How to ....
GLOSSARY AND ABBREVIATIONS

41 Club  The organisation for past Round Tablers
AGM  Annual General Meeting
CRUK  Cancer Research UK
GB&I  Great Britain and Ireland
ICRF  Imperial Cancer Research Fund
IPC  Immediate Past Chairman
IPP  Immediate Past President
LCI  Ladies Circle International
NALC  National Association of Ladies Circles
R4L  CRUK Race for Life event
RTBI  Round Table of Britain and Ireland
STV  Single Transferrable Voting system
Tangent  The organisation for past Circlers

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INTRODUCTION TO LADIES CIRCLE

If you’re looking at this booklet either you are thinking about joining the organisation or are already a member and need some additional information. In either case welcome, this guide has been structured to provide you with general information, information related to you as a Circler, your Circle, your Area, the National organisation (NALC) and the International organisation (LCI).

1.1 What’s it all about?

If you are new to your area, looking to expand your social life, try something new, or give something back then Ladies Circle is the club for you. It is a fantastic organisation for girls aged between 18 and 45 who want to make new friends, have lots of fun and do some fundraising along the way.

There are more than 170 groups around the country meeting once or twice a month giving you the opportunity to get involved in a wide variety of fun activities and charity events.

Socially, each local group puts their own calendar together, to reflect the preferences of the members. They also fundraise for their chosen charities and together everyone supports the national charity.

1.2 How did it all start?

Considering the modern, fresh attitude of Circlers, it often comes as a surprise to new members that Ladies Circle has been around for over 80 years.

After the Round Table National Conference in Bournemouth in 1930 the wives who had assisted their husbands in organising the event decided they wanted to continue to meet, initially as a social group, then in 1932 forming Bournemouth Number 1 Ladies Circle.

Eight more circles followed in 1936 in Manchester, Hastings, Liverpool, Doncaster, Middlesbrough, Wolverhampton and Southampton, and soon afterwards the National Association was formed, under the guidance of the Founder President, Win Hussey.

World War II hit, and Ladies Circle struggled to keep going. But it did survive, thanks to Edina Headon who kept the movement going and, leading from 1939 to 1948, is to this day Ladies Circle’s longest serving National President.

In 1947 Ladies Circle went international, with Great Britain & Ireland helping to set up Circles in Denmark and Sweden. This led to the founding of the Ladies Circle International organisation in 1958 to bring together Circlers from across the globe.

In 1948 it was decided that Areas should be defined and in 1949 ten areas were formed to cover the whole of the country.
In 1955 the first Welsh Circle formed in Cardiff followed by the first Scottish Circle in Dumfries in 1956. The first Irish Circle was formed in Enniskillen in 1959 and one in Dublin in the Irish Republic in 1966. Eventually, due to rapid growth, fifty-five areas were created, although, in the 1990s a number of areas merged.

In the 1990s Ladies Circle opened up its membership to all women. We remain proud of our roots, and are still part of the Round Table family, but we have transformed into a unique, truly open organisation that welcomes all women aged between 18 and 45. Into the noughties, we’ve stayed true to our modern vision. Janie Lee Grace joined us in 2006, as patron of more than 200 groups nationally. She is one of thousands of women enjoying the vibrant, friendly atmosphere Ladies Circle offers.

### 1.3 Who can join?

Membership of the National Association of Ladies Circles of Great Britain and Ireland, known as NALC, is open to ladies aged between eighteen and forty-five. There are a few recommended procedures before you are asked to join Circle and become a member;

a. You should attend at least 3 Circle meetings, including one business meeting.
b. You must be proposed by an existing Circler and seconded by another Circler, both with at least 12 months membership of the Circle you wish to join.
c. You must agree to uphold the aims and objectives of the Association

In practice most Ladies who are thinking of joining Ladies Circle attend more than 3 meetings, getting to know the members of the Circle and understand what may be expected of them. Some clubs hold large charity or community events that you would be expected to support and it is better that you understand this before you make a decision on joining.

### 1.4 Is there a membership fee?

Yes, there is a membership fee, known as Capitation. This is paid annually and includes amounts to help run your local club, your Area, plus the National and International organisations. These amounts are set at the AGMs so may vary from club to club.

When you join, an invoice will be sent to your Circle Treasurer covering the period from you joining to 31st May. Capitations should be paid by the Circler to their Circle Treasurer by the 30th June so that they can then pay the National Treasurer by the 31st July.

### 1.5 What is the Round Table Family?

With more than 40,000 current members and over 80 years of collective history, the Round Table Family has a club to suit everyone, at every life stage.

Together, Ladies Circle, Round Table, Tangent and Ex-Round Tablers Clubs offer the whole family the opportunity to get involved.
Although Ladies Circle started with a very close affiliation to Round Table, today we’re an independent club with a life of our own.

**Tangent (what happens when I get too old)**

Tangent is open to ex-Ladies Circle members, and wives and partners of current or past Round Table members. There is no age limit, allowing women to continue their commitment to and involvement in The Round Table Movement for as long as they wish.

**Round Table (what about the boys)**

Round Table was founded in 1927 to give young men a place to meet, make friends, and exchange ideas; Round Table has modernised, and has as much to offer men aged 18 to 45 today as it did when it started.

**Ex-Tablers or "41 Club"**

Open to ex-Round Table members from the age of 46, the Ex-Round Tablers Club – nicknamed the “41 Club” - came into existence to link together the clubs formed by ex-Tablers with the purpose of maintaining the friendships and connections they had made as a Tabler.

**1.6 Is there a Logo**

The original design for the membership badge was a blue Circle with LC inscribed in silver. In 1951 this was changed to the rose emblem. The rose emblem is still used for regalia and internal use, in 1998 the five Circle logo was introduced as a marketing tool. This was updated in 2011 to have a more modern feel and is used on all stationery and publicity material.

**1.7 Is there a Main Office?**

The National Association was initially administered by Circlers working from their own homes, but as membership grew it was agreed that a headquarters office was needed. In 1964 this was established in Stafford, before moving to Provincial House in Keighley in June 1969. Past National President and Honorary Secretary, Joan Craven served as General Secretary from 1965 to 1977 when Marlene Sharkey was appointed to the post. Marlene served until her retirement in 1998 when Mary Hebden took up the position, which was renamed Association Secretary. Mary Hebden left the Association in January 2003. The Headquarters office continued to be run by Jackie Hudson and Margaret Boston until their retirement on 30th June 2007. This also marked the closure of the office in Keighley. Headquarters moved to share premises with Round Table and 41 Club at Marchesi House, Birmingham, until May 2009 when the Association decided it was no longer necessary to maintain an office and the administration returned to the National Executive working from their own homes.
1.8 What Special Events have been celebrated

In 1960, to celebrate 25 years of the Association a Luncheon was held in the Connaught Rooms in London. Over 1000 Circlers attended this event. On behalf of Round Table Britain and Ireland (RTBI), the National President, Tony Ashton, presented NALC President, Joan Craven, with a silver dress chain to be worn with the President’s jewel.

In 1975, to celebrate forty years of NALC a luncheon was held at the Grosvenor House Hotel in London. Over 1600 Circlers and guests attended. RTBI President Rodney Huggins presented NALC President Susan Thomas with a solid silver centrepiece with candle spike and flower holders which had been specially designed and commissioned for this occasion. Sadly, the founder National President Win Hussey died in the December of 1975.

In 1986 NALC returned to the Grosvenor House Hotel for the 50th Anniversary which was celebrated at a luncheon with 1750 members and guests attending. RTBI President John Lymbury presented NALC President Katie Bunn with a box containing two bricks and a promissory note for two engraved silver candelabra, which were officially presented at the Ladies Circle 50th Anniversary Dinner at the Great Yarmouth Conference the following May.

In 1996 again, the Grosvenor House Hotel was the venue for the next national celebration, that of the 60th Anniversary which was attended by over 1200 Circlers and guests. Immediate Past President, Jane Newman, had the idea of showing a film to celebrate sixty years of Circling history. The film paid tribute to Circlers and Circling and illustrated the way Circling had changed over the years. RTBI President Andy Hamilton announced to NALC President Diane Fitchett and those gathered that an anniversary gift of a computer and printer would be given by Table to Circle. These were handed over to the General Secretary at the previous (1995) National Conference in Eastbourne.

2006 saw the Association celebrating a 70th anniversary at Leeds Armouries Museum. Round Table presented NALC with a wine cooler and a new trophy to celebrate the new International agreement to work side by side. This Side by Side trophy is presented each year to a Circler that has demonstrated working together with Table. Tangent also presented NALC with a new plaque.

2011 saw a Celebration of 75 years of the National Association at the NALC National Presidents Ball in Birmingham.

1.9 Does Ladies Circle get involved in Women’s Issues?

Ladies Circle is not a lobbying organisation, but has in the past chosen to become involved in selected issues;
“The Women Who Wouldn’t Wait”

In 1965 Leamington Circle made history by opening of the first public clinic for the prevention of cervical cancer in the UK. They became known as ‘the women who wouldn’t wait’ in the press as they campaigned for 18 months to convince the hospital authorities of the urgency of their project. Nationally, Ladies Circle lobbied the Government - along with other women’s organisations - to draw attention to the lack of facilities for cervical cancer detection.

In 1965, 1974, and 1986 petitions were presented in the name of NALC to Parliament all of which advocated improvement in research and screening facilities for cancer. The 1965 petition requested that smear tests for the detection of cervical cancer be made available under the NHS and the 1973 and 1986 petitions sought to introduce and improve screening facilities for the early diagnosis of breast cancer. Also in 1975 a petition was presented to the House deploring the excess packaging of non-perishable goods and encouraging the greater use of recycling of waste material.

In 1997 members of NALC joined with other women’s groups to campaign for the reduction in the VAT on sanitary products. This was successfully achieved.

In 2000 NALC set up the Volunteers in Action group along with Round Table, Inner Wheel, the Soroptomists, Lions and Rotary to coincide with the International year of the volunteer. The aim of the group is to give the member organisations a louder voice both with the Government and in raising awareness with the general public. Circle also became part of the Women’s National Commission, a group which is consulted on Government policy.

1.10 Does Ladies Circle Support Charities?

Ladies Circle supports charities throughout all levels of the Association

1.10.1 Local Charities

Most Circles like to raise money locally and give it back locally rather than to the larger National Charities, often choosing to support the National, Presidents and International charities too.

