



CONSTITUTION AND RULES

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AGORA CLUB INTERNATIONAL CONSTITUTION AND RULES

1. CONSTITUTION

- 1.1 The name of the Association shall be: **“AGORA CLUB INTERNATIONAL”** (the **“Association”** or **“ACI”**).
- 1.2 The motto of the Association shall be **“DONNER ET TOLERER”**, which means “Service and Tolerance” in English”. This motto shall always be expressed in French, regardless of a Member Association’s language.
- 1.3 The members of the Association shall be the National Associations of the Founder Members: Agora France, Agora Belgium and Agora the Netherlands and all other Member Countries affiliated to the Association and adhering to its rules.
- 1.4 The ACI is a platform where all Past Circlers (being Agora and Tangent members) and interested ladies sharing the same ideals can meet.
- 1.5 The matters of the Association shall be administered by the International Board (the **“ACI Board”** or the **“International Board”**) and the International Councillors (**“ACI Councillors”**) (together the **“ACI Council”** or **“International Council”**).
- 1.6 A decision to wind up or suspend the matters of the Association can only be made at an Annual General Meeting (**“ACI AGM”** or **“International AGM”**), at which not less than two- thirds of the members entitled to vote are present and 75% of the total votes present vote in favour.
 - 1.6.a Extraordinary General Meeting:
An EGM can be organised either via;-electronically or similar system where voting can take place virtually
Or
Via email where the questions are put to the councillors for their vote
- 1.7 The official working language in ACI is English.
- 1.8 The Agora Year shall start on 1st of September and end on the 31st of August with all financial items due 4 weeks prior to year-end.
- 1.9 The Association is open to women as from the age of 42. Nevertheless, for the Past Circlers, ACI is open as from the age of 45, or any age limit as set by a ladies circle country.
- 1.10 Candidacy for membership of Agora Club is upon invitation: each potential new member must be invited by a ‘Godmother’. This Godmother has the task to propose the candidate to her local Club and is responsible to guide and inform the new candidate.
- 1.11 The ACI is a service organization which aims to initiate, develop and improve working relationships with Ladies’ Circle International, Round Table International, 41 Club International, Tangent Club International and other organizations for networking and, on a voluntary basis, joint service objectives. There is however no obligation for clubs and their members to financially support service project, if they are not in the position to do so, or do not wish to do so.

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- 1.12 The (National) AGM's of the Member Countries should be organised between the 30th of April and the 30th of June.

2. AIMS & OBJECTIVES

The purpose of the Association shall be:

- To link together all National Associations of the ACI.
- To promote, co-ordinate and develop the friendship which unites them around the motto "Donner et Tolérer", which means Service and Tolerance in English.
- To be non-political and non-sectarian.
- To maintain good relations with the organizations in the Round Table Family.

3. MEMBERSHIP

3.1 Qualification

3.1.1 The membership of the Association consists of all Member Associations duly approved in accordance with the provisions of this Constitution.

3.1.2 A club shall be recognized to be an Agora Club if:

- It has the motto "Donner et Tolérer", which means Service and Tolerance in English. If desired, each National Association of Agora may also have its own motto, being in full conformity with the objects of the ACI.
- it adopts the "Ginkgo Biloba" as logo.
- it is non-political and non-sectarian.

3.2 Associate Membership

3.2.1 As soon as a new group of women decides to join the Association they should contact the International Board. Other member countries could act as Godmother club, but the International board must give their approval.

3.2.2 The new club must accept the rules of the Association. Six months before the charter date the names of the members (at least 5) must be sent to the International Board. As from the second Agora club in a country, the minimum numbers will be according to the country's rules but should never be less than 5 members.

3.2.3 An example of the banner and the logo must be sent to the International Board for approval; the use of the Ginkgo Biloba leaf is compulsory.

3.2.4 The Aims and Objectives of that country shall be sent to the ACI Board (addressed to the ACI Secretary) for approval the 30th of June prior to the ACI AGM at which it will be considered. The application shall be included on the ACI AGM Agenda circulated to all Member Countries.

