

# LCSA GUIDELINES – Updated 23 MAY 2014

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## A. RUNNING A NATIONAL AGM

1. The President of LCSA is the only person exempt from paying for registration and accommodation on the weekend. These costs are debited to the hosting circles account. All other delegates and board members are responsible for their own account.
2. Should the National board have sufficient funds all or part of the board members registration fee may be paid.
3. The President of RT and Agora also do not pay for their registration and accommodation which are similarly covered by the hosting circle. The spouse of this person is welcome to join the President on the weekend, but is responsible for his / her own registration.
4. Goodie Bags is a tradition that has been adopted from LCI. The goodie bags are either donated or the costs are factored into the registration fee. The latter should be limited.
5. The Friday evening is set aside for “bonding”. This usually takes the form of some sort of competition or fun item.
6. The AGM is normally on the Saturday morning, directly after breakfast. Starting time is usually 9 am.
7. The men are normally invited to the opening of the AGM after which they leave for the men’s tour, arranged by the hosting circle. The cost for the men’s tour is shown on the registration form.
8. The duration of the AGM should be limited to four hours at the discretion of the President and dependent upon matter at hand and reports tabulated
9. The afternoon is normally set aside as free time.
10. The President normally arranges a quick meeting with the Chairperson after the AGM to share her plans for the upcoming year. In turn the Treasurer, Secretary and Vice Chair follow suit.
11. The Gala dinner is set for 6.30 for 7 pm and should be as formal as possible if there is no theme.
12. Should the President want to have a cocktail party before the gala dinner, this is for her to arrange.
13. Many circles like to give each person a small gift on the table at the gala dinner.
14. The cost should be affordable to allow as many LCSA members as possible to attend.
15. Registrations are normally sent out in January and the cut-off date is end of March. All persons that register will be held liable for their registration fees even if they do not attend. Circles that invite guests will similarly be held liable for the guests’ registration fees.
16. Registration is held on the Friday from about 4pm to 6 pm. Members are shown to their accommodation and receive a goodie bag at the same.
17. The dress code for the AGM is business style with a hat. Each circle decides on the type of hat to be worn. This is a tradition that we have adopted from our Godmother Country GBI.
18. It is the President’s responsibility to make sure that each circle that won an award at the previous year’s AGM, returns the award to the Gala dinner. The engraving of the award is the responsibility of the Circle that won the previous year. The winning Circle’s name and number must appear on the engraving.
19. The President decides on the format of the evening. She will forward this information to the hosting circle for inclusion in the program for the evening.

Please take note: The dates / time / schedules are only guidelines. It should however be clearly indicated on the official registration form.

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## B. MEMBERS OF THE CIRCLE COUNCIL

### GENERAL INFORMATION

1. All members are expected to understand and be fully committed to the National Association and to the guidelines for her particular portfolio.
2. Please keep adequate records of all relevant documentation pertaining to your specific portfolio.
3. Hand over all records and the updated guidelines to the newly elected member immediately after the Annual General Meeting. The Circle Treasurer must ensure that the bank mandates are completed in full and also handed over to her respective successor within 30 days after the Annual General Meeting.
4. Ensure that all deadline dates for specific documentation and/or responsibilities are met at all times.
5. Update the Guidelines as soon as the information is received.
6. Communicate all relevant information to your Chairman and appropriate fellow councillors immediately.
7. Ensure you read the Constitution and standing rules, it is there to protect us and the Circlers. If there is anything you do not understand, contact the National Board to assist.
8. As the Circlers have elected you and shown their trust and confidence in you, please always endeavour to:
  - Uphold the Motto and the Aims and Objectives of the Association.
  - Act in the best interest of Ladies Circle and all the members.
  - Conduct yourself and your actions with decorum. You are representing Ladies Circle, image is very important.
  - Please be fully committed to the Association.
  - Carry out your specific duties and responsibilities to the best of your ability.
  - Assist fellow Councillors and Members where possible.
9. Uphold the 11<sup>th</sup> February every year – Ladies Circle International Day

### THE CIRCLE CHAIRMAN

1. The Chairman shall preside at all Circle meetings. If she is unable to do so, the Vice Chairman or another appointed deputy shall do so in her place except at the AGM, which shall be chaired by the Immediate Past Chairman.
2. The Chairman shall be the voting delegate at the National AGM. If she is unable to do so, the Vice Chairman or another appointed deputy shall do so.
3. The Chairman shall have the ultimate responsibility for attending to all matters relating to her Circle, which should include:
  - Nominating a theme for her year.
  - Control and arrange all meetings and agendas.
  - Protecting her Circle and all Circle regalia.
  - Managing the Circle finances.
  - Planning and controlling all projects and fund-raising.
  - Attending to the marketing and promotion of new membership.
  - Ensure that the code of conduct is upheld.
  - Ensure that a spirit of friendship prevails at all times, not only between local Circlers, but also the National and International Circlers.
  - Encourage and assist all Circlers in understanding and knowing the Constitution.
  - Encourage your members to stand for Council.
4. The Chairman shall also:
  - Submit reports to the President and National Secretary on or before the deadline dates as requested.
  - Encourage your members to stand for National Office. Nominations on the appropriate documentation must be submitted to the National Secretary 2 months prior to the National AGM, together with her CV.
  - Submit a list of all members, all contact numbers, birthdays, partners names and e-mail addresses to the National Secretary by end May.
  - Advise National Treasurer of the number of Circlers as at 1 April, and send off by 15 April.
  - Submit an updated Constitution to the National Secretary, which need to be Certified a true copy if changes have been made.