1.10.2 Ladies Circle National Charity

At the 21st Anniversary Luncheon in 1956, £6,600 was donated to the Imperial Cancer Research Fund. This money was used to purchase and maintain balances and other micro-analytical equipment. ICRF was adopted as the National Charity at the 1959 AGM. In 1982 Doncaster LC proposed that: "every Circle should donate annually, wherever possible, to the National Charity".

At the AGM in 1974 a special appeal was launched to mark the 40th Anniversary of NALC; this was to raise £40,000, at the AGM in 1975 a cheque for £76,000 was presented to the President of ICRF, the Hon Angus Ogilvy. To commemorate of NALCs 50th Anniversary a donation of £106,430 was given by NALC to ICRF and was used to purchase a protein synthesiser and other essential equipment. Monies raised during the 60th year of NALC amounted to £70,670; a cheque was handed
over to Seymour Fortescue of ICRF at the 1996 AGM. Circlers continued to support ICRF, with over £1 million having been raised over the years, this made NALC the single largest contributor apart from Legacies.

We still see this as one of our major achievements, and we continue to be proud to help in the fight against cancer.

Circlers have also, over the years, volunteered to be guinea pigs in research work carried out by ICRF. Plaques which commemorate the support of NALC over the years can be seen at laboratories in Lincoln’s Inn Fields in London.

In February 2002 ICRF and the Cancer Research Campaign merged to become one charity which you will recognise as Cancer Research UK (CRUK).

As well as financial donations, Circlers have supported Race 4 Life since its inception in 1994, by assisting in the race organisation & administration on race day. More recently Circlers have got involved in Relay for Life.

At the 2013 AGM it was voted by the membership that CRUK would no longer be a National Charity, however Circles & Circlers continue to support CRUK at a local level.

1.10.3 National Presidents Charity

In addition to the support of CRUK, each year the National President can nominate her own charity and raise money during her year for this.

1.10.4 Ladies Circle International Charity

LCI raises funds in support of International Service projects; each project is supported for two years and can be proposed by any member country.

Between 1993 to 1996, the Brasov Project in Romania was administered by GB&I on behalf of LCI. Circlers raised funds and donated supplies for this project which supported the maternity and gynaecological hospital in Brasov. Over £64,000 was raised by Circlers throughout LCI, and Circlers in GB&I obtained equipment from local hospitals, clinics, pharmaceutical companies and manufacturers.

In 2007 Ladies Circle GB&I proposed the SARI project (Sanitation At Rural Indian Schools) for the next International Service Project, this was accepted and for two years Circlers from around the world donated to support this. In India 50% of girls that drop out of education do so between the ages of 10 and 12, this is when they start to mature and become unwilling to continue to go to the toilet in the open air and where toilet facilities do not exist the only option is to drop out at which point her education stops. The aim of the project was to raise €70,000, enough to build 100 toilet blocks.

1.11 Is there a Patron?
Over the years NALC has had several Patrons;

1976            Angus Ogilvy
1977 - 1982      Duchess of Westminster
1985 – 1995      Lady Romsey
1999 - 2006      Jennie Bond, BBCs Royal Correspondent
2006 – present day  Janey Lee Grace, Broadcaster & Author

1.12 **What are the Aims and Objectives?**

Ladies Circle has a set of aims and objectives, similar to a vision statement that a large organisation would have, these are;

- To extend friendship locally, nationally and internationally;
- To promote NALC to eligible women; to assist in the formation of new Circles; and to support all Circles to help them grow;
- To be of service to the community;
- To work side by side with all members of Round Table, 41 Club and Tangent;
- To conduct the business of the Association in order to promote goodwill between Circles, Areas and the National Association;
- To provide a varied programme of meetings and sociable activities throughout the year

1.13 **Ladies’ Circle Grace**

Ladies Circle have their own Grace which may be used at luncheon and dinner meetings;

"For all thy gifts we thank Thee Lord, but especially for the gift of friendship and the privilege of service." Amen

1.14 **What is the friendship candle?**

The friendship candle signifies the flame of friendship that burns between Circlers. A candle is generally used at formal meetings and the candle is extinguished when the meeting closes. The following words can be used as the candle is lit;

*As I light this candle we think of Circlers past and present, locally, Nationally and Internationally.*

1.15 **What if I can’t find an answer in this guide?**

We have tried to cover all aspects of Ladies Circle but if you need to know about something we have missed please contact the National Secretary –

secretary@ladiescircle.co.uk
2 You as a Circler

2.1 How do I join?

Once you have decided that you would like to join a club, a member of the Circle will complete the online registration form. A Starter pack will be sent to them containing a membership badge, joining certificate, welcome letter from the National President and a copy of the latest magazine. Some clubs will hold a formal induction to welcome you into the Circle. Contrary to popular belief, there is no scary procedure to follow. You will receive an invoice for the part of the National Capitation fee due from the time you join to 31st May.

2.2 Do I have to attend all the meetings?

There is no requirement to attend a set number of meetings, hopefully you will find Circle so much fun that you what to attend as often as you can.

2.3 When do I wear my membership badge?

You can wear your membership badge at any time but are expected to wear it when you attend any business or other official meeting (Rally, Regional Lunch, Charter celebration etc.)

2.4 When do I wear my other regalia?

The business chain or past officers jewel is normally worn for daytime functions and business meetings. It is usual, although not compulsory, to wear the dress chain for functions in the evening after six.

2.5 How do I display all my Circling badges?

There is no ribbon collaret available to display your badges; collaret’s may only be worn by Circlers holding an office which entitles them to do so. Badges could be displayed on a hat, or the red and white display ribbon can be obtained from Toye Kenning Spencer.

2.6 What if I move to a new place?

One of the great things about Ladies Circle is that there are Circles all over the UK and lots of other countries around the world. So once you are settled in your new house you can immediately find a group of women to go out and have fun with. If you are moving in the UK then a new Circle can be located via the club finder page on the Ladies Circle National website;

http://www.ladiescircle.co.uk/joinus/Clubfinder/

If you are moving out of the UK then the National Membership officer will be able to help you find a Circle in your new country.
2.7 **Can I be a member of more than one club?**

In short – yes, you will need to pay individual club Capitation to each club, and each Area if you are in more than one Area, and will only have one set of voting rights but the National Capitation fee is only payable once.

2.8 **What if I decide to leave?**

We hope that you enjoy your membership but understand that life circumstances change and you may decide to leave or take a break. If you do decide to leave please inform your local club, either they or you should complete the leavers form on the National website.

3 **Your Circle**

3.1 **How often are meetings held?**

Meetings are held once or twice a month, and it is recommended that business is discussed regularly.

3.2 **Are there Circle Rules?**

A Circle can set its own local rules and standing orders but these cannot be in conflict with any National rule or standing order. These rules should include guidance on good management of the bank accounts to safeguard against malpractice. If needed specimen rules can be obtained from the National Secretary.

3.3 **How is my Circle organised?**

The officers of a club are known as the Executive (Exec). They may choose to meet without the rest of the members but any important and financial matters should be referred back to a full members meeting for a decision.

3.4 **What does everyone do?**

3.4.1 **Chairman**

The Circle Chair should conduct Circle meetings in a business-like manner. She should enable all Circlers to voice their opinion on any matter under discussion. She may voice her own views but not attempt to impose these on the meeting. She should have knowledge of National, Area and her own Circles rules and standing orders, in order to ensure that procedures are carried out correctly. The Circle Chair may find it useful to draw up a programme of dates, along with her Council, to include her own Circles, other Circles, Area and National events.

3.4.2 **Vice Chairman**
The Vice Chairman should use her year in post as Vice to learn about how to run a Circle. Her role is also to deputise for the Chairman when she is not present. Some Circles may choose to combine the Vice Chairman’s role with another, such as Area Delegate.

3.4.3 Secretary

With the advent of new technology the Secretaries role is much easier than in the past.

Within her own Circle the Secretary is responsible for:

- Drawing up agendas for meetings in consultation with the Circle Chair, taking minutes and keeping records of all Circle and Council meetings;
- Reporting promptly to the Chair and the Circle all information received from Area and National Officers. This information should be summarised and delivered at meetings and not just passed around;
- All correspondence should be dealt with by the due date;
- Ensuring that members who are unable to attend meetings are fully updated on current business;
- Custody of Circle property and records;
- Assisting the Chair in the running of Circle meetings. In order to do this she should have knowledge of her own Circles, Area and National rules and procedures.

Within the Area and National structures the Circle Secretary is responsible for:

- Sending nominations, proposals and suggestions for inclusion to the Area meeting agenda to the Area Secretary, to meet the relevant deadline for the meeting;
- Ensuring that the Circle name and number is quoted on all correspondence;
- Ensuring that any items raised by her Circle for discussion by the Association are forwarded to the Area Secretary in time for her to forward these to the National Secretary;
- Informing National of any change of Officers, change of address of Officers, new members details, resignations, retirements and transferees using the online forms so that the national membership database is kept up-to-date;
- Completion of the annual return form online before 31st May. This will generate an invoice to the Circle Treasurer, requesting the appropriate capitation;
- Receiving of information from the National Secretary regarding nominations and resolutions required for the National AGM agenda. These should be sent to the Area Secretary by the specified date (see rules 3.11 & 3.12);

3.4.4 Treasurer

Within her own Circle the Treasurer is responsible for:
• The Circle bank accounts: keeping separate business and charity bank accounts;
• Keeping clear records of income and expenditure for both accounts;
• Arranging to have the accounts checked at the end of the Circle year by an independent financially competent person (see rule 2.7);
• Presenting an income and expenditure account and balance sheet at the Circle AGM for approval by that meeting;
• Budgeting for the following year and recommending the Circle subscription at the Circle AGM;
• Collecting Circle and Area subscriptions and National capitation from Circle members;
• Ensuring that any special requirements for insurance are dealt with;
• Paying all accounts promptly;
• Ensuring that any corporation tax obligations and pay and file regulations with the Inland Revenue are complied with annually;
• Where appropriate, registering the charity account as a charitable trust.