3.2.5 The ACI Board shall have approved the Association's Constitution and Rules.

3.2.6 The first Club in any country will automatically receive Associate Membership of the ACI, upon the charter of the first Club.

3.2.7 All additional Clubs chartered in an Associate Member country shall automatically be included in that Associate Membership.

3.2.8 Associate Member Countries shall receive all correspondence from the ACI.

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3.2.9 Associate Member Countries send representatives to the ACI AGM. Such representatives have only 1 vote but cannot propose amendments to the ACI Rules.

3.2.10 A member of an Associate Member Country may not stand for office on the ACI Board or apply to host an ACI conference.

3.3 Full Membership

3.3.1 When an Associate Member country fulfils each of the following conditions, that country may apply for Full Membership of the ACI:

- a. There shall be a minimum of two Clubs in the country.
- b. There shall be an elected National Board, which can be created if there is a minimum of 2 clubs in the country.
- c. The ACI Board shall have approved the National Association's Constitution and Rules.
- d. The International Board shall have a list of the applicant's National Board members and their addresses.

3.3.2 The official application for Full Membership has to be sent to the ACI Secretary by the 30th of June prior to the ACI AGM at which it will be considered and shall be included on the ACI AGM Agenda and voted for by the ACI Councillors.

3.3.3 From the moment Full Membership is granted, a new Full Member country shall have two (2) votes and the right to propose new or amend existing rules and/ or propose candidates for ACI Office.

3.3.4 If the number of Clubs in a Full Member country remains only two (2) for three consecutive years, its Full membership will be reconsidered.

3.3.5 For full membership to be considered at the ACI AGM, the country applying must have representation by at least one member at the ACI AGM at which it will be considered.

3.4 Individual members

3.4.1 If a lady (past or non-past Circle member) wants to join ACI, and the Agora Club has no clubs in her country or near her hometown, she can join ACI as an "individual member" once approved by the country's National Board if it exists or the closest local Club Board(s).

3.4.2 To become an Individual Member, she must accept the Aims and Objectives of the ACI and pay the international annual capitation fee as stated in the rule.7.11. An "individual membership form" will be sent to her, to be filled in and returned to the ACI Secretary and ACI Treasurer.

3.4.3 Each Individual Member will be informed of charters and National AGM's and will get an invitation to the ACI AGM. She will receive a (electronic) copy of the ACI Directory and all ACI Newsletters and ACI AGM minutes.

3.4.4 She will be able to consult official ACI documents online by getting the password for the Association's website.

3.4.5 The Individual Members affiliated to ACI will have no voting rights and will not be able to put forward any amendments or proposals to the Rules.

3.5 Termination of Membership

3.5.1 If a Full Member Country or Associate Member country does not pay its Capitation Fee by the end of June prior to the ACI AGM, then their membership may be terminated.

3.5.2 If it has altered or modified its rules, in such a way that they become incompatible with the rules of the ACI.

3.5.3 Upon termination of the membership, this Member Country is not allowed to use the name, emblem or logo of the Association in any way whatsoever. All national regalia plus the charter certificate and any jewel worn by the national executive have to be returned for safe keeping to the ACI.

3.5.4 If the membership of a Full or Associate Member Country has been terminated for reasons stated in Rules 3.5.1 and/or 3.5.2 then members of the outgoing Board of that former country may hold a function in the National Board of its own country, when the latter country becomes again a Full Member Country or in the National Board of another Agora Country upon the following cumulative conditions:

(a) prior to becoming a Full Member Country, the relevant country must have paid all outstanding Affiliation fees and Capitation fees of the previous years due to the ACI;

(b) the member

- (i) is a member of a national Agora Club for at least three years;

- (ii) fulfilled a position in the board of a local Agora Club;

- (iii) got the consent of the National Board of the relevant Agora Country.

3.5.5 If ladies in a former Agora Member Country wish to join the ACI, they should contact the International Board and follow the normal procedures to start up Agora in a new country (cfr. Rule 3.2.1 Associate membership)

3.5.6 Upon termination of the membership, this Member Country should pay funds which are still due to the Association.

3.5.7 Should the affairs of the National Association be wound up, any realized assets (after payment of all debts and liabilities) shall be divided among the Member Clubs on a per capita basis-Membership. Figures in that case shall be taken from each club's most recent payment of National Capitation Fees.