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## THE VICE-CHAIRMAN

1. The Vice-Chairman shall deputize for the Circle Chairman whenever necessary.
2. It is the Vice-Chairman's primary responsibility to promote and encourage new membership and new Circler's in the Club's local area.
3. The Vice-Chairman shall maintain the attendance records/register and be responsible for the submission of nominations for Life Honorary Membership to the National Board.
4. Assist the Chairman and her fellow Councillors whenever and however.
5. Submit a report to your Chairman and Secretary for your AGM.

## THE IMMEDIATE PAST CHAIRMAN

1. The Immediate Past Chairman shall deputize for the Circle Chairman whenever necessary.
2. It is the Past Chairman's primary responsibility to be an "anchor" for the Circle, to encourage new membership and to impart her knowledge of Circle and Circling.
3. Assist the Chairman and her Councillors however and whenever possible.
4. Submit a report to your Chairman and Secretary for your AGM.

## THE SECRETARY

### Minutes

1. Take the minutes of all Business, Council Meetings.
2. Prepare the Agenda for all Business Meetings, which must be available 10 days before the meeting
3. Type the Minutes of all Business Meetings and distribute to all members and National Secretary within 15 days of the meeting, once the Chairman has approved them
4. Attend to all correspondence (incoming and outgoing) – ensure that copies of incoming are given to the Member responsible. Outgoing correspondence must be attended to within 10 days of the Meeting date
5. Send a copy of the minutes of every Business meeting and the AGM to the National Secretary within 21 days of each meeting
6. Prepare a Notice of the Annual General meeting in consultation with your Chairman. This Agenda must be distributed to each member, and must also be sent to the National Secretary and all Circle Clubs
7. Prepare an AGM Agenda in consultation with your Chairman. This agenda must be distributed to each member, and must also be sent to the National Secretary
8. Ensure that the National Secretary has your Circle's updated Constitution on her (certified true copy)
9. Receive the nomination forms for Circle Council on appropriate documentation within 60 days of AGM
10. Prepare your Secretary's Report for the AGM
11. Please try to ensure that an AGM Pack is available to all members at the AGM. This Pack might differ from Circle to Circle, and if an "AGM Pack" cannot be prepared by the Secretary in consultation with her Chairman before the AGM, each responsible party must provide sufficient copies of their respective reports to hand out at the AGM. This "AGM Pack" should consist of:
  - The AGM Agenda
  - The Chairman's Report
  - The Vice-Chairman's Report
  - The Secretary's Report
  - The Treasurer's Report
  - Audited Financial Statements
  - Other Portfolio Holder's Reports
  - List of Nominees for Office for New Year
  - Incoming Chairman's Report
12. A Copy of this Pack must be made available to the National President and the National Secretary within 30 days of the AGM together with the Minutes of the AGM

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## Membership

1. It is your responsibility to obtain the Badge, pin, ribbon and current directory for the new member and hand same to the Chairman before the Induction of the new member
2. Receive resignations and attend to transfers subject to Clause 1.4 and 1.4.1 of the CIRCLE RULES

## National AGM

1. Send a list of all your Circle voting delegates participating in the National AGM to the National Secretary 10 days before the National AGM

## THE CIRCLE TREASURER

**NOTE:** It is desirable that the Circle Treasurer has administrative/accounting experience

1. If your Circle Club has run the National AGM, a full set of Accounts must be sent to the National Treasurer for ratification by the National Board within 30 days of the date of the National AGM
2. Pay the Capitation fees to the National Treasurer before the due date – currently 31 May for all members of your circle as at 1 April.
3. Pay the joining fees/capitation fees for any new members inducted during the year immediately to the National Treasurer in accordance with Circle Rules 4.3
4. Notify the National Secretary and the National Treasurer of new members within 10 days of their induction
5. Notify all members of the Capitation fees due and collect these fees in accordance with 1.3.2.
6. Prepare monthly financial statements and submit bank balances and account balances to every Business and Council meeting
7. As the onus for the full responsibility of all your Circle's Assets falls on the Treasurer's shoulders, you must ensure that all these items are kept safe and secure at all times. (Includes Circle Banner and Circle Stock)
8. Prepare monthly stock lists (quantities of stock on hand and value thereof) and outstanding debts (and reasons) for every Business and Council Meeting
9. Prepare fully Audited Financial Statements together with your Treasurer's Report for the AGM. Please ensure that your Chairman has also signed the Financial Statement before it is distributed
10. A copy of the Audited Financial Statements must be sent to the National Treasurer within 30 days of the AGM
11. Your Chairman must verify and authorize all documentation before any cheques can be made out. The Chairman's signature must appear on all expense claims.
12. PLEASE ENSURE THAT WHEN YOUR TERM OF OFFICE COMES TO AN END, THAT ALL YOUR FILES, THE NEW SIGNATURE MANDATE TO YOUR BANKERS AND A COPY OF THESE GUIDELINES ARE HANDED OVER TO YOUR SUCCESSOR.

