



**THE GUIDELINES  
OF THE  
ASSOCIATION OF LADIES CIRCLE SOUTH AFRICA**

**AS AT THE NATIONAL ANNUAL GENERAL MEETING  
26 MAY 2023**

## **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 newly elected Vice President of Round Table Family does 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 Vice President on the weekend but is responsible for his/her own registration.
4. Goodie Bags is a tradition that has been adopted by 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 Friday afternoon. Starting time usually 14h00.
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 President normally arranges a quick meeting with the newly elected council, chairpersons and all members attending the AGM to share her plans for the upcoming year. In turn the Treasurer, Secretary and Vice-President follow suit. The President may arrange a workshop for all members attending the AGM.
10. The Gala dinner is set for 6.30 for 7 pm and should be as formal as possible if there is no theme.
11. Should the President want to have a cocktail party before the gala dinner, this is for her to arrange. The cost of this should be included into the AGM weekend's costs, should budget allow. The cocktail party costs should be kept to a minimum.
12. Many circles like to give each person a small gift on the table at the gala dinner. This is at the hosting Circle's discretion and the costs should be kept to a minimum.
13. The cost should be affordable to allow as many LCSA members as possible to attend.
14. 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.
15. Registration is held on the Friday from about 12h00 to 18h00. Members are shown to their accommodation and receive name tags and or lanyards at the same time. Goodie Bags are optional.
16. 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.
17. 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.
18. 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.
19. A presentation is expected to be done by the Hosting Circle at the AGM 1 year prior to the date of which the AGM will be hosted.  
Please take note: The dates / time / schedules are only guidelines. It should however be clearly indicated on the official registration form.

## **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.

#### 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 7 and 21 days respectively.
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
- Reviewed 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.

#### 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 Reviewed 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 Reviewed 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 payments can be effected. 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 fundraising
  - 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.

### **C. 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.

### **D. 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!

#### 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. 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.

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.

## **E. REGALIA**

Jewels

It is tradition that the Godmother Circle will pay for the new Charter Chairman'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 Chairman'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 Chairman 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 Chairman 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 as 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, this is not a standardized pin and it is a tradition that the President's pin has a King Protea visible as part of the design.

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.

## **F. 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**

The appointed MC for the night introduces themselves at the start of the proceedings.

Guests are then welcomed in order of importance. The National President always gets welcomed first.

Lighting of the Friendship Candle

Aims and Objectives is read

Ladies Circle Statement of Gratitude is read

Toast to LCSA

Toast to LCI

Toast to Partners

Outgoing Chairman Address (this includes a brief report of her year and all awards)

Induction of New Chairman

Incoming Chairman Address (this includes a brief outline of her theme and goals for the years as well as introduction of her new council)

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 .....

## **G. 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 Chairman'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

## **H. GUIDELINES TO STARTING A CIRCLE**

### **Introduction**

All 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.

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.

In summary the procedure of starting a Circle will be done in the following 3 phases.

### **1. Phase 1 (Foundation and Structure)**

- 1.1. Meeting of Interest (Sharing of information, structures and vision forward)
- 1.2. Meeting of Intent (Decision to open a Circle / Proposed Name for the new Circle/ Elect an Interim Committee / Correspondence are sent to the National Executive Board of the intent)
- 1.3. At least 6 Monthly Business Meetings (Not more than once a month)
  - 1.3.1. Chaired by the Interim Chairman (Guided by the Godmother Circle)
  - 1.3.2. Social events
  - 1.3.3. Projects (under the LCSA logo and guidance of the Godmother Circle)
  - 1.3.4. No Fundraising allowed
  - 1.3.5. Finalize the administrative structures of the prospective Circle In Formation
  - 1.3.6. Proposed Logo and Constitution are sent to the National Board for approval
- 1.4. The Godmother Circle Chairman regularly reports to the National Vice President. The final report will include official application for inauguration.

- 1.5. Recommendation and motivation from the National Vice President is sent to the National Executive Council for approval before the start of the next phase.

## **2. Phase 2 (Implementation)**

- 2.1. Inaugural Meeting (Adoption of Circle Name, Number, Logo and Constitution)
  - 2.1.1. The Godmother Circle will put forward a motion for inauguration
  - 2.1.2. Signing of the official Resolution
- 2.2. Monthly Business Meetings (At least 6, not more than once a month)
  - 2.2.1. Chaired by the Interim Chairman
  - 2.2.2. Social events
  - 2.2.3. Projects (under the LCSA logo and guidance of the Godmother Circle)
  - 2.2.4. Fundraisers (under the LCSA logo and guidance of the Godmother Circle)
  - 2.2.5. Implementation of the various rules, growing as a group (administrative and social) and working towards the official Charter
  - 2.2.6. Establishing a Financial Committee. All monetary bank transactions shall be administrated by the Godmother Circle.
- 2.3. The Godmother Circle Chairman regularly reports to the National Vice President.
- 2.4. Application and motivation from the Chairman of the Godmother Circle is sent to the National Executive Council for approval of Charter.