3.5.8 In case of termination of a National Club the national rules should be referred to.

3.6 Leave of absence

A member who (for acceptable reasons) cannot join in the monthly meetings of her club, is allowed to request a leave of absence for a maximum of one year. This leave of absence should be addressed to the board of her club. Her duties to pay her own local club fee and her national fee will be at the discretion of the board of her own club and the National Board.

This does not exempt the National Board from paying her international fee.

4. AGORA INTERNATIONAL BOARD (the « ACI Board »)

All applications for a post on the ACI Board need written approval of their country.

4.1 **International or ACI President**

- 4.1.1 The President shall serve in office for one year.
- 4.1.2 The President, or another ACI Officer officially appointed by her, shall charter the first Club in a new country.
- 4.1.3 The President shall automatically become Immediate Past President.

4.2 **International or ACI Vice-President**

- 4.2.1 The Vice President shall be elected for one year by the ACI Councillors by secret ballot at the ACI AGM. At the ACI AGM, the ACI Council shall elect a Vice-President. Candidates should, before the beginning of the Vice-Presidential term of office, have served for a total of two years in any of the following offices: Area Chairman, National Officer in their own National Association, ACI Treasurer or ACI Secretary. All candidates must be active members of their own Full Member Association at the time they become International Vice-President.
- 4.2.2 The Vice President shall serve in office for 1 year
- 4.2.3 The Vice President shall serve as International Contact Lady and Extension Officer.
- 4.2.4 The Vice President shall automatically become International President.
- 4.2.5 If the Vice President is unable to take office as President, a President shall be elected together with a Vice President, in accordance with the ACI Rules.

4.3 **International or ACI Immediate Past President**

- 4.3.1 The Immediate Past President (the “**ACI IPP**”) shall assist the Vice President in her function as Extension Officer.
- 4.3.2 She shall advise the ACI Board
- 4.3.3 In the extreme case of the ACI President being unable to fulfil her duties at any time, the ACI IPP shall act on her behalf.
- 4.3.4 She is the liaison officer for the individual members.

4.4 **International or ACI Treasurer**

- 4.4.1 The Treasurer shall be elected by the ACI Councillors by secret ballot at the ACI AGM.
- 4.4.2 The Treasurer shall serve in office for a minimum of one year and a maximum of two years. As a candidate she shall indicate for which term she intends to serve.

4.5 **International or ACI Secretary**

- 4.5.1 The Secretary shall be elected by the ACI Councillors by secret ballot at the ACI AGM.
- 4.5.2 The Secretary shall serve in office for a minimum of one year and a maximum of two years. As a candidate she shall indicate for which term she intends to serve.

4.6 **Nominations members of the ACI Board**

- 4.6.1 No Full Member Country may nominate a candidate for the ACI Board without the consent of the candidate. Nominations shall be circulated within and approved by the National AGM of the candidate’s country.
- 4.6.2 Nominations for the offices of ACI Vice President, ACI Treasurer and ACI Secretary shall be received by the ACI Secretary by 30th of June and shall be sent by her to all Member Countries no later than the 31st of July.

