



**10.b. GUIDELINES TIMELINE CHARTER PROTOCOL OF THE N°2  
(or 3 and more) CLUB IN AN AGORA COUNTRY**

**These are just guidelines and give the organising committee an idea of time management for the Charter Ceremony.**

**Please feel free to adapt in accordance of your local customs and wishes. The use of the English Language is not obligatory but if you have international guests you may wish to have an interpreter.**

30 minutes before start	All members present
20 minutes before start	<p>Hand out a press release for the local and national press (invite them!)  <i>This press release should tell something about AC International, and your Agora Country</i>  <i>(+ group picture )</i>            Accompany Guests of honour to their seats.            If the charter is not during a gala dinner, you will need to provide a Head Table in the front of the room where the Charter ceremony will take place, with the following participants: The Founder President of the new AC Club n°... , the National President or President of AC1 of this country, The International AC President or her representative, the President of the AC Club Godmother, and optional the Mayor.            Help other guests to find a place</p>
Start ...h	<p><b>Welcome</b> by Protocol Mistress            In name of our President and of all members of AC n° .....i.f. , I welcome you all to the official Charter ceremony.            May I ask Mrs ....., president of AC n° .....i.f., to come in front to light the candle of friendship  <i>" I hereby declare in name of Agora Club ..... this charter meeting officially open".</i></p> <p>A very warm welcome to our guests of honour :</p> <ul style="list-style-type: none"> <li>a) Mayor</li> <li>b) ACI representative (President, VP, IPP, Secretary, Treasurer)</li> <li>c) International representative of LCI, Club 41, TCI &amp; RTI</li> <li>d) National President of AC .....</li> <li>e) President of Godmother Club + members</li> <li>f) National Presidents of other Agora countries</li> <li>g) Past international and national Agora Club officers present at the charter</li> <li>h) National President of Ladies' Circle and Tangent Club</li> <li>i) National President RT and 41-club</li> <li>j) Chairman of local Agora Club + members</li> <li>k) Chairman of local Ladies' Circle and Tangent Clubs</li> <li>l) Chairman of local RT and 41-clubs</li> <li>m) Other representatives from different Service Clubs.</li> </ul> <p>Excused are            .....            .....</p>

	<p>.....</p> <p>.....</p> <p>.....</p> <p>We received greetings and congratulations from :</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
...h10'	<p><b><u>Aims and Objects</u></b></p> <p>Protocol Mistress:</p> <p>"May I invite you to stand up for the reading of the Aims and Objects of Agora Club ..... by Mrs. .... "</p> <p>"The Aims and Objects of Agora Club .....are  ...../.....</p> <p>Protocol master: "Thank you ....."</p>
	<p>Protocol Mistress : "at this point I would like to announce that the banner exchange will take place at the end of this Charter meeting. The representatives of all clubs present will be called by name.</p>
...h15'	<p>Protocol Mistress: introduction of the Mayor + "May I invite Mr/Mrs .... To the stand please"</p> <p><b><u>Speech by Mayor</u></b></p> <p>Protocol Mistress: "Thank you ...." + little present</p>
...h20'	<p><b><u>Speech Agora Club International representative</u></b></p> <p>Protocol Mistress: introduction of the ACI representative + "May I invite Mrs .... To the stand please"</p> <p>Speech by ACI representative</p> <p>Protocol Master: "Thank you ...." + little present</p>
...h25'	<p><b><u>Speech Agora Club National representative or President of AC1</u></b></p> <p>Protocol Mistress: introduction of the AC..... representative + "May I invite Mrs .... To the stand please"</p> <p>Speech by AC ..... representative</p> <p>Protocol Master: "Thank you ...." + little present</p>
...h30'	<p><b><u>Speech representative Godmother club</u></b></p> <p>Protocol Mistress: introduction of godmother AC .... + invitation to speech</p> <ul style="list-style-type: none"> <li>- Speech Godmother country</li> </ul> <p>Protocol Mistress: "Thank you ...." + little present</p>
...h35'	<p><b><u>Invitation to the Charter</u></b></p> <p>Protocol Mistress: "May I now invite Mrs ..., our President, Mrs. ....(ACI representative), Mrs ..... (AC National President) and Mrs. .... (representative Godmother Club) to come forward for the solemn moment of the charter"</p> <ul style="list-style-type: none"> <li>- reading and presentation of the Charter certificate together</li> </ul>

	<ul style="list-style-type: none"> <li>- All sign the charter certificate</li> <li>- Representative Godmother Club presents the chain of office with the AC National pin to the President of the N°... Club + National banner</li> </ul> <p>Protocol Mistress: "We are very proud and honoured to have officially become a member of Agora club ..... We will carry our name "AGORA CLUB N°... .." with pride and dignity. May we have your applause please "</p>
...h45'	<p><b><u>Speech new President AC N°.. .....</u></b> Protocol Mistress: Introduction of President N°1 Club Mrs .....+ invitation to speech President N°1 Club : Speech Protocol Mistress: "Thank you ...." + flowers or a present</p>
...h50'  ..1h05'	<p><b><u>Introduction Members AC N°... .....</u></b> President : "may I now please call all Agora Club N°.. .. members in front" When all members are in front, they will be introduced (name, function) by the president with the help of her secretary (help with the pins). The members will take a step forward when their name is called. <i>The President prepares some nice words or/and a pps to present to each member of her AC Club</i> <b><u>Induction of the Members + national pin + banner</u></b> After this, the President calls her <u>board</u> with her and gives them their jewels (not obligatory) with the ACI and national pin already pinned on. <i>It is a good idea to play some music during this (quite long) moment</i> <i>Group Picture to be taken when all members received their pin</i> *Applause*</p>
1h30'	<p><b><u>Congratulations + Banner Exchange</u></b> - Congratulations by ACI President or representative - Speeches by other International Representatives of LCI, 41 Club, TCI, RTI - Congratulations by AC National President of chartering country - Speeches by other National President of AC Countries + Godmother country - Speeches by National President or representatives of LC, 41 Club, TC, RT <i>Thank you + little present + Banner of the new AC Club if they have one</i></p>
1h45'	<p><b><u>Other congratulations + Banner Exchange</u></b> Invite every representative with name + function + club to the front for the banner exchange. <i>Do not forget to offer a little present to every speaker</i> -From other dignitaries and AC members from other Countries present if they wish -From LC and TC -From 41 Club and RT -From Other Service clubs</p>
2 h00'	<p><b><u>AC Country's National Anthem (optional)</u></b> Protocol Mistress:"Please rise for the National Anthem"</p>
2 h10'	<p><b><u>Thank You word</u></b> President could ask some thank you words Protocol Mistress : Thank you word + toast to AC.....</p>
	<p><i>As the guests leave the venue, 2 or 3 ladies should be present at a desk at the exit, and invite the guests to sign their "Golden Charter Book". This book can also be at the Gala evening.</i></p>
	<p>Drink offered by the new club (or offered by the town – speak to the Mayor about</p>

	this well before the charter!)
	<b>GOOD LUCK !</b>

**NOTES :**

- **When you budget for your charter please bear in mind that the cost for registration and accommodation for the ACI President or her representative should be paid by the chartering Club**