## **3. Phase 3 (Charter)**

- 3.1. A minimum of 6 “prospective members” is required for Charter Application.
- 3.2. Application officially voted by the National Executive Council.
- 3.3. Identify a Charter Date, in conjunction with National Council Meeting 1, 2 or 3, to encourage more Members to attend the special occasion
- 3.4. Charter Meeting and Dinner
  - 3.4.1. It is encouraged that the Godmother Circle arranges a social event on the evening prior to the Charter Meeting for all Members and the prospective members to meet informally.

## **1. Phase 1**

### **1.1 Meeting of Interest**

At this meeting the Godmother Circle Chairman will chair the meeting. In this meeting, current or past members of the Ladies Circle National Executive Council are normally, if possible, present to advice, inform and guide the process of opening a Circle.

Agenda:

Opening and Welcome  
Lighting of the Friendship Candle  
Aims and Objectives  
Statement of Gratitude  
Attendance / Apologies  
History of Ladies Circle  
Projects – concept and methods  
Fundraising – concept and methods  
Management structures (Circle and Association)  
Side By Side family  
Commitment of a Circler towards Ladies Circle  
Financial obligations (membership fees, conferences etc.)  
General (allow questions from prospective Circlers)  
Sergeant at Arms  
Date and venue of next Meeting  
Closure

The Godmother Circle Chairman will appoint a secretary from her own Circle to keep minutes at this meeting. These minutes should be sent to the National Vice-President within 7 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 Godmother Circle and Ladies Circle National Secretary within 7 days of the meeting and similarly, of all the future meetings.

## **1.2 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 75% of the members should be in favour. This meeting will be called the "Meeting of Intent". An Interim Committee consisting of a Chairman, Vice-Chairman, 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 Chairman, e.g. Social Convener, PRO, etc.

The National Executive Council needs to be informed of any intent to open a new Circle and who the possible Godmother Circle will be. Therefore a "Letter of Intent" will be written and sent to the National Secretary, stating the intent of starting a Circle known as XXX (Usually 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 National Secretary for future communications from the National Executive Council.

Agenda:

- Opening and Welcome
- Lighting of the Friendship Candle
- Aims and Objectives
- Statement of Gratitude
- Attendance / Apologies
- Proposed Name of the prospective Circle
- Proposed Interim Committee: Chairman / Vice Chairman / Treasurer / Secretary / Other portfolios
- Date and venue of next Meeting
- Closure

## **1.3 Business Meetings of prospective Circle in Formation (at least 6)**

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 "XXX 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.

The prospective Circle now also has to design a logo. This logo should include the following:  
Circle Name, Number, King Protea and something that inspires and / or is significant to the Town, City or Area.

Ladies Circle South Africa has a generic Circle Constitution that shall be used as basis for the prospective Circle's Constitution. Additions may be made, but clauses may not be removed without prior discussion with the Godmother Circle or National Executive Council. Please note that all Circles will have the same motto of "Friendship and Service" and Aims and Objectives. (Refer to LCSA Appendix 6.1 – Template: New Circle Generic Constitution)

The proposed logo and Constitution must be sent to the National Executive Council for approval.

## **2. Phase 2**

## **2.1 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 National Vice President for inauguration of the new Circle.

The Ladies Circle National Vice President will motivate such application at the next National Council or Executive Council Meeting. The 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 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 National Vice President should be invited to attend. The National President will chair this meeting.

Agenda:

- Opening and Welcome
- Lighting of the Friendship Candle
- Aims and Objectives
- Statement of Gratitude
- Attendance / Apologies / Greetings
- Introduction of National Executive Council Members
- Introduction of Godmother Circle Members
- Introduction of prospective Circlers Members
- Statement of purpose of meeting
- General Discussion of Ladies Circle
- Adoption of Circle Name and appointment of Number
- Adoption of Logo and Constitution
- Approval of the Agenda
- Motion for Inauguration
- Signing of Resolution (Refer to LCSA Appendix 6.2 – Template: New Circle Resolution)

## **2.2 Business Meetings of newly inaugurated Circle in Formation (at least 6)**

The newly inaugurated Circle may now host fundraising events, however all monetary transactions will be administered by the Godmother Circle. The Godmother Circle will record and give full financial report to the inaugurated Circle on monthly basis. Fundraising projects shall be hosted under the logos of Ladies Circle South Africa and the Godmother Circle.

The Interim Chairman, Vice Chairman and Treasurer 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.

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 partners of the new Circle be informed and involved, as their support is vital to the success of the inaugurated Circle.

Agenda for first Business meeting after inauguration:

- Opening and Welcome
- Lighting of the Friendship Candle
- Aims and Objectives
- Statement of Gratitude
- Attendance / Apologies
- Finance
  - Establish capitation (membership fee payable to the Association) and Circle admin fee
  - Appoint a Financial Committee and prepare a resolution to open and maintain a bank account
- Administration
- Projects – discuss possible projects

Fundraisers – discuss possible fundraisers  
Fellowship – arrange social activities  
General  
Birthdays & Anniversaries  
Dates to Diaries  
Sergeant at Arms  
Next Meeting  
Closure

Refer to LCSA Appendix 5.1 – Template: Agenda and Minutes for the following Business Meetings.