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- 4.6.3 No Full Member country shall nominate the same candidate for two international posts at the same ACI AGM.
- 4.6.4 When there are no candidates for office, nominations from the floor can only be accepted with the consent of the candidate and the support of her own National Board.
- 4.6.5 Applications for a post in the ACI Board are open to all candidates being active members in their National Association. The candidates have to fulfill the conditions fixed in point "4. ACI Board" of the ACI rules. The permission for candidature does not depend on former membership in the national organisation of Ladies' Circle.
- 4.7 Duties of the ACI Board**
- 4.7.1 The ACI Board is allowed to collect the digital data of all Agora members to create a digital database for the use of the ACI-Board only. The ACI Board, will make use of the data for Agora business only and respect the General Data Protection Regulation (EU) 2016/679 of the European Parliament and the European Council, applicable as of May 25, 2018.
- a. The ACI Board is allowed to publish the digital data of the National Boards of the Agora Countries in the ACI-App which will be provided to every Agora member.
 - b. Any Agora country can have all their members published in the app without any added costs, provided each Agora Country respect its National rules on general data protection.
- 4.7.2 The ACI Board has the power to grant and revoke all Certificates of Affiliation. The ACI Board shall be responsible for the promotion and development of the ACI, and for the coordination and administration of the Association. The ACI Board shall act on behalf of the ACI Council.
- 4.7.3 The ACI Board
- shall propose amendments to these present Rules
 - will accept proposals and nominations from the Full Member Associations for the following year,
 - shall, through the International Secretary, send notice of the ACI AGM together with the Agenda to all Members Countries, by the 31st of July prior to the ACI AGM.
- 4.7.4 If a member of the International Board is at any time unable to fulfill her duties of office, a new member will be appointed at the discretion of the current ACI Board.
- 4.7.5 Any ACI Officer who resigns during her years of office on the ACI Board, cannot be eligible to be re-elected on the ACI Board (unless she has a valid reason to resign, such as severe illness), nor can she be part of the ACI council. Therefore, she can no longer be elected as a National Vice-President, National President and as consequence become Immediate Past President of her Agora Country.

4.8 **Supportive Role to the Agora International Board**

4.8.1. **Web-lady**

The ACI board will appoint a web-lady, who will be an Agora member and whose function is not part of the Agora Board. The web-lady will be appointed for a period of two years.

5 ACI COUNCIL – Nomination, powers and duties

5.1 The ACI Council consists of the International Board and two Councillors of each Member Association (Full and Associate Member Countries).

5.2 The ACI Councillors of the Member Countries are, at time of the ACI Conference, the National Immediate Past President and the National President.

5.3 The ACI President shall preside all meetings of the ACI Council. If she is unable to do so, the ACI IPP or another ACI Board member (the “ACI Officer”) decided by the ACI Board, shall act in her place.

5.4 The ACI President shall be responsible for managing the Association, its properties and finances.

5.5 If an ACI Councillor is elected as an ACI Officer of the Association, the country she represents shall appoint a new ACI Councillor in her place.

5.6 **COUNCILLORS MEETING** (new from October 2010)

A Councillors Meeting is held on Friday before the ACI AGM. An agenda will be sent to the ACI Councillors (delegates of the Member Countries) before the 31st of July, prior to the ACI AGM.

The Councillors Meeting is presided by the International President. The International Secretary will take the minutes.

The meeting is attended by two councillors per Member Country (the National President and the National Immediate Past-President at the time of the ACI Conference), and the nominees for the next ACI Board. If a councillor is unable to attend this Councillors Meeting, an accredited deputy may attend in her place. Any change in the ACI Councillors must be notified in writing to the ACI Secretary as soon as possible.

The International President can invite other Agora Members to attend this meeting. These members are observers and cannot interfere in the meeting. Other Agora members who wish to be present at the Councillors Meeting should inform the ACI President of their attendance. The members who are not official councillors are entitled to speak under the item “Any Other business”.

6 RULES GOVERNING THE ACI AGM

6.1 There shall be an ACI AGM every year.

6.2.1 During each International AGM, the ACI Councillors will vote for the country where the International AGM will take place, 2 years following the ACI AGM where the candidacy is submitted. A member country wishing to host the ACI conference, should send an application to the ACI Board no later than the 30th of June, prior to

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the ACI AGM at which the application will be considered. This file should include prices of venues, hotel and catering.

6.2.2 The country hosting the following ACI Conference has to have representation at the ACI AGM at which the application will be considered.

6.3 The ACI AGM shall be held in the beginning of October, each year.

6.4 If the ACI Board does not receive any objection or modification concerning the Minutes of the previous ACI AGM by the 30th of June, the minutes are automatically adopted. Contrarily the objections and modifications will be discussed during the Councillors Meeting, and then be voted during the ACI AGM.

