



2. GUIDELINES FOR THE CHARTER OF THE N°1 CLUB IN A NEW AGORA COUNTRY

The President of Agora Club International, or her representative can charter the first Club in a Country. This happens, when at least 10 minuted meetings have taken place since the first formal meeting (Inaugural meeting) and after the Aims and Objectives of the club in formation have been approved at the ACI AGM. It takes this time for the Club to become established and for the members to be certain that they wish to continue.

The Charter Meeting of a new Club is a very special occasion but, of course depending on members' wishes, may take many different forms such as:

- a) A formal Dinner and Dance with partners
- b) A Dinner with partners
- c) A Dinner with ladies only

However, there should always be a formal presentation ceremony with speeches SOME

BRIEF ADVICE ON HOW TO PLAN THE CHARTER PRESENTATION

1. Write to the ACI Board well in advance of the proposed date (at least six months if possible) offering a choice of dates. Agree on a date with the ACI President or her representative.
2. Notify the Godmother country
3. Book the hotel or restaurant as soon as the date is fixed and you have decided how many people you wish to invite.
4. Send invitations to:
 - a) ACI Board
 - b) Godmother Country and Clubs
 - c) Other ACI countries, past ACI Board members and individual members
 - d) Important local dignitaries, e.g. the Mayor or someone who has taken an interest in Agora Club.
 - e) Round Table Family
 - f) Other service associations
 - g) Invite the press and prepare a press release
5. Form a small Charter Committee to organise the practical details involved. Depending on the form of the charter celebration, you may need to think about the following: printing of invitations, budget to cover room hire, food, flowers, menu printing, costs of the ACI President, or her representative (the program should be free of charge, home-hosting), gifts for special guests etc. Choose a menu in consultation with the venue - get everything in writing, particularly costs.

WHO SHOULD PRESENT YOUR CHARTER?

As you are the first Club in your Country it will be the ACI President, or her representative if she is unable to attend.

CHARTER CERTIFICATE

The Charter certificate will be brought to you by the ACI Board representative. It will carry the name of the newly chartered country and the ACI logo.

The clubs that follow after this first charter, do not have to be chartered by the ACI Board, but by the Chairman of the No 1 club, and later, by the President of the National Board.

The ACI logo will be on all Charter certificates from this day forward. But as from the installation of the National Board, the ACI logo and the national logo will appear on the Charter certificate.

CLUB LOGO, PINS AND PRESIDENT'S CHAIN OF OFFICE

- All Agora Club International member countries have a logo, to use on your note paper, letterheads and for membership pins.
- The pin must have "Agora Club" and the name of your Club.
- The green Ginkgo Biloba leaves must somehow be included in that logo. -

All members are entitled to wear the pin.

- The President of the N°1 Club will have a chain of office, which will include the same logo (pin) - A Flag or banner can also be designed – this of course is dependent on your finances.
- All artwork should be approved by the ACI Board (pins, chain of office, banner, flag)

THE OFFICIAL CEREMONY (please ask the ACI secretary for the "Guidelines Charter Protocol of the N° 1 Club in a new Agora country" (guideline N°10))

1. Lightning of the candle of friendship
2. THE WELCOME (Vice-President is usually responsible) for VIPs
 - a) Mayor
 - b) ACI President
 - c) National President of Godmother Country/Club + members
 - d) International representatives of the Round Table Family
 - e) National Presidents of other countries + members
 - f) Past international and national Agora Club officers present at the charter
 - g) National President of Ladies' Circle and Tangent Club
 - h) National President RT and 41-club
 - i) Chairman of local Ladies' Circle and Tangent Clubs
 - j) Chairman of local RT and 41-clubs
 - k) Other representatives from different Service Clubs.
3. GREETINGS RECEIVED
4. AIMS AND OBJECTS OF AGORA CLUB INTERNATIONAL
5. SPEECH by Mayor or other official dignitaries
6. SPEECH BY ACI PRESIDENT, which includes
 - a) Reading and presentation of the Charter certificate
 - b) Presentation of chain of office and ACI pin to nr 1 club
 - c) Hand over of the ACI Banner
7. SPEECH BY NEW CHAIRMAN including:

- a) Aims and Objects of new Country
- b) Handing over of the club banner (optional)
- c) Introduction and Induction of members of the No 1 Club

8. SPEECH BY NAT. PRESIDENT OF GOD-MOTHER COUNTRY/CLUB + exchange of Banner
9. CONGRATULATIONS from International Representative of the Round Table Family or their Representatives + exchange of Banners
10. CONGRATULATIONS from other AC National Presidents + exchange of Banners
- 10.1. CONGRATULATIONS from other dignitaries and Agora Club members from other countries present
- 10.2. CONGRATULATIONS from Regional and Local Ladies Circle + exchange of Banner
- 10.3. CONGRATULATIONS from Regional and Local 41-Club + exchange of Banner
- 10.4. CONGRATULATIONS from Regional and Local Tangent Club + exchange of Banner
- 10.5. CONGRATULATIONS from regional and Local Round Table Club + exchange of banner
- 10.6. CONGRATULATIONS from representatives of other Service Clubs + exchange of Banner
11. NATIONAL ANTHEM
12. FINAL TOAST TO AGORA CLUB INTERNATIONAL

Suggestion: You can also choose to have a banner exchange at the end of the official ceremony, or at the banquet in the evening.

You can find all necessary contact-addresses and other information on the web site
www.agoraclubinternational.com