

## 11. GUIDELINES PROTOCOL FOR INSTALLATION OF THE NATIONAL BOARD

**The installation of the National Board can be done separately or in conjunction with the Charter of the N°2 Club in the Associate Member Country ( see guideline N°3)**

**After the installation of the National Board, the Associate Member Country can apply for Full Membership of Agora Club International.**

**These are just guidelines and give the organising committee an idea of time management for the Ceremony. Please feel free to adapt in accordance of your local customs and wishes.**

**The official language of Agora International is English and therefore the Installation of the National Board, should be in the English language**

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!)</p> <p><i>This press release should tell something about AC International, and your Agora Country</i></p> <p><i>(+ group picture )</i></p> <p>Accompany Guests of honor to their seats</p> <p>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 incoming National President, The ACI President of her representative, the President of the AC Godmother country or her representative.</p> <p>Help other guests to find a place</p>
Start ...h	<p><b>Welcome</b> by Protocol Mistress</p> <p>In name of our President and of all members of AC ..... , I welcome you all to the official installation of the National Board.</p> <p>May I ask Mrs ....., representative of ACI, to come in front to light the candle of friendship</p> <p><i>" I hereby declare in name of Agora Club International this meeting officially open".</i></p> <p>A very warm welcome to our guests of honour :</p> <ol style="list-style-type: none"> <li>a) ACI representative (President, VP, IPP, Secretary, Treasurer)</li> <li>b) Representatives of LCI, TCI, 41 Club Int, RTI</li> <li>c) National President of the Godmother Country/Club + members</li> <li>d) National Presidents of other Agora countries + members</li> <li>e) Past international and national Agora Club officers present at the event</li> <li>f) National Presidents of Ladies' Circle and TC</li> <li>g) National Presidents RT and 41-clubs</li> <li>h) Chairman of local Ladies' Circle and TC</li> <li>i) Chairman of local RT and 41-club</li> <li>j) Other representatives from different Service Clubs.</li> </ol>

	<p>Excused are</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>We received greetings and congratulations from :</p> <p>.....</p> <p>.....</p>
<b><u>Aims and Objects</u></b>	<p>Protocol Mistress :  "May I invite you to stand up for the reading of the National Aims and Objects of Agora Club ..... by Mrs. ....  "</p> <p>"The Aims and Objects of Agora Club International are:-</p>
...h10'	<p>* To link all all National Associations of Agora Club International</p> <p>* To promote, co-ordinate and develop the friendship which unites them around the motto :Donner et Tolerer: (Service and Tolerance)</p> <p>* To be non-political and non-sectarian</p> <p>* To maintain good working relations with the organisations in the Round Table Family</p> <p>Protocol Mistress : "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 meeting. The representatives of all clubs present will be called by name.</p>
...h15'	<p><b><u>Speech Agora Club International representative</u></b>  Protocol Mistress : introduction of the ACI representative + "May I invite Mrs .... To the stand please"  Speech by ACI representative  Protocol Mistress :: "Thank you ...." + little present</p>
...h25'	<p><b><u>Invitation to the Installation of the National Board</u></b>  Protocol Mistress : "May I now invite Mrs ..., our President and Mrs. ....(ACI representative) to come forward for the solemn moment of the installation"</p> <ul style="list-style-type: none"> <li>- The ACI representative presents the Jewels with the ACI pin to the new National President + international banner (exchange of banners)</li> <li>- The new National President calls her board members forward and presents the chain of office with the ACI pin : Vice President, Secretary and Treasurer</li> </ul> <p>Protocol master : "We are very proud and honored to have officially installed the first National Board of Agora Club ... (name country)  May we have your applause please "</p>
...h40'	<p><b><u>Speech of the incoming National President AC .....</u></b>  Protocol Mistress : Introduction of National President Mrs .....+ invitation to speech  President : Speech  Protocol Mistress: "Thank you ...." + flowers or a present</p>
...h45'	<p><b><u>Speech of the representative Godmother Country</u></b>  Protocol Mistress : Introduction of representative Godmother country Mrs .....+ invitation to speech</p>

	Speech by Godmother country Protocol Mistress: "Thank you ...." + exchange of banners + flowers or a present
...h50'	<b><u>Speeches guests + Banner Exchange</u></b> (5 minutes per speaker – inform your guests about this in advance!) Protocol Mistress: Invites every representative by name + function + club to the front for the banner exchange Protocol Mistress: "Thank you ...." + little present
1h20'	<b><u>New AC Full Member Country's National Anthem</u></b> Protocol Mistress : "Please rise for the National Anthem"
	<b><u>Thank You words</u></b> Protocol Mistress: Thank you words + toast to AC International. – invitation for a drink after the ceremony – and the Gala evening
	<i>As the guests leave the venue, 2 or 3 members 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>

**NOTES :**

**When you budget for your ceremony please bear in mind that the cost for registration and accommodation for the ACI President (or her representative) should be paid by the Club.**