6.5 Notice of the ACI AGM containing details of all proposals and nominations shall be sent by the International Secretary to all members of the ACI Council by the 15th of July prior to the ACI AGM.

6.5.1 If the ACI Councillors decide, that a proposal needs further discussion at their National AGM, this proposal can be “tabled” (put on hold) at the ACI AGM. This proposal then can be voted for at the next ACI AGM.

6.6 Each Member Association should be represented at the ACI AGM by two councillors: The National President and the immediate Past-President.

6.7 If an ACI Councillor is unable to attend the ACI AGM, an accredited deputy may attend in her place.

6.8 The ACI President shall preside over the ACI AGM. If she is unable to do so, the ACI IPP or another ACI Board member appointed by the ACI Board shall act in her place.

6.9 The Agenda of the ACI AGM shall include the following items:

- a. Notice convening the Meeting.
- b. Communications, greetings and apologies.
- c. Confirmation and adoption of the Minutes from the previous ACI AGM, if necessary. See point 6.4
- d. Annual Reports of the ACI Officers.
- e. Approval and adoption of the accounts and consideration of the following year’s budget.
- f. Determination of capitation fee.
- g. Proposals submitted by the ACI Board
- h. Proposals submitted by the Full Member Countries.
- i. Presentation and voting for hosting the next ACI conference
- j. Presentation and Election of ACI Officers.
- k. Annual reports of the Member Countries
- l. Proposals submitted by the Full Member Countries.
- m. Incoming President’s Address.
- n. Any other business

6.9 Voting System, Alteration to Rules and Standing Orders

6.9.1 Each Full Member Country has two votes and each Associate Member Country has one vote.

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- 6.9.2 The ACI Officers do not have the right to vote, with the exception of the ACI President who shall have a casting vote, which reflects the opinion of the whole ACI Board. This vote will be used in case of an equal division of votes.
- 6.9.3 Voting shall normally be by show of hands (cards). In the election of the ACI Officers, the ACI Conference Venue and the ACI ISP, or when specially requested, voting shall be by secret ballot.
- 6.9.4. All resolution regarding finances require 75% majority to pass.
- 6.9.5 No new rules or amendments to the ACI Rules may be made except by the decision of the ACI Council at the ACI AGM, at which 2/3 of the members of the ACI Council entitled to vote are present and at least 75% of these members, vote in favour. Abstentions do not count, they are neither votes in favour nor against the motion. All calculations are made on votes cast and not persons present.
- 6.9.6 Proposals and proposals for alterations carried at ACI AGM shall take effect immediately after the closure of the ACI AGM.
- 6.9.7 A decision to wind up or suspend the matters of the Association can only be made at an ACI AGM at which not less than two-thirds of the total votes of those present and entitled to vote are cast in favour. (cfr 1.6)

7 RULES GOVERNING FINANCES

- 7.1 The funds of the Association shall be derived from Affiliation and Capitation fees.
- 7.2 The official currency of the ACI is Euro (€)
- 7.3 An audit of Books and Accounts of the Association shall be prepared before the ACI AGM by a qualified accountant. The ACI Treasurer shall submit the statement of accounts with her report to the ACI Council at each ACI AGM.
- 7.4 Should the affairs of the ACI be wound up, any realised assets (after payment of all debts and liabilities) shall be divided among the Member Countries on a per capita basis. Membership figures in that case shall be taken from each country's most recent payment of Capitation Fees.

Affiliation fees

- 7.5 On accepting membership of the ACI, each country shall pay an Affiliation Fee of 25€.

Capitation fees

- 7.6. Each member Association shall pay annually a per capita membership fee, for all the members of their Association.
- 7.7. Full Member Countries and Associate Member Countries shall submit to the ACI Treasurer, immediately after their National AGM's, a statement of membership for the incoming year by the 30th of June. The Capitation Fee due the immediate following month of October shall be determined, based on this figure.
- 7.8. The capitation fee due per member of each National Association shall be approved annually by the ACI Council at the ACI AGM.
- 7.9. The capitation fees are due before the 1st of December.