Within Area and National the Circle Treasurer is responsible for:

• Liaising with the Circle Secretary regarding the completion and sending of the annual return form and the sending of subscription fees for all the Circle members to the National Treasurer by the due date (see rules 2.8 & 2.9);
• Payment of Area capitation fees to the Area Treasurer;
• Submitting a copy of the audited accounts annually to the Area Treasurer. Sending of any donations to Cancer Research UK and informing the National Vice president for inclusion in the annual donation total that is announced at the National AGM. Cheques should be made payable to Cancer Research UK;
• The sending of any cheques for the International charity fund, made payable to ‘The National Association of Ladies Circles’, to the National Treasurer;
• Completing the Past Chairman’s badge and name bar form and sending this together with a cheque to Toye Kenning and Spencer. The form and prices for these can be found on the National website in the “useful stuff” section. Cheques should be made payable to Toye, Kenning and Spencer Limited and sent directly to Toye, Kenning and Spencer. The Treasurer will receive acknowledgment of the order direct from Toye, Kenning and Spencer. Any correspondence must be directed through Toye, Kenning and Spencer. The Treasurer needs to place an order several months ahead of handover in order to receive the badges in time. Any feedback on this process is welcomed by the Treasurer. This process can now also be done online. Please go to www.thetoyeshop.com/ladies-circle.html and follow the instructions.
• Completing orders for any other regalia items and sending these, together with the relevant cheque, to Toye Kenning and Spencer
• On receipt of orders, please check them carefully. If there are any problems please phone TKS and report using the telephone number on the top of the delivery advice.
• If T.K.S. are at fault, corrections/replacements will be at their expense but if the error is yours any replacement will be at your own expense.
• Regalia required for AGM/handover meetings should be ordered in good time to avoid disappointment. The previous autumn is the ideal time for placing
orders. This also allows time for any corrections. Please allow 10 weeks for delivery.

- PLEASE ENSURE THAT THE DATE OF OFFICE IS GIVEN FOR ANY 'PAST' OFFICERS BADGES.

3.4.5 Area Delegate

The Circle Area Delegate attends Area meetings on behalf of her Circle to represent their views. If she is unable to attend a meeting, apologies must be sent in advance to the Area Secretary and a deputy should be sent in her place. All Circlers are entitled to attend and speak at Area Meetings but only the Area Delegate may vote on behalf of the Circle (see rule 2.10). The Area Delegate may be required to give a report of her Circles activities at the Area meeting and should always report to her Circle meeting all matters raised at Area meetings. The Area Delegate remains in office until the completion of the National AGM (see rule 2.2).

3.4.6 Publicity Officer

The Circle Publicity Officer is responsible for producing publicity material for her own Circle and for liaising with the local media regarding Circle activities. Any articles or photographs may be submitted to the Area Publicity Officer for inclusion in the Area magazine or Area website and information can also be sent direct to the National Media and PR Officer for inclusion in the National Magazine and / or National website. She is responsible for keeping the Circles microsite and any other websites or Facebook groups up to date with current information.

Any Circle magazine or website may be submitted to the National Media and PR Officer in order to be included in the annual competition for the best magazine/website.

3.4.7 National Delegate

Each Circle should send two delegates to the National AGM, one of whom holds voting rights (see rule 2.14). A Circle that is unable to send representatives may nominate a Circler from another Circle to vote on their behalf (proxy delegate see rule 2.15).

The voting delegate must arrive and register prior to the meeting and stay until the completion of the AGM and she should abide by the following National guideline:

_The delegate, given the democratic responsibility to represent her Circle, should attend the AGM with an informed opinion regarding the resolutions on the National AGM agenda. She should have her Circles mandate to vote on the resolutions in a specific way, or else her Circles agreement that she makes her own voting decisions having heard the arguments put forward at the National AGM._

3.4.8 Circle Honorary Member

A Circle may choose to invite a number of Ladies to become Honorary members, this is a great way to involve people like the local Table Chairman’s Partner (if there
is a Table), your Tangent Chairman, or just friends who are unsure of what the organisation is all about. Honorary members do not pay Capitation and have no voting rights in your Circle. The number of Honorary Members allowed is covered by the National Rules. If they wish Honaries can subscribe to The Circler Magazine. A form can be found on the website.

3.4.9 Honorary President

Any Circle may vote to elect a President for the year; the creation of this role should be agreed at a business meeting. The President for each year should be elected at the AGM. The President acts as a figurehead for the Circle and may offer advice and support to the Circle and Chairman.

3.4.10 Life Honorary Members

A Circle cannot elect Life Honorary members. Life Honorary membership can only be bestowed at National Level, through a proposal to the AGM meeting.

3.5 How do I become an Officer?

Any Circler can stand for any of the roles. Nominations must be proposed and seconded and have the consent of the nominee. Officers usually serve for one year in a post but they can continue for a second year, especially in the case of a new Circle. The minimum roles to operate a Circle are Chairman, Secretary and Treasurer, in some circumstances the role of Chairman can be ‘shared by all’ for a year. Circles ideally should have a Chairman, Vice Chairman, Immediate Past Chairman, Secretary, Treasurer and Area Delegate. Other roles could include Entertainments, Community Service, Fundraising, Publicity, Membership and Programme. In order to ensure all members are fully involved it is often advisable to have committees for fundraising, large celebration events and entertainments.

3.6 What happens at the AGM?

The Circle AGM is held in April before the date of the Area AGM and all Officers elected at this meeting take office either at the Handover meeting which is held after the National AGM or the Handover can be combined with the AGM.

The Circle Secretary should send out notices advising all Circle members of the date, time and place of the meeting and asking for nominations for vacant posts. The meeting should cover the following items; reports from officers, election of new officers, any other relevant business. The agenda items for the Area and National AGMs should also be discussed so that the delegates (Area and National) know how they should vote.

It is useful for Officers to submit their reports in writing/electronically to the Secretary for recording purposes. Following the AGM all outgoing Officers should ensure that their files are up to date and accurate ready to handover to the incoming Officers.
Sample AGM Agenda:

1. Confirmation of the Minutes of the last AGM
2. Matters arising from the minutes
3. Report from Chair
4. Report from Secretary
5. Report from Treasurer, presentation of annual accounts, balance sheet and budget for next year
6. Reports from other Officers: Vice, IPC, Fundraising, Entertainments, Membership Etc
7. Election of Officers: Vice Chair, Secretary, Etc
8. Proposals
9. Any other business

3.7 What is a Handover?

Following the National AGM the Circle should hold a Handover meeting when the Chairman thanks her Exec for the year and hand over the role to her Vice chairman who will install the new set of officers. This can be combined with the AGM meeting.

3.8 When do I wear my Circle regalia?

Officers or past officers of a Circle normally wear the business chain, badge associated with the role, membership badge or past officers jewel to daytime functions and business meetings. It is usual, although not compulsory, for the Chairman to wear the dress chain for functions in the evening after six.

3.9 How do I order regalia for my Circle?

All orders for regalia should go directly to Toye Kenning Spencer, 77 Warstone Lane, Birmingham, B18 6NL. Contact number is Tel: 0121 236 3615. Or can also be ordered directly from Toye Kenning Spencer, via their website www.thetoyeshop.com/ladies-circle.html

On receipt of orders, please check them carefully. If there are any problems please phone TKS and report using the telephone number on the top of the delivery advice. If T.K.S. are at fault, corrections/replacements will be at their expense but if the error is yours any replacement will be at your own expense.

Regalia required for AGM/handover meetings should be ordered in good time to avoid disappointment. The previous autumn is the ideal time for placing orders. This also allows time for any corrections. Please allow 10 weeks for delivery.

PLEASE ENSURE THAT THE DATE OF OFFICE IS GIVEN FOR ANY ‘PAST’ OFFICERS BADGES.
3.10  How do we form a new Circle?

To form a new Circle, or re-affiliate a closed Circle, it is recommended that there are at least five Ladies wishing to join. This will ensure that there are enough women to cover the main jobs of Chairman, Secretary, Vice Chairman and Treasurer. The Area and National Membership Officers should be used as a source of support and guidance throughout the period of a Circle starting up. Once the group has started to meet regularly it can apply to affiliate (or re-affiliate if this a Circle that has previously Chartered and closed) to the National Organisation, this can be arranged through the National Membership Officer who will send out the appropriate forms. At the official inaugural meeting a Chair, Secretary and Treasurer should be elected, along with any other Officer posts as required. Upon receipt of all completed forms and subscription fees the Circle will be officially affiliated to NALC. The Charter will be presented to the Circle on their first birthday.

It is advisable that another Circle within the Area adopts the newly affiliated (re-affiliated) Circle in order to support the process. It is suggested that the adopter submits the New Member form for the first members.

3.11  What if we lose our original Charter certificate?

If an original Charter certificate has been mislaid a replacement certificate can be obtained from the National Secretary.

3.12  What if we have to close our Circle?

The decision to close a Circle should be taken by all of the members. A Circle whose members take the decision to close should inform the National Secretary not less than three months prior to any action taking place. This is to allow for any measures/strategies to be put in place which may help the Circle to remain in existence.

If, after this period the members still feel that they wish to close down their Circle then the following procedures should be auctioned;

An Officer of the Circle should inform their Area Membership Officer and the National Secretary of this decision;
The Circle Secretary writes officially to the National Secretary to inform of this decision;
All associated organisations should be informed - Tangent, Round Table and 41 Club;
All outstanding debts should be paid off;
Following agreement of members, any monies left in the accounts could be given to charity;
The bank accounts should be closed;
The regalia, Charter certificate and final minute book should be stored in a safe place, possibly with the local Tangent Group. Details of the location should be lodged with the Area Secretary and National Secretary.
If any members wish to transfer to another Circle please ask the National Secretary to transfer the details.

3.13 Can a Circle move from one Area to another Area?

A Circle can choose to move from one Area to another, the procedure to follow is:

The Circle Chair should contact the Chairs of both Areas to discuss this move; A letter should be sent to the National Secretary and the Secretaries of both Areas stating the reasoning behind the request to transfer; The request should be submitted by the National Secretary to the National Executive for approval.

The National Secretary will oversee the transfer to ensure a smooth move.

3.14 Celebrating Circle Anniversaries

If you are unsure of the date your Circle started, the Charter date, this can be checked with the National Secretary. It is usual to invite all past Circle Chairmen, the Area Chairman, Tangent members and other Circlers within the Area, to any special anniversary celebration. Circles may also request the attendance of a National Officer at a special Charter celebration; invitations should be sent to the National Secretary so that they can be discussed by the Executive at the next available meeting. Anniversaries of 1st, 21st, 30th, 40th, 50th etc, will be attended free of charge to the Circle/Area hosting.

