



## 7. YEAR PLANNER FOR THE ACI YEAR

**NOTE :** The amount of newsletters sent out during the Agora year is subject to the ACI Board's decision and can vary from year to year (i.e. every month, or every 1.5 to 2 months)

### OCTOBER

- ACI Conference
- Hand over meeting of the ACI Board + 1<sup>st</sup> Board meeting
- 1st newsletter (letter of introduction) is sent by the ACI Board
- The final alterations to the ACI directory can be made.
- The National Officers should pass to the (National) Boards and to the Clubs the information from ACI, AGM and Conference Meetings
- The ACI Treasurer sends out the capitation fee invoices

### NOVEMBER

- ACI Directory in pdf is sent by emails
- 2nd ACI Newsletter is sent out + minutes of the ACI Conference
- Capitation Fees to ACI must be paid by the 1st of December
- Minutes of the AGM and CM should be ready for approval by the board of the Conference by the end of November

### DECEMBER

- 3rd ACI Newsletter is sent out

### JANUARY

- The 2<sup>nd</sup> ACI Board meeting is being held
- 4th ACI Newsletter is sent out
- ACI secretary sends out a reminder of the documents that the countries should discuss (info doc 1)
- Countries should discuss and consider proposals, amendments, hosting the ACI conference (see document : list of documents to be sent to the ACI secretary by the 30th of June)

### FEBRUARY

- The 2<sup>nd</sup> ACI Board meeting is being held
- 5th ACI Newsletter is sent out

### MARCH

- Let the ACI Board know if your country would consider hosting a future ACI Conference or/and if your country has candidates for the ACI board (only for Full Member Countries!). Official applications should be sent to the ACI Board by the 30<sup>th</sup> of June.
- 6th ACI Newsletter is sent out
- Send invitations of your national AGM to the ACI board and all the boards of Agora member countries....you might get some visitors from other ACI countries!

## APRIL

- 7th ACI Newsletter is sent out
- The 4<sup>th</sup> 3th ACI Board meeting is being held (preparation of the ACI AGM)
- All National AGM's should be held between the 30th of April and the 30th of June

## MAY

- 8th ACI Newsletter is sent out
- The ACI secretary sends out Info doc N° 3
- The AGM's are being held during May and June , enjoy your meetings!
- The ACI Secretary sends out the capitation fee form

## JUNE

- 9th ACI Newsletter is sent out
- Send in proposals and/or amendments, by the 30th of March at the latest! (see info doc 1 : "Reminder for your National Board Meeting")
- The ACI secretary sends out Info doc N° 4
- The year reports of the Presidents should reach the ACI secretary by the 30th of June at the latest.
- Nominations for candidates for the ACI Board should reach the ACI secretary by the 30th of June at the latest (these must have been approved on your National AGM's)
- The capitation fee forms need to reach the ACI Secretary by the 30th of June at the latest.
- Make sure you register for the ACI Conference

## 30 TH JULY

- The ACI Secretary sends out info doc N°2 : All proposals of the member countries and from the ACI Board, are sent out to the ACI Member Countries by the ACI secretary
- The ACI Secretary sends out Info Doc N° 5
- The ACI Secretary sends the Agendas for the ACI AGM and the Councillor's Meeting to the Member Countries together with all necessary documents concerning the AGM (proposals, nominations,...)

## AUGUST

## SEPTEMBER

- The ACI Secretary sends out Info Docs 6.a and 6.b and Info Docs 8 and 9
- The ACI Treasurer sends out all Financial Paperwork for the ACI AGM (Balance, budgets etc.)
- Preparation for ACI AGM.

It should be noted that all correspondence within ACI will be by e-mail. It is therefore up to each member country to ensure that all correspondence is circulated to the relevant board members and chairpersons. This is primarily the responsibility of the president and vice president, but should they not be the main e-mail contact than that person must ensure that all correspondence is circulated as soon as possible after it has been received.

Check the ACI website regularly ! [www.agoraclubinternational.com](http://www.agoraclubinternational.com)