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- 7.10. The Capitation fee is 15 € per member per year, as of the budget year 2020-2021
- 7.11. The penalty for late payment of the Capitation Fee (after 31st of December) will be 5 percent of the total capitation fee.
- 7.12. The ACI Treasurer shall submit an Annual Budget of income and expenditure for the following year, for the approval of the ACI Council at the ACI AGM.
- 7.13. For day to day operations of the bank account all bank withdrawals will be authorised by the ACI treasurer in accordance with the ACI President.
- 7.14. The ACI Officers shall receive a contribution to the expenses incurred by their respective offices. The sums involved shall be reviewed annually by the ACI Board.
- 7.15. If any member of the International Board resigns from the ACI Board during her year of office, she is obliged, at the discretion of the ACI Board, to reimburse the ACI, all monies utilized for fulfilling her duties during her term of office.
- 7.16. The ACI Board has the authority to move the ACI bank accounts, should they consider it advisable.

ACI Annual General Meeting/ACI Conference

- 7.17. An ACI Fund is set up to provide loans to host countries for the ACI Conference. From this fund, the ACI Board shall loan the host country sufficient money to pay the initial expenses of the ACI AGM. These loans are free of interest and paid by the ACI Board if the host country asks for it. These loans are repayable at the latest in December following the ACI Conference.
- 7.18. A surplus resulting from an ACI AGM shall be apportioned as follow:
- 60% to be decided jointly by the National Board of the host country and the host club.
 - 20% to the travel fund. Members from Agora Club Member Countries can apply for this travel fund with the travel fund form.
 - 20% to the extension support fund to be used by the ACI Board to visit new or potential countries.
- 7.19. The National Association of the host country shall have the ultimate responsibility for the ACI Conference and its finances.

8. STANDING ORDERS FOR THE ACI AGM AND COUNCILLOR MEETING

- 8.1 Record shall be kept of the attendance of the ACI Officers and voting ACI Councillors.
- 8.2 The quorum of the meeting of the ACI Council shall be 2/3 of the members entitled to vote.
- 8.3 The Board shall appoint two Tellers, who shall be responsible for reporting to the Chairman of the meeting the result of all voting. Voting on all proposals shall normally be by show of hands, except when a written ballot is specifically requested and in case of the election of the ACI Officers, the ACI Conference venue and the ACI ISP. The appointed Tellers will ensure that all Ballot Papers, when used, remain confidential to the meeting at all times. If there are more than two candidates, the Single Transferable Voting system will be used.

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- 8.4 The ACI Officers and 2 ACI Councillors from each Member Country shall conduct the business of the ACI AGM. Each Full Member Country has 2 votes and each Associate Member Country has 1 vote. If a Member Country can only send one ACI Councillor, she can use the votes that the country is entitled to have.
- 8.5 Any member attending the ACI AGM may speak on any resolution, but only the ACI Councillors may vote.
- 8.6. In event of any equal division of votes, the ACI President shall have a casting vote.
- 8.7. Procedure to be followed when dealing with resolutions:**
- a. Any resolution may be discussed by the Councillor Meeting before it is voted on.
 - b. At this stage, any ACI Councillor, subjected to the approval of the Chairman may propose an amendment.
 - c. When an amendment has been proposed, it must be voted on and must be settled before any other amendment can be considered. To accept the amendment, at least 75% of the members of the ACI Council present must vote in favour.
 - d. If the voting is against the amendment, then it is lost, and the Chairman will then ask for any other amendments. If there are no more amendments, the original proposal will then be voted upon in accordance with the rules governing the ACI AGM, ACI Council and ACI Board meetings.
 - e. If the voting is for the amendment, it is therefore carried and becomes the amended motion (=a new proposal), to which any further amendments can be proposed and dealt with as in (b) and (c) above. The final amended motion that becomes the substantive motion (=the new (last) proposal) and as such must be voted on, in accordance with the rules governing the ACI AGM, ACI Council and ACI Board meetings.
 - f. If the voting is against the substantive motion (last proposal), it means that the whole proposal is lost.
- 8.8. The Chairman's ruling on any point of order shall be final.
- 8.9. These Standing Orders can only be suspended or altered by a 75% majority of the voting ACI Councillors present at the ACI AGM.