3.15 National Officers attending Circle Anniversaries

If a National Officer is attending your event as a representative of the organisation you should ensure that they are well looked after;

3.16 Before the event

Supply all relevant details; time, address, dress code, theme. Confirm what you will expect her to do i.e. respond to toast to NALC. Arrange overnight accommodation if needed. Arrange transport from previous / to next event if needed.

3.17 At the event

Make her welcome. Make sure that she is not left on her own; it is possible that everyone else in the room knows who she is but that she does not know anyone. Get her a drink. Give her raffle tickets free of charge

3.18 After the event

If the President is staying overnight after the event you might want to arrange an informal event for the next day, such as coffee / walk, before she leaves to travel home or onto her next event

Don’t forget, she is a Circler just like you.
3.19 Bringing the Association into disrepute

In extreme circumstances, when a member has acted in a way which brings the Association into disrepute, only the National Executive is empowered to expel the member using the following process:

1. The Circle Secretary, Chairman or other elected Officer will call a special meeting of the Circle to discuss the alleged misdemeanour. The member in question is not eligible to vote at this meeting. If the Circle agrees by a unanimous vote that the member shall be expelled they must write to the member concerned informing her of this and shall also send a letter to the National Secretary with a copy to the member in question, requesting that the National Executive expel the member concerned.

2. The National Executive shall call a meeting to which the member in question and an officer of her Circle are invited. If the meeting agrees that the member shall be expelled, then the National Secretary will write to the member in question, with a copy to her Circle, terminating her membership.

3. The member has the right to appeal against her expulsion by writing to the National Secretary within one calendar month of the date of the expulsion letter. An appeal committee will sit to discuss the expulsion. This committee will consist of two independent Area Chairs, the National President, the National Secretary and the Immediate Past President. If this committee unanimously upholds the original decision then this will stand. If the committee does not unanimously agree then the expulsion will be quashed.

4. An Area may also request that the National Executive expel an Area Officer using the same procedure as in 1 but involving the Area in the initial meeting. A copy of the expulsion letter written by the National Secretary shall be sent to the Area Secretary and all Circle Secretaries within that Area. The Area Officer shall have the right of appeal as set out in 2.

This procedure shall also be applied to an Officer of the National Executive if she brings the Association into disrepute. The National Secretary or Executive Officer shall call a meeting of the National Executive to discuss the situation. If the member in question would normally sit on the Appeals Committee then another Executive member shall take her place.

4 Your Area

The National Association is divided into Areas and the decision regarding the number and boundaries of these Areas rests with the National Executive. The role of Area is to be the link between Circle and National and vice versa. The Area Chairman or her representative attends the National Council meetings throughout the year to give her Area’s views on any business under discussion and reports back to her Area all information relating to the council meetings. Areas can propose rule changes and vote on these in the council meetings. Areas can also
propose candidates for national office. Candidates are approved in the February council meeting.

4.1 **How often are meetings held?**

Area meetings should be held at regular intervals throughout the Circling year (see rule 3.4).

Some Areas hold quarterly area meetings, an Area Rally (when the National President may visit), delegate meetings prior to both the September and February Council meetings on top of an AGM and a Handover plus other one-off annual dates (for example area social, area sports event, chairman's social, past chairman's lunch...). There are often area executive meetings prior to key meetings. However, there are other areas that have far less get togethers. Some have an AGM and a few meetings where business is kept to a minimum and the emphasis is on having a good time with old and new friends.

The Area AGM must be held prior to the date of the National AGM (see rule 3.5). (Please refer to the rules under Area Meetings, General for further information regarding procedures for Area meetings).

4.2 **Are there Area Rules?**

An Area can set its own local rules and standing orders but these cannot be in conflict with any National rule or standing order. These rules should include guidance on good management of the bank accounts to safeguard against malpractice.

4.3 **How is the Area organised?**

The Area is managed by an Area Council which consists of the elected Area Officers (Executive) and one voting delegate from each Circle in the Area.

4.4 **What does everyone do?**

4.4.1 **Chairman**

The Area Chairman has the responsibility for chairing all Area meetings and she is her Areas link to the National Executive. She attends the National Council meetings throughout the year to give her Areas views on any business under discussion and must report back to her next Area meeting all information relating to National Council meetings. (In the event that the Area Chair cannot attend the National Council meeting, another member of the Area may act as her deputy). She is responsible for calling Area Council and Circle Chair and Delegates meetings prior to National Council meetings in order to gain her Areas views and opinions. She receives travel expenses for attending National Council meetings; these are funded through the National Capitation. The Area Chairman should also attend the National AGM where she has the right to speak on any matter but does not hold a vote unless she is attending as her own Circles voting delegate.
4.4.2 Vice Chairman

It is recommended that Area Vice-chairs be selected from candidates who have served as Circle Chairman or a member of the Area Executive. It is felt that this experience will serve her well in her year as Area Chairman. The Vice Chairman should use her year as Vice to learn about how the Area and National organisations run. Her role is also to deputise for the Chairman when she is not present. Some Areas may choose to combine the Vice Chairman’s role with another, such as Membership.

4.4.3 Secretary

The Area Secretary is responsible for:

- Drawing up agendas for Executive meetings in consultation with the Chair;
- Taking minutes of Executive meetings and issuing to members and to the officers;
- Send out the agenda for Area meetings to each Circle at by the required date (see rule 3.10);
- Take and issue minutes after each meeting to all Circles within the Area by the required date (see rule 3.13);
- Send out minutes of the Area AGM to the National Secretary by the required date (see rule 3.13);
- Report promptly to the Chairman and other members of the Area Executive all information received from National Officers;
- Deliver general information received from National Officers in a summarised form to the Area meeting;
- Ensure that deadlines regarding proposals and nominations are adhered to (see rules 3.11 & 3.12);
- Complete the on-line Area Return form by the specified date;
- Receive and confirm the date of the Presidential visit;
- Keeps an up-to-date diary showing all Area events and events of all Circles within the Area so as to avoid double bookings

4.4.4 Treasurer

The Area Treasurer is responsible for:

- Keeping a record of all financial transactions made on behalf of the Area;
- Arrange to have the accounts checked at the end of the Circle year by an independent financially competent person;
- Present an income and expenditure account and balance sheet at the Area AGM for approval by that meeting (see rule 3.15);
- Submit a copy of the audited accounts annually to the National Treasurer;
- Draw up a budget for the following year and recommend the Area subscription at the Area AGM;
- Collect Area subscriptions from all Circles within the Area;
- Ensure that all Area regalia and other valuables is adequately covered by insurance;
• Complete the Order Form for Past Area Chairman’s badge and name bar for Area. The form and prices for these can be found on the National website in the “useful stuff” section. Cheques should be made payable to Toye, Kenning and Spencer Limited and sent directly to Toye, Kenning and Spencer. The Area Treasurer will receive acknowledgment of the order direct from Toye, Kenning and Spencer. Any correspondence must be directed through Toye, Kenning and Spencer. The Area Treasurer needs to place an order several months ahead of handover in order to receive the badges in time. Any feedback on this process is welcomed by the Treasurer.

4.4.5 Publicity Officer

The Area Publicity Officer is responsible for the compilation of an Area magazine and she should encourage all Circlers in her Area to submit articles for inclusion. She should also liaise with the local media regarding Area/Circle events and celebrations. She may also add any articles to the National Website. She is responsible for keeping the Area website (if there is one) and any other websites or Facebook groups up to date with current information.

4.4.6 Community Service Liaison Officer

The Area CSLO is the main link between the Circles in her Area and National Officer responsible for community service. The Area CSLO should relate any information regarding national fundraising events and the national support of particular charities to the Circles in her Area. She should also coordinate the Area part of any national events, for example, Race for Life.

4.4.7 Membership Officer

The Area Membership Officer is the link between Circles and the National Membership Officer. She should liaise on the formation of new Circles in her Area, the closure of Circles within her Area and the transferring of any Circler or Circle either in or out of her Area.

4.4.8 Other Officers

Any other Area Officer should carry out the duties as set by their own Area Executive.

4.4.9 Honorary President

Any Area may decide to have an Honorary President; the creation of this role should be agreed at a business meeting. The President for each year should be elected at the AGM. The President acts as a figurehead for the Area and may offer advice and support to the Area and the Area Chairman.

4.4.10 Life Honorary Members
An Area cannot elect Life Honorary members. Life Honorary membership can only be bestowed at National Level, through a proposal to the AGM meeting.

**4.5 How do I get to be an Area Officer?**

Any Circler can stand for any of the roles, although it is advisable that Circlers have relevant experience for the role, past Circle Chairman, Secretary etc. Nominations must be proposed and seconded and have the consent of the nominee. Officers usually serve for one year in a post but they can continue for a second year. The minimum roles to operate an Area are; Chairman, Secretary and Treasurer. Areas should have a Chairman, Vice Chairman, Immediate Past Chairman, Secretary and Treasurer. Other roles could include Publicity/Media, Social.

**4.6 What happens at the AGM?**

The Area AGM is held in late April or early May before the date of the National AGM and all Officers elected at this meeting take office at the Handover meeting which is held after the National AGM, or immediately following the AGM if Handover is combined.

The Area Secretary should send out notices advising all Circles of the date, time and place of the meeting and asking for nominations for vacant posts. The meeting should cover the following items; reports from officers, election of new officers, any other relevant business.

It is useful for Officers to submit their reports in writing/electronically to the Secretary for recording purposes.

Following the AGM all outgoing Officers should ensure that their files are up to date and accurate ready to handover to the incoming Officers.

**Sample AGM Agenda:**

1. Confirmation of the Minutes of the last AGM
2. Matters arising from the minutes
3. Report from Chair
4. Report from Secretary
5. Report from Treasurer, presentation of annual accounts, balance sheet and budget for next year
6. Reports from other Officers: Vice, IPC, Publicity, Membership, Etc
7. Election of Officers: Vice Chair, Secretary, Etc
8. Proposals
9. Any other business

**4.7 What is a Handover**

Following the National AGM the Area should hold a Handover meeting when the Chairman thanks her Council for the year and hands over the role to her Vice chairman who will install the new set of officers.