## OTHER CIRCLE COUNCILLORS

1. Generally, a few more portfolios are advocated. They differ from Circle to Circle depending on the needs and the size of the particular Circle.  
These portfolios could be:
  - Projects Convener/Community Service Officer – to manage and control all projects and fund raising
  - Social Convener/Fellowship Convener – to liaise and promote friendship and fellowship via social functions
  - Liaison Officer/IRO/PRO – advises and promotes Circle
2. Members elected to any of the above-mentioned portfolios must submit a report to your Chairman and Secretary for your AGM

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## C. Honorarium for the National Vice President

- That a honorarium annually be granted to the National Vice President for travel purposes to and from Local, National & International meetings.
- The National Vice President is in return obligated to provide the National Treasurer with proof of payment for all funds spend.
- The approval of the honorarium, limited to R5,000 per annum, is subject to the discretion of the National Executive Council as well as the availability of National Funds.
- All funds raised must be paid over to LCSA by no later than 31 March of each year.
- In the event that the funds raised exceed R5,000, the excess must be transferred to the LCSA Travel Fund. Said excess funds will be utilised to specifically assist National Executive Council members to travel to and from National meetings.
- It is the responsibility of the National Vice President to convene a Fundraiser for the purpose and benefit of this specific grant.



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## **D. RAIDING GUIDELINES**

Raiding is done to encourage visiting and fellowship amongst Circles as an act of friendship.

1. 50 % of voting members must be present to render a Raid official and recognized.
2. Only Circle regalia may be taken from the Circle that is being raided. Personal items are excluded.
3. Circle regalia include all items that either have the Circle logo or other significance of a particular Circle.
4. The Chairman's Jewel is NOT a raidable item.
5. The raiding Circle Chairman must inform the raided Circle Chairman know within 48 hours which items were raided.
6. The raided Circle should make arrangements to collect the raided items, to encourage fellowship and travelling
7. 50 % of the voting members need to be present when a raided item is collected.
8. A Circle may organise a raid without raiding any items from the raided Circle.
9. Any items belonging to the National board i.e. Circle name boards are not raidable items.
10. The raiding of trophies is discouraged.

Raiding should be a fun experience to all and not an exercise in stealing. Raiding should be done in such a way that the name of Ladies Circle South Africa is not brought into disrepute.



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## E. HOME AND GUEST HOSTING

### HOSTING

#### Introduction

Home hosting is one of the great pleasures within Ladies Circle. It is here where we can make lasting friendships. Ladies, ensure that your spouse or partner is aware of the commitment that is needed from him to help you in home hosting. Remember that the ladies play the most important part in hosting so it is important that you are ready and willing to do home hosting.

#### Useful Tips on Hosting Guests

1. Try to find out as much as you possibly can about your houseguests; do they have any special dietary requirements or even an allergy to animals in case you have pets.
2. Try and find out some of their country's background if they are international guests as this will help as an icebreaker.
3. Confirm their time of arrival and always be on time to collect them.
4. If your guests are attending any social functions with you, please ensure that they have been told in good time of the dress requirements, i.e. costumes needed etc.
5. Once you have collected your guests, always give them time to freshen up before taking them out for a party.
6. Always provide fresh towels in their room, as well as soap and shampoo in the bathroom.
7. Make sure all linen is clean and fresh and if your children have been so kind as to vacate their room for your guests, please check that they have not left any dirty laundry etc lying around at the last minute (After all, it was their room!).
8. Always place cold water and glasses in their room.
9. It's a good idea to place some fruit/snacks in your guests room as more often than not they are a little shy to request a snack if they are feeling hungry.
10. Always provide a light snack if attending an evening function later.
11. Once they have settled in their room you could make a list of facilities available to them, i.e. laundry if needed, banking, internet access or even personal shopping for things that they may have forgotten.
12. Try and let your guests sleep as late as they wish to, as this will let them feel more at home and have some free time.
13. A book about South Africa (for international guests) placed in your home is a good idea. They in-turn could learn more about South Africa.
14. Something that is always appreciated and makes your guest feel comfortable, is a little card telling them who all lives in the house, children's names, husband's name, your name, the domestic's name and even the pets names.
15. If they are staying with you for a long period of time, you could also leave them your address and telephone number.
16. If your guest wishes to help in the kitchen allow them, this will also make them feel at home and lend a hand to easy conversation. A suggestion is to possibly try and let your guests cook something that they like or that is a tradition in their country; this opportunity could let them thank you for your efforts in hosting them.
17. Always discuss the itinerary with your guests and smooth out any uncertainties.
18. It is always nice to try and fulfil their wishes as well.
19. If your guests have spare time away from their busy schedule, let them have the opportunity to choose something they would like to do.
20. Always remember guests need time to unwind and relax, they may not always be in the mood for a drinking session every day. If they would like a chance to relax in their room or at the pool, allow them the chance. Always bear in mind that once they leave your house, they are probably heading for a new fresh couple to entertain them.
21. Where guests are staying for a while, try not to repeat meals and entertainment, which they have had with others, but try to expand and add variety to their itinerary.
22. If children are travelling along with your guests, make sure that they are taken care of and also made to feel at home.
23. When looking after guests from other countries, your Circle is inclined to want to share in the hosting. This is a good idea if they are staying in your area for more than a weekend, but experience shows that guests do not like living out of a suitcase, although they do like to meet everybody in the Circle. If possible, you could let the guests stay with one couple (if it is a short visit) and let the other Circlers take them for the day and return them to you as that way they do not have to trail their luggage around.
24. The most important thing about being a good host is to be yourself and treat others as you would like to be treated. Remember, hosting can lead to lifelong friendships!