RECOMMENDATIONS:

- 8.10. ACI Councillors who attend the ACI AGM as voting delegates should, wherever possible, be the National President and the National Immediate Past President of each Member Country at the time of the ACI AGM.
- 8.11. If an Agora Member moves from one country to another, it is recommended that she has the right to transfer to an Agora Club in that country.
- 8.12. It is recommended that, should a Full Member Country wish to raise an amendment to any ACI AGM Proposal that they provide the ACI Councillors and the ACI Board with the amendment in writing at the beginning of the ACI AGM.

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9. ACI International Service Project (the “ACI Project” of “ACI ISP”)

- 9.1. ACI has an International Service Project, which is voted on at the ACI AGM every second year. Every full Member Country can propose a new project. The chosen project can be re-elected. The project is preferably, not mandatory located in an ACI Country, anyway an ACI Full Member Country must always be responsible for overseeing the Project.
- 9.2. The National Treasurers need to collect the monies raised in their Country for the ACI Project and pay them to the following ACI ISP Account whenever there is a reasonable amount to pay with confirmation of all donations sent to the ACI Treasurer.
Name Account [•]; Account No.: [•]; P.O. Box [•; Country [•].
The ACI Treasury will transfer the funds to the ACI Project whenever there is a reasonable amount to ensure the continuing funding of the ACI Project.
- 9.3. The ACI Full Member Country hosting and/or responsible for the ACI Project must open a separate account for the ACI Project and is responsible to provide a written report on the progress of the ACI Project at least once a year (at the ACI AGM) to all the Full Member and Associate Member Countries.
- 9.4. Immediately after the ACI Project has been chosen at an ACI AGM, the ACI Treasurer will transfer an amount of Euro 1,000 to the ACI ISP account.
Respectively, at the end of each ACI Project, Euro 1,000 is left on the ACI ISP Account for the next project.
- 9.5. Applications for a new ACI ISP Project should be sent to the ACI Secretary on or before the 30th of June prior to the ACI AGM of that same year with a detailed description of the intended ACI Project

10. RULES FOR THE ACI ISP FUND

- 10.1 The Charity to receive the collected funds shall be decided every second year in advance. A National Treasurer can pay donations to the ACI ISP Account at any time during the year.
- 10.2. Interest earned from funds in the ACI ISP Account shall be added to the sum to be donated to the chosen charity.
- 10.3 ACI Full Member Countries and the ACI Board can propose a project. An ACI Associate Member Country can propose a project with the support and approval of its Godmother Country or another ACI Full Member Country.
- 10.4. One of the ACI Full Member Countries shall have the administrative, legal and financial responsibility of the project. This task shall be allocated to the ACI Full Member Country that proposed the elected ACI Project. In case of a proposal by an ACI Associate Member Country, this task might be allocated that ACI Associate Member Country under supervision of the ACI Board or to a third Full Member Country.
- 10.5 Countries can only propose one project at a time. The proposal must first have the approval of the National Board of the country applying for the ACI project in case of a Full Member Country or of the Board of the local Agora Club in case of an Associate Member Country. A short explanation in writing (100 - 150 words)

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concerning the intended use of the funds shall be sent to the ACI Secretary by the 30th of June prior to the immediate following ACI AGM and to be presented at that same ACI AGM.