**4.8 When do I wear my regalia?**
The business chain or past officers jewel is normally worn for daytime functions and business meetings. It is usual, although not compulsory, to wear the Chairman’s dress chain for functions in the evening after six.

4.9 How do I order regalia?

All orders for regalia should go directly to Toye Kenning Spencer, 77 Warstone Lane, Birmingham, B18 6NL. Contact number is Tel: 0121 236 3615

Regalia orders can be submitted in writing, on the Ladies Circle Order form available from the National website, and accompanied by cheques.

Regalia can also be ordered online at: [www.thetoyeshop.com/ladies-circle.html](http://www.thetoyeshop.com/ladies-circle.html)

4.10 How to Celebrate Area Anniversaries

Areas may request the attendance of a National Officer at a special Charter celebration; invitations should be sent to the National Secretary so that they can be discussed by the Executive at the next available meeting. Anniversaries of 1st, 21st, 30th, 40th, 50th etc, will be attended free of charge to the Circle/Area hosting.

4.11 What happens at an Area Rally?

Some Areas hold a Rally during the year; this is a fun social event that the National President attends, if possible. There is no right or wrong format for this event, but it is your chance to meet the President in a less formal setting than the AGM. There is no cost to the Area for the President to attend the Rally, her travel costs are paid from the National Budget; it is normal practice for her to be your guest at the event and cover her meal /ticket costs.

4.12 What is a Region?

The Association is divided into eight regions for the purposes of Regional Rallies, with each region being comprised of several Areas.

4.13 What happens at a Regional Rally?

Each Region hosts an annual rally luncheon, the National President attends the luncheon to represent the organisation and it is usual for her to respond to the toast to NALC.

There is no cost to the Luncheon committee for the President to attend, her travel costs are paid from the National Budget; it is normal practice for her to be a guest at the event and cover her meal /ticket costs.

Organisation of the Regional Luncheons is taken in turn by Areas within each Region, and it is useful for a file to be kept by each Area so that information is not lost. The Luncheons should be self-financing rather than profit-making but any small surplus could be kept to finance the next Luncheon that the Area organises or donated to charity. The dates of all Regional Luncheons can be found on the website.
The list is updated each year by the National Secretary. Please inform the National Secretary if your area is unable to host as soon as possible.

4.14 National Officers attending Area/Regional events

The National Immediate Past President, or her representative, will attend your Area Rally, Regional Lunch or other celebration.

For any National Officers attending your event as a representative of the organisation you should ensure that they are well looked after;

4.15 Before the event

Supply all relevant details; time, address, dress code, theme, Ladies only / partners event

Ask if she needs a space for her shop and help with sales on the night. Confirm what you will expect her to do i.e. respond to toast to NALC. Arrange overnight accommodation if needed. Arrange transport from previous / to next event if needed

4.16 At the event

Make her welcome. Make sure that she is not left on her own; it is possible that everyone else in the room knows who she is but that she does not know anyone. Get her a drink. Give her raffle tickets free of charge.

The National President may be accompanied by another Circler or her partner, you should ask them to pay just the cost of the meal at the event, after all the event would happen regardless of their attendance so they are not part of your break even calculation.

4.17 After the event

If the President is staying overnight after the event you might want to arrange an informal event for the next day, such as coffee / walk, before she leaves to travel home or onto her next event

Don’t forget, she is a Circler just like you.

4.18 Mergers / Amalgamations

An Area may decide that it is unable to continue to operate, if so one of the options available is to merge with another Area. If an Area is experiencing difficulties and is considering a merger with another Area, the following procedures should be applied:

The Area Chairman should contact the National Secretary to discuss the situation. A meeting should be called to enable all Circlers in the Area to discuss the options:

- closure of the Area and moving of all remaining Circles into other Areas;
- joining with another Area to form a completely new Area;
- joining with another Area and being part of that Area.

The Area Secretary can either arrange for this to happen at a normal Area meeting, provided the agenda contains all the relevant information, or at a Special Area
meeting notified to all Circle Secretaries 31 days beforehand.

The National Secretary or another National Executive Officer will attend any meeting upon request to offer support and advice.

If members of an Area decide that they would like to amalgamate with another Area, the National Secretary will set up a meeting with representatives from both Areas to discuss this possibility. If agreement to amalgamate is reached this should be detailed on the Area agenda of both Areas and be circulated to all Circles to be discussed and voted upon at the Area meeting. Each Area will elect an Area Amalgamation Liaison Officer who will take responsibility for the setting up of a Steering Committee which will work towards setting up the new Area. It is useful to have a long lead-in time in order to enable the Steering Committee to meet and discuss procedures to ensure a smooth transition.

In the case of a new Area being formed then a new Area number will be allocated and the new Area would come into existence at the April following the AGMs of the two amalgamating Areas. Nominations for Area posts would be invited from all Circlers in the two amalgamating Areas. Funds from both Areas should be amalgamated and subscriptions agreed. Also the new Area should decide on venues, dates and format of meetings.

When an Area closes and Circles move into other Areas again details should be included on the Area agenda so that full discussion can take place. Each Circle may choose which Area they wish to move into and the National Secretary will liaise with the relevant Areas to ensure smooth transition.

If, at some point in the future split, the two joined Areas decide to split back into their original Areas then they would revert back to using their original Area numbers.

**5 Your National Organisation**

The National Association is managed by the National Council which is made up of all the Area Chairmen or her nominated deputy and the elected National Executive officers.

**5.1 How often are National Executive meetings held?**

The National Executive meets 5-6 times a year to carry out the business of the Association.

**5.2 How often are National Council meetings held?**

The National Council meets twice a year on the last Saturdays in February and September to discuss matters of importance to the Association and makes decisions
as to the content of the AGM agenda. The Council makes decisions concerning regulations regarding the running of National Council meetings.

The members of the National Executive holds no voting rights at National Council meetings except for the Chair of the meeting, usually the President, who holds a casting vote if needed.

5.3 Who can attend the National Council Meetings?

Any Circler can attend a National Council meeting at her own expense as an observer but only Area Chairmen, or their deputies, hold voting rights at these meetings.

5.4 When is the National AGM?

The AGM is held on the Saturday at the end of the National Conference. Copies of the AGM minutes will be posted on the National website within three months of the AGM.

5.5 Who can attend the National AGM?

Any Circler can attend a National AGM which is free of charge, a contribution towards travel expenses can be reclaimed from the Association in line with the National Rules (2.16).

5.6 Who can vote at the National AGM?

Each Circle has a single vote at the AGM, (2.14, 2.15). Either a representative of the Circle or a nominated proxy delegate can vote on the Circles behalf.

5.7 Are there National Rules?

Yes, there are a set of national rules; these are available to download from the ‘useful stuff’ pages of the National website.

5.8 Are there special Rules for the National Council Meeting?

Yes, there are special rules, known as Standing Orders, that ensure that all meetings are run in a consistent manner;

5.8.1 National Council Standing Orders

1. The quorum for any National Council Meeting shall be a number equivalent to 60% of the Areas in the Association.
2. Any proposal concerning finance must have a two-thirds majority to be passed. The result of any vote concerning finance shall be recorded in the Minutes.
3. The Chair may make a proposition from the Chair.
4. The Chair shall determine the method of voting at each meeting: show of hands or ballot.
5. A member addressing the Chair shall stand.
6. Subject to the approval of the Chair, an Area Chair or her deputy may propose an amendment.
7. No Area Chair, or her deputy, shall propose more than one amendment to the same proposal.
8. When an amendment has been proposed and seconded it must be voted on and if it is carried it displaces the original proposal and becomes the amended proposal to which further amendments may be proposed. The final amended proposal becomes the substantive motion which must be voted on again. If the substantive motion is defeated, the whole issue is lost and the meeting may not return to the original proposal or accept any further amendments.
9. Where there are more than two candidates for the same International Office the single transferable voting system shall be applied.
10. The Chair shall prevent unnecessary repetition and shall call to order any member committing a breach of Standing Orders or Rules.
11. The Chair’s ruling on any Point of Order shall be final.
12. These Standing Orders shall only be suspended or altered by a two-thirds majority in favour of the voting members of the National Council present.

5.9 Are there special Rules for the National AGM?

Yes, there are special rules, known as Standing Orders, that ensure that all meetings are run in a consistent manner;

5.9.1 National AGM Standing Orders

1. A record shall be kept of the attendance of Officers and Voting Delegates.
2. The quorum of any National AGM shall be a number equal to 30% of the Circles affiliated.
3. The Meeting shall appoint tellers to be responsible for collecting voting slips for the election of Officers, and to conduct a count where the result of a vote cannot be determined by a show of hands. The result of any count shall be recorded in the minutes of the meeting. Tellers shall not be voting delegates.
4. The Meeting shall appoint Scrutineers for the purpose of checking ballot papers for the election of Officers. These shall be neither Voting Delegates, nominees for National Office, nor members from the same Areas as a nominee.
5. A candidate shall receive at least 50% of total votes cast to be duly elected. Where there are more than two candidates for the same post, the single transferable voting system shall be applied.
6. Any proposal concerning finance and the joining, or retiring of members and cessation of membership, shall have a two-thirds majority to be passed. The result of any such vote shall be recorded in the minutes.
7. The Chair of the Meeting may give a casting vote when the occasion arises and may make a proposition from the Chair.
8. A member addressing the Chair shall stand.
9. No Delegate or other member shall speak more than once on each separate proposal before the meeting and shall contain her remarks to what the Chair may consider relevant to such question.

10. The mover of a proposal or amendment shall not at any time speak for more than five minutes unless she obtains the consent of the Chair, who may submit the request to the Meeting without debate. No other speaker shall, without permission, exceed two minutes.

11. Amendments to items already included on the National AGM Agenda concerning the Constitution, Rules or Standing Orders shall be submitted in writing to the National Secretary fourteen days prior to the commencement of the AGM.

12. Subject to Standing Order number eleven (11) and the approval of the Chair, any Voting Delegate shall be allowed to put an amendment to proposals on the Agenda. No Voting Delegate shall propose or second more than one amendment to the same proposal.

13. When an amendment has been proposed and seconded it must be voted on and if it is carried it displaces the original proposal and becomes the amended proposal to which further amendments may be proposed. The final amended proposal becomes the substantive motion which must be voted on again. If the substantive motion is defeated, the whole issue is lost and the Meeting may not return to the original proposal or accept any further amendments.