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## Hosting at Conferences, Induction Dinners and Circle Events

Same applies as above. In addition, the following tips are recommended:

1. Ensure that your guests are on the registration list.
2. Ensure that the Registration Convener is aware of the financial arrangements. Always ensure that you are aware of the financial protocol of hosting the President.  
These individuals spend much of their time and resources' running our Association and it is only correct to cover their costs when hosting them. You can make these costs part of the budget for the function planned.
3. Try and have the guests' accommodation as close to yours as possible. This will enable you to look after them as much as possible.
4. Give your guests written details of dress codes for each function. Should there be a theme evening, please make sure arrangements have been made for a costume for them as well. If not, they will feel neglected and this is in poor taste.
5. Always have a Circler looking after your guests' needs at all time. Try not to leave them on their own unless they wish to.
6. By having different people looking after them at a Conference, they can get to meet a lot of new people and make more friendships.
7. If breakfast is "self-catering", provide for your guests as well.
8. Try to have your guests seated with at least one couple that they know, so that they will be more comfortable in making conversation.

## Conclusion

Encourage home hosting in your Circle – but do not push the issue if Circlers feel they do not want to. Try to share some of your experiences and perhaps you can change their minds about home hosting.

Do not turn down an opportunity to host due to the fact that you feel your house is not guest worthy. All a Circler needs is a bed to sleep in and a new liver and head every day or two. Go the extra mile for your guests and you shall reap the rewards!

## GUEST

### Introduction

Being home hosted is a privilege and not a right. By utilizing home hosting, you will experience Circling in the true sense of the word.

### Useful Tips on being Home Hosted

1. Try to find out as much as you possibly can about your hosts. Try and find out some of their country's background if you are an international guest, as this will help as an icebreaker.
2. If you are an international guest, please check that your actions are acceptable within their cultural guidelines at all times.
3. Confirm your time of arrival and always keep your host informed of delays if possible.
4. If you are attending any functions, always enquire about dress code and cost. It is not your host's responsibility to carry your costs.
5. If you have any special needs (dietary and allergies), please inform your host in advance.
6. If relying on your host for transport don't be unreasonable or cause inconvenience for your host.
7. If children are travelling along with you, make sure that they are taken care of and do not become your host's responsibility.
8. On departure, it is expected that you give your host a little something to remind them of your visit. If you are an international guest, purchase a gift from your country.



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Being Home Hosted at Conferences, Induction Dinners and Circle Events

Same as above applies. In addition the following tips are recommended:

1. Always ensure that you are aware of the financial implications; **do not expect your host to pay for you.**

Conclusion

Always show your appreciation. Home Hosting and being Home Hosted can be a wonderful experience.



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## F. REGALIA

### Jewels

It is tradition that the Godmother Circle will pay for the new Charter Chairlady's Jewel. The latter is available from the Ladies Circle South Africa Store.

This is a standardized Jewel for all Ladies Circle National Board Members (Ladies Circle National Executive Council and Chairladies), with the exception of the President's Jewel.

It is tradition that all Jewels of Ladies Circle South Africa will have a standard Navy Blue Ribbon, except that of the President.

### National Past President and Past Chairlady's badges

Traditionally the Ladies Circle South Africa will pay for the Ladies Circle National Past President badge. This item is available from the Ladies Circle South Africa Store.

It is tradition that the Circle will pay for the Past Chairlady badge available.

All badges are standardized.

### Pins

It is tradition that Ladies Circle South Africa pays for the Ladies Circle South Africa pins which are available from the Ladies Circle South Africa Store.

The Pins are available to the Ladies Circle National President for induction of founder members of a newly Chartered Circle. These are available to each Circle Chairlady of existing Circles who wish to purchase pins for the induction of new members, as well as for members wishing to purchase pins for swapping with other Circles and other Associations.

The pins are standardized with the Ladies Circle South Africa logo.

It is tradition that the Ladies Circle National President pay for her own Presidential pins. These are used gifts as well as for members wishing to support the Ladies Circle National President by purchasing additional pins for swapping with other Circles and other Associations.