- 10.6 A vote shall be taken at the ACI AGM between the suggestions received.
- 10.7 As of the moment of the vote for the ACI Project at an ACI AGM, all funds collected and paid by the National Boards will be allocated to the elected ACI ISP Project (see 10.11). All the administrative costs of the ACI Project are to be taken care of by the National Board of the Agora Country being in charge of administrative, legal and financial responsibility of the project as stipulated in Rule 10.4. above.
- 10.8 The ACI Treasury can make the first payment to the ACI Project as soon as a reasonable amount has been collected. The following payments shall be made after a report is given to the ACI Board concerning the proceedings of the ACI Project and sufficient assurance is given regarding the progress.
- 10.9 The National Board of the Full Member Country having proposed the elected ACI Project shall be responsible for overseeing the ACI Project and for ensuring that the monies are used for the intending charity. In the absence of a National Board the ACI Board or the National Board of a Full Member Country named in the ACI AGM would undertake that responsibility.
- 10.10 The ACI Board has the right to intervene in the ACI Project if the requirements mentioned above are not fulfilled.
- 10.11 The time limit for donations to the ACI Project is the 30th of August in the second year of the ACI Project. Money received later will automatically go to the next project, if any, elected at the immediate following ACI AGM.
- 10.12 An AC Councillor or her representative appointed by the country hosting the ACI Project and receiving the gifts/donations shall give a brief report on the proceedings of the ACI Project in the three subsequent ACI AGMs after the ACI AGM, where the ACI Project has received the vote.
A written half year report shall be delivered to the ACI Board six months after the ACI AGM. This report should be distributed to all the National Boards. A written full year and financial report should be delivered to the ACI Board not later than 30th of August prior to the ACI AGM. This report should be distributed to all the National Boards.
- 10.13 Enquiries concerning the ongoing ACI Projects shall be answered within 30 days by the ACI Board.
- 10.14 If for any reason it proves impossible to use the allocated funds during the two years following its receipt, it shall be returned to the ACI ISP account and the amount added to the funds available for distribution to the next ACI Project to be decided at the next ACI AGM.
- 10.15 Every ACI ISP should last for two years and may be re-elected.
- 10.16 The host Country of the ACI ISP is responsible to submit an audited report on completion of the ACI Project, no later than the following ACI AGM.

Documents to consult and download on the Agora Club International website:
www.agoraclubinternational.com

FORMS:

1. Application form ACI conference.
2. Capitation fee form.
3. Directory information form.
4. Individual Membership form.
5. Nomination form ACI officer.
6. Application form Full Membership.
7. Application form Associate Membership.
8. Certificate for honoured ACI membership.
9. Application for ACI travel fund grant.
10. Application for ACI Service Project EFTW.
11. Application for ACI International Service Project

GUIDELINES:

1. How to begin Agora Club in a new country.
2. For the harter of the N°1 club in a new Agora country.
3. How to charter the N°2 Agora club + eventually form the national board.
4. How to start further Agora clubs.
5. For Agora Club godmother countries.
6. For the ACI Board Members.
 - 6.a. For ACI President

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- 6.b. For ACI Vice-President
- 6.c. For ACI Immediate Past President
- 6.d. For ACI Treasurer
- 6.e. For ACI Secretary
- 6.f. Clarification of claimable expenses by ACI Officers 7. For the tellers at the ACI AGM.
8. For Individual Membership.
9.
 - a. How to host an ACI Conference: Introduction guide.
 - b. ACI Conference: Full checklist.
10.
 - a. Timeline charter protocol of the N°1 club in a new Agora country.
 - b. Timeline charter protocol of the N°2 and more Club
11. Protocol for installation of the national board.
12. How to receive an ACI officer in your country.
13. How to grant honorary membership.
14. For the organisation of the conference room on the ACI AGM.
15. For the protocol at the presidential drink and gala dinner during the ACI conference.
16. For the ACI weblady.
17. Worksheet for the ACI secretary.
18. For ACI Representatives.
19. For ACI ISP Conveners.
20. On home hosting the ACI BM

INFO DOCUMENTS:

1. Reminder for your national board meeting.
2. Reminder for the national association's AGM's.
3. Reminder of documents, reports and information which you have to send to the ACI Secretary the 30th of June.
4. List of documents to be sent to the ACI Secretary by the 30th of June.
5. List of documents concerning the ACI AGM which will be sent to you by the 30th of July by the ACI Secretary.
6.
 - a. List of what the ACI Councillors have to bring to the ACI AGM.
 - b. List of what the ACI Councillors have to bring to the ACI Councillors Meeting.
7. Year planner for the ACI year.
8. List of what an ACI representative has to take to a Charter of a N°1 Club or the installation of a National Board.
9. List of what the ACI Board members have to bring to the ACI conference.
10. ACI leaflet