### **3. Phase 3**

#### **3.1 Charter Meeting**

When Charter is granted, the National Secretary will prepare a Charter Certificate. The Certificate shall be signed by the National President and National Secretary during the Charter Meeting. It will be framed and officially handed over at the Charter Dinner. (Refer to LCSA Appendix 6.3 – Template: New Circle Certificate)

The Godmother Circle will guide and provide samples of activity programs, invitations, dinner programs, registration forms etc. The National President shall oversee and approve all information before it is sent to Members, Guests and other relevant role-players. The 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 National President shall chair and Charter a Circle. The National President should therefore be invited and should also hand the Charter Certificate to the Charter Chairman. Partners are allowed to attend a Charter Meeting as guests.

Agenda:

Opening and Welcome (National President)  
Lighting of the Friendship Candle (National Immediate Past President)  
Aims and Objectives (Godmother Circle Chairman)  
Statement of Gratitude (National Treasurer or Webmaster)  
Notice Convening the Meeting (National Secretary)  
Introduction of Office Bearers, Members and Guests  
Welcome (National President)  
Housekeeping Rules (Interim Chairman of new Circle)  
Welcome of Guests (National Vice President)  
Apologies and Greetings (National Secretary)  
Address and Presentation of Charter (National President)  
    Reading and signing of the Charter Certificate (National President and Secretary)  
    Induction of Chairman (National President)  
    Jewel presentation to Chairman (Godmother Circle Chairman)  
Reply of Chairman of Chartered Circle (Presentation and introduction of Members / Portfolios)  
    Induction of Chartered Circle Members (National President)  
General and Congratulations  
Closure (National Secretary)

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

#### **3.2 General**

It is advised to use a standard formal Dinner Program. (Refer to LCSA Appendix 6.4 – Template: New Circle Charter Dinner Program)

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):

National President  
Godmother Circle

Other if you feel the need

Guests to invite with personal invitations:

National Presidents of Ladies Circle South Africa, Agora SA, Round Table SA, 41ers SA and other Service Organizations (working close with the Chartered Circle)

Other Guests to invite:

Executive Councils of Ladies Circle South Africa, Agora SA, Round Table SA, 41ers SA and other Service Organizations (working close with the Chartered Circle)

All Ladies Circle Members

Ladies Circle International Executive Council

Ladies Circle International Countries

Special Guests

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

## **I. 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.

## **J. 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.

## **K. 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.

## **L. ARTICLE GUIDELINE**

Press Release:

A Press Release is a statement distributed to the media to generate press coverage of specific news. A good Press Release starts with a headline, include specific details in the body, and a striking end notation.

Use Word format for easy editing or uploading purposes. Photographs attached to the Press Release shall be in good quality and in either .jpg or .png format. An average Press Release should be between 300 and 800 words. (Refer to LCSA Appendix 5.6 – Template: Press Release Layout)

All Press Releases should be written in a professional manner and sent to the National Webmaster for approval before sending it to the media. Refer to National Rules 2.7.3.2.5 regarding the non-exclusive list of actions and content that are prohibited by the Association.



Article:

This will include a photograph with a brief description.

## **M. FUNCTION WELCOME ORDER**

When it comes to hosting a formal event, whether local, National, or International, it is important to recognise all present.

There is a tradition and protocol, as with all other associated organisations, we follow when welcoming everyone present at the event. It is important to make sure that all who have represented our and their organisations are acknowledged for their role and input.

As Ladies Circle South Africa we need to recognise the ladies in our organisation before any other organisation. Typically the order follows Ladies Circle, Round Table, and then any other Organisations present. The recognition follows from the “highest” role to the “lowest”; past to present; and International to local.

When you start to compile the order, it is important to ensure that you have the most updated list of all attendees. The order will depend on who is present at the event and will need to be adapted accordingly.

The person assigned to do the welcome can add their own input to the start and finish of the welcome speech.

Once the welcome speech has been done, all following speakers do not need to reintroduce everyone. Instead they can say – “With all due protocols observed” and carry on.

When sharing the welcome order, remember to state the role that the person being introduced is/has held and followed by their name.

The recommended Welcome Order is:

- Past Ladies Circle International President
- Past Ladies Circle International Board Members
- Past Ladies Circle International Regional Representatives
- Current Ladies Circle International Board Members
- Current Ladies Circle International Region Members
- Past Ladies Circle International Region Members
- Current Ladies Circle South Africa President followed by their partner/family/guests
- Incoming Ladies Circle South Africa President followed by their partner/family/guests
- Current and Incoming Ladies Circle South Africa National Board followed by their partners/families/guests
- Past Ladies Circle South Africa Presidents
- Circlers
- Future Circlers
- Past Round Table International Board Members
- Current Round Table International Board Members
- Round Table International Members
- Round Table Regional Delegates
- Round Table Area Chairmen
- Round Table South Africa President followed by their partner/family/guests
- Round Table South Africa Executive Board Members followed by their partner/family/guests
- Round Table South Africa Area Members followed by their partner/family/guests
- Other Organisation President, Executive and Members

- Other Service Organisation Members
- Honoured Guests