The pins are that of the Ladies Circle National President's logo adorning her Presidential year.

It is tradition that the Circle will pay for their own Circle pins and that they are kept in stock by the Circle Stores. The pins can also be used for induction of new members into the Circle and for members wishing to purchase extra for swapping with other Circles and Associations.

These pins are standardized with the Circle logo.

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## G. HOW TO RUN AN INDUCTION DINNER

1. This should be a formal or themed event, to stay within the traditions of Ladies Circle.
2. A suitable date is chosen and decided by all members. The outgoing and incoming Chairman should be available for this date.
3. A venue is decided upon, invitations are sent out to all interested parties, this should include, other Circlers, National Board and any other organizations.
4. The invitation should go out at least a month before the date and the cost should be kept at a reasonable level.
5. All expenses relating to the evening should be included in the costing of the evening. This includes flowers, gifts and any decorations.
6. All money is to be paid to the appointed Treasurer before or on the night. It is in bad taste to attend a function and not pay.
7. Cancelling (within 24 hrs) or non-attendance on the evening still makes you liable for payment.
8. Generally drinks are for your own account.
9. The incoming Chairman and National President do not pay for attending the evening.
10. On the evening, the outgoing Chairman and Circlers should be present to welcome all guests.

### Order of Events

1. The appointed MC for the night introduces themselves at the start of the proceedings.
2. Guests are then welcomed in order of importance. The National President always gets welcomed first.
3. Lighting of the Friendship Candle
4. Aims and Objectives is read
5. Ladies Circle Grace is read
6. Toast to LCSA
7. Toast to LCI
8. Toast to Partners
9. Outgoing Chairman Address (this includes a brief report of her year and all awards)
10. Induction of New Chairman
11. Incoming Chairman Address (this includes a brief outline of her theme and goals for the years as well as introduction of her new council)
12. Sergeant (optional)

Breaks in the order of events to include serving of meals are at the discretion of the event organizer or the MC.

The MC is responsible for the smooth running of the evening by allocating a time limit to each speaker.

All speeches or toasts traditionally start with the following:

- Madam/Master of Ceremonies .....
- National President .....
- All Honoured Guests .....
- Ladies and Gentlemen .....

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## H. TRADITIONAL CIRCLE GIFTS GUIDELINES

It is tradition that when a new Circle is chartered, the existing Circles will hand over traditional Circle gifts to the new Circle.

Thus, the Godmother Circle will pay for the new Charter Chairlady's Jewel, therefore which will be their gift on behalf of the Godmother Circle. If the need arises, the Godmother Circle may provide another gift at the Charter Dinner.

The Ladies Circle National Executive Council will inform to the existing Circles which gifts will be handed over at the Charter.

Examples of Traditional Circle Gifts:

1. Friendship Candle
2. Sergeant's Bowl
3. Guest Book
4. Bell
5. Attendance Register
6. Awards
  - Circler of the Year
  - Stirrer



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## I. GUIDELINES TO STARTING A CIRCLE

### Introduction

Every Chartered Circle and its members should always be on the look out to extend to other towns/cities where Ladies Circle Clubs do not exist or where new Clubs can be started. A Circle involved in setting up a new Circle will be known as the Godmother Circle. It is stated that a Circle can only be formed in connection with another Circle or in connection with Round Table. The Table will be known as the Godfather Table and their support is much appreciated. However, it is also important to have a Godmother Circle, because most Tablers don't always know about Ladies Circle's traditions, rules, etc.

The membership in Ladies Circle is available to ladies between the ages of 18 - 45. Often they are wives of Tablers, but all other Ladies interested are most welcome.

If a Circle has identified a town/city/area where a potential Circle can be started, the Godmother Circle should notify the National Vice-President who also acts as the Extension Officer. The Extension Officer will overlook the process and assist the Godmother Circle where necessary.

### Procedure

1. Meeting of Interest
2. Meeting of Intent
3. Meetings of prospective Circle in Formation
4. Inaugural Meeting
5. Meetings of newly Inaugurated Circle in Formation
6. Charter Meeting
7. Charter Dinner
8. Newly Chartered Circle

### Meeting of Interest

The Godmother Circle should identify the potential Circlers and arrange to hold a meeting in the new town/city. At this meeting the Godmother Circle Chairlady will chair the meeting. In this meeting, current or past members of the Ladies Circle National Board are normally, if possible, present to advise, inform and guide to opening a Circle. The potential members should be informed of the purpose, history, management structures, fundraising methods, meetings, financial obligations as members etc. A suggested agenda should include:

1. Lighting of the Friendship Candle
2. Opening of Meeting
3. Present (introduction of those present – an Attendance register should be kept by prospective Circle).
4. Apologies
5. Aims and Objectives
6. History of Ladies Circle
7. Projects – concept and methods
8. Fundraising – concept and methods
9. Management structures (Circle and Association)
10. Family organisation
11. Commitment of a Circler towards Ladies Circle
12. Financial obligations (membership fees, conferences etc.)
13. General (allow questions from prospective Circlers)
14. Sergeant at Arms
15. Date and venue of next Meeting
16. Closure

Everyone present at the meeting should wear a nametag including prospective Circlers. The Godmother Circle Chairlady will appoint a secretary from her own Circle to keep minutes. These minutes should be sent to the National Vice-President - Extension Officer within 15 days of the meeting. The prospective Circlers will appoint a secretary from their own prospective Circle to keep minutes at the following meeting and similarly, of all the future meetings until an Interim Secretary has been decided upon. Copies of all such minutes shall be sent to the Ladies Circle National Board Secretary and the Godmother Circle Chairlady within 15 days of the meeting and similarly, of all the future meetings.

