years (of the 5 years that she is an active member) as an elected National Executive (the head board members and the Area Chairpersons form the elected National Executives).
- ii) The candidate should have held the respective national post in Ladies Circle India while filing their nomination for LC International posts. The candidate should have held the post of President Ladies Circle India, National Secretary, National Treasurer and National website Convenor when filing a nomination for International Vice President, International Secretary, International Treasurer and International Web lady respectively.
- iii) A candidate having held the post of LC India President is eligible for any post at LC International.

- c) i) The candidate applying for the post of LCI Treasurer, Secretary and Web lady shall be no more than 39 years of age during the period she is an LCI Officer. The candidate applying for the post of LCI Vice President shall be no more than 38 years by 30th June, for the year her nomination is sent for Vice President.
- ii) If the candidate is 40 years before the 30th June in her last year in LCI office, she continues on the LCI Board until the following LCI AGM.
- d) Nomination for the post of LC International Office shall be sent to the President by the 30th of September, and shall be circulated to all the National Delegates at least 21 days before the AGM.
- e) No Circle can nominate a candidate without having the candidate's consent, the nomination shall be accompanied by the approval of the nominee and her Circle.
- f) The General Body at the AGM shall decide by a secret ballot whether Ladies Circle India should or should not send a nomination for that specific LC International post that year.
- g) In case of more than one candidate for the same post, the General Body (if it decides favourably as per 'f' above) shall elect the nomination by secret ballot.
- h) In case there is more than one candidate for different posts, the condition lead in 'f' above shall be applied before a secret ballot is taken.
- i) There shall be no floor nominations at the Ladies Circle India AGM.
- j) In special situations - When LCI does not receive nominations for the posts of Vice President, Secretary, Treasurer or Web lady by the prescribed date and calls for floor nominations at the LCI AGM, any member wishing to apply in such situation should fulfill all criteria mentioned in 'a', 'b' and 'c'. The nomination will be accepted with the consent of the candidate and the support of her own National Head Board.

For more detailed information, members are requested to visit www.ladiescircle.org

11. WOCO FOUNDATION

WOCO FOUNDATION

WORLD COUNCIL OF SERVICE CLUBS

The World Council of Service Clubs started with the world platform for young charity organizations with an age limit of 45. All member associations were non-sectarian and non-political, Their members were representatives of nearly every profession and occupation, whose objects encompass the encouragement of high ethical standards, the promotion of social interactivity and fellowship among young people, the quickening of individual interest in everything affecting the public welfare, and the promotion of understanding amongst peoples of different cultural, language and political backgrounds.

The member organizations of WOCO had no big overhead, administrative bodies and committees. Any accruing costs are covered exclusively by our members, thereby making sure that 100% of the money raised for charity goes to those who need it. WOCO was represented in all continents of the world in over 80 countries with over 60.000 members.

WOCO consisted out of two entities, the **WOCO Executive Council**, headed by the representatives of the member organizations and the **WOCO Foundation**, where individual country associations are represented out of the main organizations who actively participate in community service development projects.

The **WOCO Executive Council** has been disbanded.

The **WOCO Foundation** exists well.

WOCO FOUNDATION

The **WOCO foundation** is a joint international commitment to a socially better future. It targets to enable 1 million children and their families to live a better life.

Many national service club associations including Active 20-30 International, Ladies Circle and Round Table have formed this joint international commitment.

With project experience that goes back as far as 1922, they act globally and work locally!

The projects are targeted at children and are mainly in the healthcare and education sectors.

WOCO Foundation members provide 50% of the funds for their projects. In turn, the WOCO foundation supports the projects through matching grants.

But after all these figures, there is a final figure that is the most important of all, for the one who helps and for the one who is being helped: 100% RoE – 100% return of emotion!

ACKNOWLEDGEMENTS

Awards

Our very sincere appreciation to all the donors who have sponsored the below mentioned awards

1. Balanced Activity Award for the best all round activity
(Donated by Cr Shashi Gulati, Founder President LC India)
2. Award for the Best project.
(Donated by Past Tr. D.V.Sridharan for best project)
3. Extension Trophy for best performance in extension
(Donated by Cr Gita Banker, Past President, LC India)
4. Circle-Table Fellowship Award for best interaction with the Round Table – (Donated by Tr Prakash Nair, Past President RTI)
5. Gajendra Award for the best publicity
(Donated by BNLC 14 for Publicity)
6. Fellowship Trophy for the best percentage of attendance at the National Convention- (Donated by Sq Leg Rajkumar, Past President RTI)
7. Best Secretary Shield to the Best Circle Secretary
(Donated by Cr Sabitha Chandran, Past President LC India)
8. Jayanthi Ethiraj award for Best Chairperson to the best Circle Chairperson (Instituted in memory of late Cr Jayanthi Ethiraj Chairperson, Hosur LC 32)
9. Rendezvous Trophy
(Donated by Cr Nina Prabhu, Past President)
10. Mayura Vijaynagar Award for the best Floor Circler
(Instituted by BNLC 14)
11. The Most Promising Circle Award-
(Instituted by Salem LC 28)
12. President's Theme award –
(Donated by Cr Aruna Visweswar, Past President LC India)
13. Best Debutante Award (Cash Award)-
(Donated by TR M.Jaykumar, Past President RTI)
14. Most Active Floor Couple of Circle-Table Award –
(Instituted by Bombay West LC 10)

Hand Book

LC INDIA HAND BOOK COMMITTEE, 1992

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- Secretary** : Cr. Revathi Prasad (CNLC 11)
- Members** : Cr. Aruna Visveswar (MLC 8)
Cr. Rajani Gopalakrishnan (CNLC 11)
Cr. Vikneswari Mohan (SLC 28)
- Advisor** : Sq. Leg Ashok Kumar Gupta

LC INDIA HAND BOOK COMMITTEE, 1998

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- Co- convenors** : Cr. Namrata Bhaskar (BELC 31)
Cr. Rhoda Dhanboora (BMLC 5)
Cr. Jayashree Chaudhry (BMLC 5)
- Advisors** : Cr. Suvarna Pardesi (BNLC 14), Past President
Cr. Rathi Nilakantan (MMLC 4), Past President

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- Convenor** : Cr. Alka Poddar (CPLC 46),
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- Co- convenors** : Cr. Rama Devi (GLC 39) , Past President
Cr. Rachna Gupta (BLC 19), Past President
- Members** : Cr. Seetha Venkatesh (VLC 52), President
(Ex- Officio)
Cr. Ambika Ravindran (MMLC 4),
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- Advisor** : Cr. Ashwini Surinder (BLC 19),
Past President LC India & LCI

LADIES CIRCLE INDIA HAND BOOK COMMITTEE, 2009

Compiled by : The National Board 2009-10

LADIES CIRCLE INDIA HAND BOOK COMMITTEE, 2011

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Hon Cr. Seetha Venkatesh (VLC 52)
Past President LC India & LCI

Cr. Pooja Galundia (BULC 96),
President LC India

Updated till the 45th AGM of Ladies Circle India

Notes