14. The Chair shall prevent unnecessary repetition and shall call to order any delegate or member committing a breach of Standing Orders or Rules.

15. The Chairs ruling on any point of order shall be final.

16. These Standing Orders shall only be suspended or altered by a two-thirds majority in favour of the Voting Delegates present at the AGM.

5.9.2 Guidelines passed at National AGMs

1. Every Circle should donate annually wherever possible to the National Presidents Charity.

2. That a guideline be printed on the National AGM agenda to read:
"The Delegate, given the democratic responsibility to represent her Circle, should attend the AGM with an informed opinion regarding the resolutions on the National AGM agenda. She should have her Circles mandate to vote on the resolutions in a specific way, or else her Circles agreement that she makes her own voting decisions having heard the arguments put forward at the National AGM."

3. Prior to the National Council meeting at the end of February, each Area shall hold a meeting for Circle Chair, Area Delegates and Conference voting delegates to discuss the draft National AGM agenda. When more than one proposal covering the same subject is put forward for the National AGM agenda, by mutual agreement those Circles involved should agree to one proposal containing all the relevant points from all sides. So that Circles and their seconders of the original proposals are seen to be involved all their names could be included with the agreed combined proposal. Area Officers shall be elected at the Area AGM in April and wherever possible shall receive files and records from their predecessors within three weeks of the Area AGM.
in order that they may assume full responsibility for their new positions following the National AGM.

4. When a rule change or amendment appears on the National agenda, the original proposer and seconder if they are present should be minuted to that effect. Only if they are not present should an alternative proposer and seconder be sought from the AGM floor.

5. That any Circle/Area/Circler putting forward an item for discussion, agenda item or resolution should have the opportunity to be present at, or make personal recommendation to the National Executive whilst it is being discussed. That they should be allowed to speak ahead of the National Executive at any National Council or other National Meeting.

Following the February 2006 Council Meeting, it is noted that with respect to published dates; a deadline is a deadline and a rule a rule.

5.10 What does everyone do?

Full job descriptions for all members of the National Executive are available on ‘useful stuff’ pages of the Ladies Circle National website.

5.10.1 National President

The President visits each Area for their Area Rally and wherever possible presents the Charter of new or re-affiliated Circles and attends a few special anniversaries if her diary commitments allow. She represents the Association at both social and business events as required. The National President coordinates the roles of all the National Officers and ensures the smooth running of the Executive Committee.

5.10.2 National Vice President

The Vice President is the chief deputy for the National President. She provides a liaison between NALC and LCI, and is also responsible for keeping contact with other organisations especially the Round Table Family and with particularly with regards to women’s issues. She is responsible for determining any national community services for the Association. She works very closely with the national charity, Cancer Research UK and is the link between charities and the Areas and Circles. An interest free loan of £1000 is available upon request from the reserve funds of NALC to the Vice Presidents Liaison Committee (PLC) to get them started.

5.10.3 Immediate Past President

The IPP represents the association at all the Regional Lunches and can also deputise for the President if required. She is also NALCs representative on the RTBI/NALC National Conference Committee. As the manager of the membership database the IPP manages the annuals returns process for both individual clubs and Areas and assists the membership officer with the processing of new members.

5.10.4 National Secretary
The National Secretary is responsible for compiling and circulating the agendas for the National Executive meetings, National Council meetings and the AGM. All proposals and resolutions, all nominations for National and International office and any queries on matters of policy or interpretation of rules should be directed to her. The National Secretary is also responsible for the administration side of membership: she should be contacted by Area or Circle Officers and members on all aspects of the Affiliation or Charter of a new Circle, closure of a Circle or the amalgamation or closure of an Area.

5.10.5 National Treasurer

The National Treasurer is responsible for the finances of the National Association. The National Treasurer collates and presents the annual accounts to the AGM. She is also responsible for the collection of subscriptions from the membership.

5.10.6 National Membership Officer

The Membership Liaison Officer is responsible for new member /Circle enquiries, any membership projects and will offer support to circles and areas where needed/requested for.

5.10.7 National Media and PR Officer

The National Media and PR Officer is responsible for maintaining and updating the National website, co-ordinating the publication of the Circler magazine, Facebook and Twitter. She also assists Circles and Areas on media and PR press releases as well as searching out national media opportunities.

5.10.8 National Executive Administrator

The National Executive administrator is responsible for compiling and circulating agendas for the National Executive meetings and conference calls. She will also take Minutes of National Executive Meetings and conference calls, prepare and circulate Minutes to other Executive Officers. Working very closely with the National Secretary she assists the National Secretary in preparing for National Executive meetings, National Council meetings and the AGM.

5.11 How do I get to be a National Officer?

Any Circler can stand for any of the roles, although it is advisable that Circlers have relevant experience for the role, past Area Chair, Area Secretary Etc. Nominations must be proposed and seconded in accordance with the rules and have the consent of the nominee.

5.12 How long do the posts last?

The Presidential role is a 3 year undertaking; Vice, President, IPP. The Secretary and Treasurer are two year roles, commencing in alternate years. The Membership and Media & PR officers can opt to undertake their roles for one or two years. They
must inform the National Secretary of their decision by the 31st July following their appointment. All other roles are one year, although Officers can continue for a second year subject to re-election.

5.13 How do I donate to the National Charity?

Cheques for the National Presidents Charity should be sent to the PLC Treasurer.

Don't forget to put on your Circle name and number on the covering letter with your cheque.

5.14 What happens at the National AGM?

The National AGM is similar to your own Circle and Area AGMS, but with some additions. You will get to meet the team who have arranged the conference and hear about the plans for the coming conference along with reports from officers, voting on positions and proposals.

5.15 When is the National AGM held?

The National AGM is held on the final day of the National Conference in May.

5.16 How is the National AGM organised?

The IPP is NALCs National Conference Convenor and is responsible for all matters relating to NALCs part in Conference. The National Secretary assists in these arrangements. Circlers will also be required to assist the LC Local Convenor (LCLC) during the National Conference in areas such as registration, stewarding, sales and as AGM Minute and Platform secretaries. The LCLC is appointed by the National Executive each year depending on where the National Conference is held.

5.17 What is the National Conference?

The NALC&RTBI National conference marks the end of the year for the respective National Presidents and is usually held over the 1st or 2nd weekend in May.

The two / three day event is arranged by the Round Table Conference Officer & team with assistance from the Ladies Circle IPP. The venue for the event is decided at least one year in advance and moves around the country.

During the Saturday the AGMS will be held, followed by a joint Presidential banquet when the new Presidents will introduce their new Executives.

5.17.1 National Trophies

A number of trophies are awarded at the AGM, and anyone can make nominations for these;
Full details of all the trophies can be found on the National website.

Charity – determined by The National Vice President

- Most money raised for Cancer Research UK
- Most novel way of fundraising for Cancer Research UK
- Most money raised for charity
- Most money raised for charity per Circler

Membership

- Most new members
- Highest %age increase (small clubs)
- Out of the box trophy – best ‘out of the box’ event/idea/publicity that has a direct effect on membership

Anthony Nolan Trophy

- Criteria determined each year by the National President

Side by Side Trophy

- This award is given to someone who has worked alongside Round Table and is nominated by Round Table

Media / PR

- Best Magazine (Circle or Area)
- Best Website (Circle or Area)
- Best Media & PR Campaign

Determined by the IPP on the day of the AGM

- Best speaker from the floor at the AGM

International ‘Make the Difference’ Trophy

- Determined by The National Vice President for the Circler who has made the difference internationally.

Nordic Hat

This is actually the Nordic Helmet Trophy presented by Denmark, Finland, Norway, Sweden, Iceland, Latvia & Estonia at the GB&I 60th Anniversary AGM in 1996.

The Helmet is a drinking vessel and the main criteria for the award is "the most funny, stylish and refinement hat worn with dignity at the AGM"

The rules are the winner has to wear the hat at ALL Ladies' Circle functions attended
that year; share a drink out of the Nordic helmet and keep a pictorial diary.

The final duty for the recipient of the trophy is to attend the following year’s AGM to pass on the honour and present the trophy together with a bottle of schnapps.

6 Ladies Circle International

6.1 How did it start?

Ladies Circle GB&I was one of three founding members of Ladies Circle International in 1959. LCI now consists of over 10 thousand ladies in 36 member countries.

6.2 How do I join?

If you are a member of Ladies Circle GB&I you automatically become a member of Ladies Circle International.

6.3 Is there a membership fee?

The National capitation fee you pay includes the International amount.

6.4 How often are meetings held?

There are 4 different meetings;
  International Board meetings which happen 4 times a year and are attended just by the Board;
  Midterm meetings which happen in January and can be attended by any Circler;
  International Council Meeting and AGM which happen in August and can be attended by any Circler.

6.5 Are there International Rules?

Yes, LCI has a set of rules which govern membership, finance, formation of new Countries, organisation of meetings / Conference, etc. The up to date rules can be found on the LCI website; http://www.ladiescircle.org/

6.6 How do I access the Members section of the LCI website?

The members section of the LCI website is password protected and changes every year; the National Vice President will circulate details of this following the International AGM each year.

6.7 How is LCI Organised?

LCI is governed by a board that consists of: the International President, Vice President, Immediate Past President, Secretary, Treasurer and Web Lady. These
Officers are elected at the LCI AGM which is held annually in late August/early September. Offers to host LCI Conference are submitted by member countries to the AGM three years in advance.

Each full member country has two representatives on the LCI Council; usually the President and IPP of that country, and the Council meet during Conference. Mid-term meetings are held in January at which groups of countries get together to discuss matters of interest to LCI. The LCI countries are split into 4 regions and the MTM meetings are arranged in the Regions, on alternate year two regions join together for their meetings.

GB&I belong to the mid-European group along with Germany, The Netherlands, Belgium, Romania and Austria. Associate member countries attend the LCI Councillors Meeting and AGM at conference as observers.

A Contact Ladies meeting is held alongside the conference which brings all the countries representatives together with the aim of improving contact between them.

6.8 Is there financial help to travel to an International meeting?

LCI operates a travel fund which Circlers may take advantage of if they wish to travel to Midterm meetings, LCI Conference or to visit any of the LCI member countries. Details can be obtained from the National Secretary or the LCI website by anyone wishing to apply for a grant.