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## Meeting of Intent

When there are at least 6 to 10 possible members who are interested in forming a Circle and once the decision has been made to open a new Circle, an official decision should be made at the next meeting regarding the Name of the prospective Circle. It is recommended that a good majority of the members should be in favour. This meeting will be called the “Meeting of Intent”. An Interim Committee consisting of a Chairlady, Vice-Chairlady, Secretary and Treasurer should be elected from the members present at that meeting. Other Committee positions may also be allocated to the discretion of the Interim Chairlady, e.g. Social Convenor, PRO, etc.

The Ladies Circle National Board needs to be informed of any intent to open a new Circle and who the Godmother Circle will be. Therefore a “Letter of Intent” will be written and sent to the Ladies Circle National Secretary, stating that Ladies Circle wishes to form, to be known as .... (Normally the name of the Town, City or Area, followed by Ladies Circle). This letter should also state the names of prospective Circle members and the Interim Committee members. A full contact list should also be sent to the Ladies Circle National Secretary for future communications from the Ladies Circle National Board.

## Meetings of prospective Circle in Formation

After this first meeting, the prospective Circlers must meet once a month. The prospective Circle must decide on frequency time, e.g. 1<sup>st</sup> Wednesday of every month and venue of future meetings. Social service is very important; prospective Circlers meet and work together on community service projects during this period and running these projects under the logo of Ladies Circle South Africa. No fundraising is allowed at this time. It is important for the prospective Circle to adhere to this and that they call themselves “(name) ..... Ladies Circle in Formation” until the Circle has been officially chartered. All goods collected and goods donated by the community must be distributed to the needy as soon as possible. The aim of the prospective Circle and its meetings is to widen prospective Circlers' views through debate and discussions on various subjects.

## Inaugural Meeting

After 6 monthly business meetings and once the Godmother Circle is satisfied that a strong nucleus of prospective Circlers has been assembled, the Godmother Circle should apply to the Ladies Circle National Vice-President for inauguration of the new Circle. The Ladies Circle National Vice-President will motivate such application at the next Ladies Circle National Council Meeting or Ladies Circle National Executive Council Meeting. The Ladies Circle National Executive Council will consider the application and if approved, will allocate a number to the new Circle (number to follow on from last one used). An Inaugural Meeting will be arranged by the Ladies Circle National Executive Council, at which the Godmother Circle will put forward a motion, on behalf of the prospective Circle, to inaugurate the new Circle. The Ladies Circle National Vice-President should be invited to attend. The Ladies Circle National President will chair this meeting and a suggested agenda should be:

1. Opening of the Meeting
  - i. Lighting of the Friendship Candle
  - ii. Aims and Objectives of the Association
  - iii. Ladies Circle Grace
2. Welcome, Apologies and Greetings
3. Introduction of National Board
4. Introduction of prospective Circlers
5. Approval of the Agenda
6. Statement of purpose of meeting
7. General Discussion of Ladies Circle
8. Motion for inauguration
9. Approval of Circle Name and appointment of Number
10. Signing of Resolution

## Resolution

We the undersigned, meeting at .....on this.....day of .....acknowledging the worthiness of the Aims and Objectives of the Ladies Circle movement, and desirous of forming a Circle in ..... for the purpose of furthering those Aims and Objectives, hereby resolves as follows:

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A. That under the Guidance of ..... Ladies Circle, we bind ourselves to form a Ladies Circle in ..... to be known as the ..... Ladies Circle No. ....

B. That we shall be bound by the Constitution of the Association of Ladies Circle South Africa.

Signed: (Signatures of prospective Circle)

| Name and Surname | Signature |
|------------------|-----------|
| 1.               |           |
| 2.               |           |
| 3.               |           |
| 4.               |           |
| 5.               |           |
| 6.               |           |

Signed: (Signatures of members of Godmother Circle)

| Name and Surname | Signature |
|------------------|-----------|
| 1.               |           |
| 2.               |           |
| 3.               |           |

## Statement of Elect interim Chairlady and Council

1. General
2. Constitution
3. Logo
4. Finances
  - Capitation Fees
  - Bank Account and Signing Powers
5. Membership
6. Meetings
7. Charter Meeting & Charter Dinner
8. Date and venue of next meeting.
9. Closure

## Meetings of newly Inaugurated Circle in Formation

The newly inaugurated Circle can now open and operate a bank account and can run fundraising projects under the logo of Ladies Circle South Africa. The Interim Chairlady, Interim Treasurer and one other Circle Interim Council member will be the signatories of the bank account. It is recommended that the new Circle determine an admin fee to cover all necessary expenses (telephone, fax etc.) until their charter. Ladies Circle South Africa has got a Generic Circle Constitution and therefore only the Circle name and date of adoption may be changed. Please note that all Ladies Circle South Africa Circles will have the same Aims and Objectives. The newly inaugurated Circle should now, during a special meeting, adopt the Generic Circle Constitution for their Circle.

