



**10.a. GUIDELINES TIMELINE CHARTER PROTOCOL OF THE N°1 CLUB  
IN A NEW 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 official language of Agora International is English and therefore the charter of the no. 1 club 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!) <i>This press release should tell something about AC International, and your Agora Country</i> (+ group picture ) Accompany Guests of honor 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 Country, The International AC President or her representative, the President of the AC Godmother country, and optional the Mayor. Help other guests to find a place</p>
Start ...h	<p><b>Welcome</b> by Vice President or Protocol Mastress In name of our President and of all members of AC ..... i.f. , I welcome you all to the official Charter ceremony. May I ask Mrs ....., president of AC .....i.f., to come in front to light the candle of friendship <i>“ I hereby declare in name of Agora Club International 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) National President of Godmother Country/Club + members</li> <li>d) International representative of LCI, Club 41, TCI &amp; RTI</li> <li>e) National Presidents of other Agora countries + members</li> <li>f) Past international and national Agora Club officers present at the charter</li> <li>g) National President of Ladies' Circle and Tangent</li> <li>h) National President RT and 41-Club</li> <li>i) Chairman of local Ladies' Circle and Tangent</li> <li>j) Chairman of local RT and 41-Clubs</li> <li>k) Other representatives from different Service Clubs.</li> </ul> <p>Excused are ..... .....</p>

	<p>.....  .....  .....</p> <p>We received greetings and congratulations from :</p> <p>.....  .....  .....  .....  .....  .....  .....</p>
...h10'	<p><b><u>Aims and Objects</u></b>  Vice President :  "May I invite you to stand up for the reading of the Aims and Objects of Agora Club International by Mrs. .... (ACI representative)"</p> <p>"The Aims and Objects of Agora Club International are</p> <ul style="list-style-type: none"> <li>❖ To link together all National Associations of Agora Club International</li> <li>❖ To promote, co-ordinate and develop the friendship which unites them around the motto "Donner et Tolérer" (Service and Tolerance)</li> <li>❖ To be non-political and non-sectarian</li> </ul> <p>Vice President : "Thank you ....."</p>
	<p>Vice President : "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>Vice President : introduction of the Mayor + "May I invite Mr/mrs .... To the stand please"</p> <p><b><u>Speech by Mayor</u></b>  Vice President : "Thank you ...." + little present</p>
...h20'	<p><b><u>Speech Agora Club International representative</u></b>  Vice President : introduction of the ACI representative + "May I invite Mrs .... To the stand please"  Speech by ACI representative  Vice President : "Thank you ...." + little present</p>
...h25'	<p><b><u>Speech representative Godmother country</u></b>  Vice President : introduction of godmother AC .... + invitation to speech</p> <ul style="list-style-type: none"> <li>- Speech Godmother country</li> </ul> <p>Vice President : "Thank you ...." + little present</p>
...h30'	<p><b><u>Invitation to the Charter</u></b>  Vice President : "May I now invite Mrs ..., our President, Mrs. ....(ACI representative) and Mrs. .... (representative Godmother Country) 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> <li>- All sign the charter certificate</li> <li>- ACI representative or representative Godmother country presents the chain of office with the ACI pin to the President of the N°1 Club + international</li> </ul>

	<p>banner</p> <p>Vice President : “We are very proud and honoured to have officially become a member of Agora club International. We will carry our name “AGORA CLUB N°1 .....” with pride and dignity. May we have your applause please “</p>
...h45'	<p><b><u>Speech new President AC N°1 .....</u></b>  Vice President : Introduction of President N°1 Club Mrs .....+ invitation to speech  President N°1 Club : Speech  Vice President : “Thank you ....” + flowers or a present</p>
...h50'	<p><b><u>Introduction Members AC N°1 .....</u></b>  President : “may I now please call all Agora Club N°1.... 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. The President will then make a personal introduction of all the founder members.  <u>Induction of the Members + national pin + banner</u>  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>
..1h05'	
1h30'	<p><b><u>Congratulations + Banner Exchange</u></b>  -Congratulations by ACI President  -Speeches by other International Representatives of LCI, Club 41, TCI, RTI  -Speeches by other National President of AC Countries + Godmother country  -Speeches by National President of representatives of LC, Club 41, TC, RT  <i>Thank you + little present + Banner of the new AC Country 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 Club 41 and RT  -From Other Service clubs</p>
2 h00'	<p><b><u>New AC Country's National Anthem</u></b>  Vice President : "Please rise for the National Anthem"</p>
2 h10'	<p><b><u>Thank You word</u></b>  Vice Chairperson : Thank you word + toast to AC International.</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 this well before the charter!)</p>

	<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**