6.9 How do I donate to the International Charity?

Cheques for the LCI charity, made payable to ‘The National Association of Ladies Circles’, should be forwarded to the National Treasurer.

6.10 Eligibility for International Posts

Any Circler from NALC meeting the criteria for a post on the LCI board and wishing to stand shall address the National Council and, if approved by a two-thirds majority of the votes in their favour, will go forward for election at the LCI AGM (see rules 5.1&5.2).

Candidates standing for the post of LCI Vice President shall have served for a total of two years as Area Chair and/or National Officer and shall be active members of their own National Association at the time they become International President.

Candidates standing for the post of LCI Secretary or LCI Treasurer shall have served for at least one year either as Area Chair or as a National Officer prior to taking post as an LCI officer. Each candidate shall be an active member of her own National Association.
7 Money, money, money

7.1 What does my Capitation pay for?

LCI
- Officers expenses
- Directory production
- International Conference
- Administration
- Website

GB &I National
- National Conference
  - Voting delegate expenses
  - Contribution to Conference (venue hire, exec meeting rooms)
  - National Executive expenses
  - Expenses for invited guests
- Executive Expenses
  - Contribution to Out of Pocket Expenses (COPE)
  - National Presidents visits
  - National Executive meeting expenses
  - LCI meeting expenses
  - National Conference meetings
  - Misc travel including Regional lunches
- NALC running costs
  - Professional fees, audit etc
  - Magazines
  - Printing, stationary, postage
  - General insurance
  - National Council meetings
  - IT equipment / National website and Circle microsites
  - Area travel grants
  - Sundry expenses

7.2 How do Circles pay Capitation to National?

The Annual return process starts following the National AGM, when the capitation for the coming year is set.
The Circle Treasurer, or other nominated person, completes the online annual return forms providing details of all Circler who will be members for the following year (starting 1st June), the roles they have (Chairman, Secretary etc.) also for members are leaving the reason (retiring, resigned etc.). This process can only occur once and will generate the invoice for National and International capitation.
The information supplied will be used for communications from National i.e. email and distribution of the magazine.
If for any reason the return needs to be updated or corrected, the form will need to be reset by the National Treasurer.

The invoice will be issued to the Circle who submits the return. Once issued the invoice must be paid by 31st July.
7.3 How do Circles pay Capitation to their Area?

Once the annual returns are complete for all Circles in an area the Area Annual return must be completed. This should be done by the Area Treasurer, or other member of the Area Executive. The information supplied will be used for communications from. This does not generate an invoice as the there is no capitation due from an Area to National

The Area Treasurer should use the Circle information available to request payment of the Area capitation from each Circle within the Area.

7.4 What is COPE?

COPE stands for contribution to out of pocket expenses. It is sometimes called an Honorarium by Circles, but COPE is the recommended term as an Honorarium payment could be liable to taxation.

COPE is an amount paid by Circles, Areas and the National organisation to cover out of pocket expenses during their year in post as Chairman or National Executive officer. This payment is made to the officer to spend as they wish and is not dependant on receipts for expenses incurred.

7.5 What do the National Executive use their COPE for?

Dependant on the role this money goes towards expenses such as:
- Exec telephone conference calls
- General telephone calls including increased mobile phone use
- Computer costs (increased internet costs, printing, electricity)
- Stationery items
- General postage
- Baby sitters
- Raffle tickets
- Unbudgeted meals, drinks at events attended as Exec member
- Unbudgeted travel
- Unbudgeted accommodation
- Unbudgeted events
- Gifts
- Travel insurance
- Unbudgeted attendance to Circles/Areas.

7.6 Insurance

NALC hold insurance policies to cover all active and honorary members against public/products liability. This is paid for from National capitation fees. In addition the Association holds an All Risks Policy which covers all members, through the payment of the premium plus tax which is also included in National capitation. Details of the Associations Insurance Brokers can be obtained from the National Treasurer.

Insurance details are available on the ‘Useful Stuff’ section of the National website.
7.7 Corporation Tax (Pay and File)

Following changes in the law relating to corporation tax in 1994 interest earned on a Circle's accounts is subject to tax and must be disclosed to the Inland Revenue. In most cases tax is deducted at source and Circles receive their interest net of tax but a tax return must be sent to the Inland Revenue either way. Tax returns must be made within nine months of the date the annual accounts were prepared and a copy of the account must be submitted along with the return.

NALCs Accountants have drafted the following sample letter which they recommend Circles to use and send to their local Inspector of Taxes:

Dear Sir

.................... Ladies Circle number ....................

We understand that we have an obligation to register with the Inland Revenue for pay and file purposes being an unincorporated body affected by the pay and file legislation. In fact we are a very small voluntary organisation and have a minimal taxable income being a small amount of interest only. This amounts to approximately £......... per annum. We would be very grateful if you could confirm that it would be possible for us to be exempted from the requirements to file corporation tax returns as obviously the administrative cost of doing so is out of keeping with the amount of tax involved.

We look forward to receiving your confirmation.

Yours faithfully

Etc

It is essential that Circle Treasurers are aware of pay and file and they must comply with the law. If any further information is required contact your local Tax Inspector for advice.

7.8 Charity Commission - Registration of a Circle charity account as charitable trust

7.8.1 Circles in England and Wales

NALC is not a registered charity but individual Circles and Areas which hold a charity account may have legal obligations under the Charities Act 1992. This Act states that if a Group has a charitable fund with an annual income above £1000 per annum from any source, it is necessary for that charity fund to be registered with the Charity Commission. This means that the Charity Account is registered as a charitable trust, but the Circle/Area does not become a registered charity.

However, when a Circle or Area raises funds for a registered charity, such as Cancer Research UK, NSPCC, Save the Children, RNLI etc, they are acting as agents for
that charity and therefore monies raised do not have to be taken into account in the £1000 threshold, provided that:

- The charity is informed that the event is taking place;
- The event is advertised as being in aid of the registered charity;
- The money is handed over to the Charity as soon as is possible.

The £1000 threshold relates to funds which are raised for charity which have not been designated at the outset and have not been advertised for the use of a specific registered charity: if a Circle/Area has more than £1000 in any one year in the charity fund to dispose of at their discretion, they must register their charity account with the Charity Commission.

NALC has agreed with the Charity Commissioners and the Inland Revenue a Model Trust Deed that can be obtained from the National Treasurer. Before a Circle/Area applies for registration the following procedures should be carried out:

The Circle/Area must hold a meeting to discuss whether to register the charity account as a Charitable Trust;

A Model Trust Deed should be requested from the National Treasurer and the legal requirement therein should be executed. A responsible person, unconnected with the Circle/Area, such as Bank Manager, Accountant, should witness the signatures;

The Green Form App1. and Green Form Dec1. should be completed these can be obtained from the Charities Commissioners;

A copy of the completed and executed Trust Deed should then be sent to the Inland Revenue for stamping;

Once the registration has been accepted the Circle/Area will receive a number that should be quoted on any official forms/returns and can be used as proof of registration with the Charity Commissioners;

The original Trust Deed should be kept in a safe place such as with the Bank;

Any change in Trustee or other alterations to the Trust Deed should be notified in writing to the Charity Commissioners.

Registering the Circle/Area charity account as a Charitable Trust would allow the Circle/Area to receive funds by Deed of Covenant or through the Gift Aid system.

Circles and Areas which are not required to register their charity account as a Charitable Trust because monies of £1000 are usually specified for registered charities, are still required to keep proper income and expenditure accounts which must be examined annually by an independent competent person and presented at the Circle/Area AGM.

6.7.2 Circles in Scotland and Ireland

The Charities Act 1992 does not apply to Circles/Areas in Scotland or Ireland although there is separate legislation which covers the operation of charitable trusts in Scotland. Circles/Areas in Scotland may fundraise and hold their money in charity accounts, but there is no specified limit to the sum of money which may be held in
charity accounts above which it becomes necessary to set up a charitable trust. However, any Circle/Area which regularly raises very large sums of money might find it useful to set up a charitable trust; applications should be made to the Inland Revenue, Claims (Scotland) Office, Trinity Park House, South Trinity Road, Edinburgh EH5 3SD.

Circles/Areas in Ireland are not obliged to set up charitable trusts but they are still obliged to keep proper accounting of their charity funds.

7.9 Charity Money

Public functions should not be organised to raise money for a Circle/Area’s own funds.
Any profits from fundraising events where the general public are invited must be used for charitable purposes.

7.10 Value Added Tax (VAT)

NALC no longer pays VAT on membership subscriptions as these are deemed as being outside the scope of VAT. NALC is still registered for VAT and makes annual declarations to the Inland Revenue regarding payment of Corporation Tax.
It is an offence for any business or organisation to operate with a taxable turnover over the set threshold and not be registered for VAT. In such cases a backdated registration can be enforced resulting in considerable payment of back tax and substantial penalties. Ignorance of VAT laws cannot be treated as a defence. Circles/Areas involved in large events such as LCI Conference or a Regional Rally where the threshold may be exceeded are advised to check with Customs and Excise to find out the threshold and to ensure they are fully aware of their liabilities.
There are certain exceptions which allow items purchased as charitable donations to be zero-rated for VAT:

The equipment is purchased from funds supplied by a charity or from voluntary contributions from the public, and
The equipment is donated to a named health authority, non-profit making hospital, research institution or institution for the handicapped, and
The equipment is to be used solely in medical research, diagnosis or treatment and includes ambulances, wheelchairs and specialised aids for the handicapped.

In order for a Circle/Area to obtain zero rating where the above conditions apply it is necessary to write to the supplier with the Circle/Area’s name and address, stating that the item will be paid for from charitable funds and to whom it will be donated. The supplier will then be able to waive the VAT on the items.

It would be much simpler if the money for the item be given direct to the institution/organisation which can then place the order and deal with the VAT implications themselves.
Contact your local VAT office for further information.
7.11 Banking Arrangements

Circles/Areas should have at least two accounts, one for the Circle/Area's own funds and a separate one for charity money. Remember that if the account is one where interest is paid gross then you will need to refer to the pay and file section in this guide. In order to ensure that adequate safeguards are in place to protect the bank accounts, it is recommended that all accounts require 2 signatories and the approved signatories are updated regularly.

7.12 Betting, Gaming and Lotteries

A license for certain types of raffles and lotteries will need to be obtained from the Local Authority. If you are unsure, then check with your Local Authority.