The newly inaugurated Circle now also has to design a logo. This logo should include the following:

Circle Name (Ladies Circle, Name & Number in order to identify the Circle);

King Protea (All new Circles form part of Ladies Circle South Africa, therefore the King Protea must be incorporated into the logo); and Something that inspires and is significant to the Town, City or Area.

The Constitution and logo must be sent to the National board for approval.

The newly inaugurated Circle must now function independently for a period of 5 months before they can be chartered. If costs permits, a member of the Godmother Circle should attend meetings of the inaugurated Circle or where applicable make use of technology, i.e. Skype, etc. and should inform them of all administrative duties where necessary. It is however the duty of the National Vice-President to ensure that the inaugurated Circle is functioning constitutionally. It is essential that the

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men/partners of the new Circle be informed and involved, as their support is vital to the success of the inaugurated Circle.  
Agenda for first meeting after inauguration:

1. Lighting of the Friendship Candle
2. Opening of Meeting
3. Present
4. Apologies
5. Aims and Objectives
6. Finance
  - 6.1 Establish capitation and entrance fees to be paid to the Association.
  - 6.2 Open bank account and decide on signing powers
7. Administration
  - 7.1 Appoint committee to set up Constitution
  - 7.2 Appoint committee to set up Logo
  - 7.3 PRO – ensure that article regarding new Circle be placed in local newspaper.
8. Projects – discuss possible projects.
9. Fundraisers – discuss possible fundraisers.
10. Fellowship – arrange social activities in order to involve families.
11. General
12. Birthdays & Anniversaries
13. Dates to Diaries
14. Sergeant at Arms
15. Next Meeting
16. Closure

## Charter Meeting

If Charter is granted, the Ladies Circle National Secretary will prepare a Charter Certificate. The new Circle will be sent samples of Charter registration and invitations to give them an idea of what is required. These documents should be approved by the Ladies Circle National Vice-President and should be sent out as soon as possible. The Ladies Circle National Secretary will send out the Notice of the Meeting once the venue has been decided on. The Charter Meeting should be short but strict decorum should be adhered to. The Ladies Circle National President is the only Portfolio who is allowed to Charter a Circle. The Ladies Circle National President should therefore be invited and should also hand the Charter Certificate to the Charter Chairlady. Men are allowed to attend a Charter Meeting. The Ladies Circle National President must chair the meeting. The suggested Agenda is:

1. Opening of the Meeting
    - 1.1 Lighting of the Friendship Candle - LC National President
    - 1.2 Aims and Objectives of the Association - LC National Immediate Past President
    - 1.3 Grace - Godmother Circle Chairlady
  2. Notice Convening the Meeting - LC National Treasurer/Webmaster
  3. Introduction of Office Bearers - LC National Secretary
  4. Welcome and Apologies - Introduction of all, starting with LC National President
  - 4.1 Housekeeping Rules - LC National President
  - 4.2 Welcome of Guests - Meeting Convenor
  - 4.3 Apologies and Greetings - LC National Vice-President
5. Address and Presentation of Charter by LCSA President - LC National Secretary
6. Jewel Presentation & Induction of Chairlady of .....Ladies Circle No. ... by Godmother Circle Chairlady - Speech, Reading and presentation of the Charter
7. Reply by Chairlady of .....Ladies Circle No. ... - (What, why, how and announcement of members and their prospective Council portfolios)
8. Induction of New Circle Founder Members - LC National President
9. General - Congratulations by all attending, starting with LC National President
10. Closure - LC National Secretary state time of Closure



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Please note that the delegates appointed to each point are guidelines and to the discretion of the Ladies Circle National President.

Dress code: Business Attire for all, no jeans. Ladies must wear Hats as per Ladies Circle South Africa tradition.

## Some guidelines for set-up

1. Meeting will start at 2 o'clock, which will give all enough time to travel to venue and to get ready afterwards for Charter Dinner.
2. Tables, Chairs & Table clothes. (New Circle)
3. LCSA Banner (Ladies Circle South Africa Store)
4. National Board Name Plates (LC National Secretary)
5. Charter Certificate (LC National Secretary)
6. Pens (New Circle) (leave out notepads, because most write on Agenda)
7. The Agenda (LC National Secretary)
8. Water and glasses (New Circle)
9. Mints if you want to (New Circle)
10. Microphone and sound system, depends on size of venue and number of people attending (New Circle)
11. Pedestal for speeches (New Circle)
12. Maybe have a photo corner with benches/chairs where photos will be taken – Ladies Circle National Board with Founder Members, Group photo's, etc. (New Circle)

## Charter Dinner

The suggested program for the Charter Dinner is:

### Front Page:

Charter Dinner of ....., Ladies Circle No... date e.g. 1 March 2012, venue.

Suggested to add Logos of Ladies Circle South Africa, Godmother Circle, Sponsor Table and new Circle.

The New Circle must request the new Ladies Circle South Africa logo from the LC National Webmaster.

### Second Page:

Menu

### Third Page:

Program

1. Master of Ceremonies - one of the new members or Godfather Table Chairman
2. Welcome of Guests - one of the new members
3. Lighting of the Friendship Candle - LC National Secretary
4. Aims and Objectives - Godmother Circle Chairlady
5. Grace - one of the new members

### Starters

6. Loyal Toast (to Country) - LC National Past President
7. Toast to LCSA - LC National Vice-President
8. Toast to LCI - LC National Immediate Past President
9. Toast to Gentlemen - one of the new members

### Main Course

10. Address and Presentation by President - LC National President (Speech, Side by Side, Toast to LC..., Circle pins and/or Godmother Circle pins, Gift and Banner exchange by all)
11. Reply on behalf of ..... Ladies Circle No... - Charter Chairlady
12. Introduction of Council - Charter Chairlady

### Dessert

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Back Page:

Aims and Objectives & Grace

Dress code: Strictly Formal Black Tie Evening wear

## Some guidelines for set-up

1. Charter Dinner – 18h30 for 19h00
2. Main Table for VIP Guests and partners – LC National President, RT National President, local RT Chairman/Godfather Table Chairman, LC National Vice-President, LC Charter Chairlady and other VIP's. (Depends on how many people seated at tables)
3. Plates, knives, forks, spoons, serviettes, salt and pepper on Tables (toothpicks on request available)
4. Tables, Chairs, Chair Covers and Tablecloths.
5. Table Settings (Name Tags on tables, Table Numbers and Table setting list at door)
6. Programs & Menu (Starter, Main & Dessert)
7. Same Microphone, Sound system and DJ.
8. If the new Circle feels the need, they can also place a small celebration gift on the table for each guest or couple.

## Other guidelines

1. The LC National President should not pay for the weekend.
2. Make sure that you have each guest's correct and full portfolio. (add in on the registration form)
3. It is advisable to have a Friday Evening social (add in on the registration form)
4. At the Charter dinner, the new Circle is advised to thank the following people with a gift. (Please note that it is not advisable to give flowers as a gift, as it is difficult to travel long distance with it):
  - LC National President
  - Godmother Circle
  - Sponsor Table if any
  - Other if you feel the need.
5. Guests to invite with Personal Invitations -
  - LC National President
  - RT National President or Presidential delegate
  - RT Area Chairman
  - RT Table Chairman of relevant city/town
  - National President of AGORA or Presidential delegate
  - National President of 41ers or Presidential delegate
6. Other Guests to invite -
  - All Circlers
  - LC International Executive Council
  - LC International Countries
  - ARTSA Exec & ASSCO
  - Other Service Organizations

PS: Invites should be sent to the Admin secretaries of all organizations so that it can be sent to the applicable organization members.

## Newly Chartered Circle

The newly chartered Circle members will now be liable for annual capitation fee. Should the Charter be prior to the financial year-end, the capitation fee will be worked out on a pro-rata basis. Once a Circle has been chartered it has full voting powers at National level. All communication with Ladies Circle is now undertaken by e-mail and a nominated contact, within the new Circle, would be the most efficient method of communicating with the National Board and the Godmother Circle. The following is the suggested Order of Business for first meeting after Charter and thereafter:

1. Lighting of the Friendship Candle;
2. Opening of Meeting;
3. Present;
4. Apologies;
5. Aims and Objectives;

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6. Confirmation and Adoption of the Minutes of the previous Meeting;
7. Matter Arising from the Minutes of the previous Meeting;
8. Financial Report;
9. Projects;
10. Fundraisers;
11. New Business;
12. National;
13. International;
14. Side by Side;
15. Birthdays & Anniversaries;
16. Dates to Diaries;
17. Extensions; (Membership – discuss the invitation of more prospective Circlers)
18. General
19. Sergeant at Arms;
20. Next Meeting;
21. Closure



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## **J. RE-CHARTERING OF A CIRCLE**

A Circle that has previously been closed must be re-chartered if there are prospective Circlers in the Town/City/Area of the relevant closed Circle. The closed Circle's Name and Number must be used and not be given a new name. The same procedures must be followed as per starting a new Circle. The regalia of the closed Circle must be handed over to the Circle at their Re-Charter.

## **K. AMALGAMATING TWO CIRCLES**

When the decision is made to amalgamate two Circles, the name of this Circle will be formed as follows: The Circle name of the Circle with the highest number will be combined with the Circle number of the Circle with the lowest number.

## **L. CLOSING OF CIRCLES**

It is not suggested to close a Circle, but rather to keep it dormant. This will ensure that a member of Ladies Circle may transfer to the dormant Circle and induct prospective Circlers. Otherwise the whole procedure of starting a new Circle will have to be followed.