Public betting and gaming are controlled by Acts of Parliament and you will therefore need to seek professional advice before organising any such events which may fall under this description.

A summary of the Lotteries and Amusements Act 1976 can be obtained from your Local Authority.

7.13 Collections

Applications for a permit for any street or house-to-house collection must be made to the Local Authority in the area where the collection is to take place.

Occasional Permissions

An Occasional Permission must be obtained in order for a Circle/Area to operate a bar at an event open to member and the general public. This can be obtained from the local Licensing Justices and should be done well in advance of the event. Details can be obtained from the Clerk of the Licensing Justices in your district.

8 Essential Information

8.1 What is the quorum required at a Circle meeting?

The National rules state that a 60% quorum is required at Circle AGMs. Circles may find it useful to introduce a local rule to cover other business meetings, and set the quorum at 50% to ensure that a minority of members do not make decisions which affect the majority.

8.2 What is the majority when voting on financial matters?

A two-thirds majority on financial matters is required at the National AGM and National Council meetings but this does not apply at Circle level. It may be useful for a Circle to write this into their local rules.
8.3 How does the single transferable voting system work?

Using the single transferable voting system (STV) allows for the election of a nominee by majority vote without a re-vote when the original vote does not produce a result. This system can only be used when there are more than two nominees for a position. Each delegate should fill in the voting system in order of preference:

1. Julie Brown
2. Jenny Jones
3. Ann Smith
4. Sarah Marshall

Firstly, once votes have been cast the QUOTA must be determined: remove any spoiled voting slips; count the number of votes cast and divide by two; this number is the QUOTA. Example: forty votes cast, two spoiled papers, leaves thirty eight votes, divide by two, giving the QUOTA as nineteen.

Place the voting slips in piles according to the name on the top of the list on each slip. Count each pile to see if any candidate has received the required quota, if so she is deemed to have been elected to the post.

If not, take the pile of votes for the candidate who has received the least votes. Remove her name from the top of each slip and allocate the slip to the pile of the next named candidate. Re-count to see if any candidate has reached the quota.

If not, repeat this process. It may be that the third choice on the smallest pile is the name of a candidate who has already been eliminated, if this is the case place these slips on the pile of the name next on the slip.

If the two remaining candidates have received equal votes then the Chairs casting vote should be used. The Chairs casting vote will have been given to you prior to the election process in a sealed envelope. She should also vote in the same way, that is, in preference order.

It may be useful to have a run through first if you are to use the STV system for the first time in an election.

9 Boundaries for regions

The country is divided into 6 regions for the purposes of Regional Rallies/Lunches

<table>
<thead>
<tr>
<th>Region</th>
<th>Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>South &amp; East</td>
<td>7, 8, 13, 17, 21, 25, 30, 43, 48, 51</td>
</tr>
<tr>
<td>North West &amp; Ireland</td>
<td>2, 35, 39, 44</td>
</tr>
<tr>
<td>Wales &amp; Midlands</td>
<td>4, 26, 27, 46</td>
</tr>
<tr>
<td>North East</td>
<td>3, 20, 28, 37, 56</td>
</tr>
<tr>
<td>South West</td>
<td>5, 19, 33, 36</td>
</tr>
<tr>
<td>Scottish</td>
<td>41, 55</td>
</tr>
</tbody>
</table>
## 10 Past Presidents of NALC

<table>
<thead>
<tr>
<th>YEAR</th>
<th>PRESIDENT AND CIRCLE</th>
<th>CONFERENCE VENUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1936-38</td>
<td>Win Hussey (Hastings) Deceased</td>
<td>Scarborough &amp; London</td>
</tr>
<tr>
<td>1938-39</td>
<td>Ada Newitt (Southampton) Deceased</td>
<td>Cardiff</td>
</tr>
<tr>
<td>1939-48</td>
<td>Edina Headon (Manchester) Deceased</td>
<td>Harrogate nd Hastings</td>
</tr>
<tr>
<td>1948-49</td>
<td>Sybil White (Bournemouth) Deceased</td>
<td>Southport</td>
</tr>
<tr>
<td>1949-50</td>
<td>Amy Morton (Sunderland) Deceased</td>
<td>Weston-Super-Mare</td>
</tr>
<tr>
<td>1950-51</td>
<td>Dorothy Elvy (Sittingbourne and Milton)</td>
<td>Great Yarmouth</td>
</tr>
<tr>
<td>1951-52</td>
<td>Ellie Zealand (Middlesborough) Deceased</td>
<td>Bournemouth</td>
</tr>
<tr>
<td>1952-53</td>
<td>Vi Smith (Weston-Super-Mare) Deceased</td>
<td>Blackpool</td>
</tr>
<tr>
<td>1953-54</td>
<td>Mabel Lucas (Wakefield) Deceased</td>
<td>Brighton</td>
</tr>
<tr>
<td>1954-55</td>
<td>Kay Piddock (Birmingham)</td>
<td>Torquay</td>
</tr>
<tr>
<td>1955-56</td>
<td>Doris Greville (Birkenhead) Deceased</td>
<td>Scarborough</td>
</tr>
<tr>
<td>1956-57</td>
<td>Molly Tosh (Worthing) Deceased</td>
<td>Hastings</td>
</tr>
<tr>
<td>1957-58</td>
<td>Joan Purslow (Walsall)</td>
<td>Bournemouth</td>
</tr>
<tr>
<td>1958-59</td>
<td>Molly Worley (Portsmouth and Southsea) Deceased</td>
<td>Aberdeen</td>
</tr>
<tr>
<td>1959-60</td>
<td>Marjorie Robinson (Bootle and Crosby)</td>
<td>Eastbourne</td>
</tr>
<tr>
<td>1960-61</td>
<td>Joan Craven (Keighley)</td>
<td>Blackpool</td>
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<tr>
<td>1961-62</td>
<td>Dulcie Round (Edgbaston) Deceased</td>
<td>Scarborough</td>
</tr>
<tr>
<td>1962-63</td>
<td>Helen Pearson (Exeter) Deceased</td>
<td>Brighton</td>
</tr>
<tr>
<td>1963-64</td>
<td>Hilda Moore (Preston)</td>
<td>Isle of Man</td>
</tr>
<tr>
<td>1964-65</td>
<td>Lorna Furniss (Sidcup and Chislehurst)</td>
<td>Bognor Regis</td>
</tr>
<tr>
<td>1966-67</td>
<td>Joan Oldfield (Sale)</td>
<td>Bournemouth</td>
</tr>
<tr>
<td>1967-68</td>
<td>Pat Mann (Worksop)</td>
<td>Pwllheli</td>
</tr>
<tr>
<td>1968-69</td>
<td>Barbara Catchpole (Bromley) Deceased</td>
<td>London</td>
</tr>
<tr>
<td>1969-70</td>
<td>Jean Watson (Keighley)</td>
<td>Edinburgh</td>
</tr>
<tr>
<td>1970-71</td>
<td>Barbara Ball (Amersham)</td>
<td>Brighton</td>
</tr>
<tr>
<td>1971-72</td>
<td>Joan Peacock (Surbiton)</td>
<td>Birmingham</td>
</tr>
<tr>
<td>1972-73</td>
<td>Vivien Roberts (Northwich)</td>
<td>Blackpool</td>
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<tr>
<td>1973-74</td>
<td>Lilian Nield (Wilmslow)</td>
<td>Bournemouth</td>
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<tr>
<td>1974-75</td>
<td>Jean Cotton (Hinckley)</td>
<td>Torbay</td>
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<tr>
<td>1975-76</td>
<td>Susan Thomas (Farnham)</td>
<td>Blackpool</td>
</tr>
<tr>
<td>1976-77</td>
<td>Angela Ford (Barnstaple) Deceased</td>
<td>Great Yarmouth</td>
</tr>
<tr>
<td>1977-78</td>
<td>Valerie Anderson (Maidstone)</td>
<td>Glasgow</td>
</tr>
<tr>
<td>1978-79</td>
<td>Jean Pemberton (Wickford)</td>
<td>Birmingham</td>
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<tr>
<td>1979-80</td>
<td>Wendy Talfourd-Cook (Reading)</td>
<td>Brighton</td>
</tr>
<tr>
<td>1980-81</td>
<td>Sheila Leaning (Welwyn)</td>
<td>Torbay</td>
</tr>
<tr>
<td>1981-82</td>
<td>Eileen Jones (Reigate and Redhill) Deceased</td>
<td>Manchester</td>
</tr>
<tr>
<td>1982-83</td>
<td>Stephanie Coles (Leicester)</td>
<td>Edinburgh</td>
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<tr>
<td>1983-84</td>
<td>Maureen McEwen (Inverness)</td>
<td>Isle of Thanet</td>
</tr>
<tr>
<td>1984-85</td>
<td>Elizabeth Parkinson (Clitheroe)</td>
<td>Bournemouth</td>
</tr>
<tr>
<td>1985-86</td>
<td>Katie Bunn (Newton Abbot)</td>
<td>Great Yarmouth</td>
</tr>
<tr>
<td>1986-87</td>
<td>Mary Grayson (Castle Douglas)</td>
<td>Birmingham</td>
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<tr>
<td>1987-88</td>
<td>Sue Thomas (Yarborough)</td>
<td>Glasgow</td>
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<tr>
<td>1988-89</td>
<td>Norma Buckle (Upminster)</td>
<td>Torbay</td>
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<tr>
<td>1989-90</td>
<td>Sue Taylor (Chingford)</td>
<td>Brighton</td>
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<tr>
<td>1990-91</td>
<td>Georgia Paterson (Poynton)</td>
<td>Isle of Man</td>
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<tr>
<td>1991-92</td>
<td>Andrea Evans (St Albans)</td>
<td>Folkestone</td>
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<tr>
<td>1992-93</td>
<td>Tonia Fulford (Helensburgh)</td>
<td>Blackpool</td>
</tr>
<tr>
<td>1993-94</td>
<td>Linda Crossland (Barnsley)</td>
<td>Skegness</td>
</tr>
<tr>
<td>1994-95</td>
<td>Jane Newman (Weald of Kent)</td>
<td>Eastbourne</td>
</tr>
<tr>
<td>Year</td>
<td>Name &amp; Location</td>
<td>City</td>
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<tr>
<td>----------</td>
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</tr>
<tr>
<td>1995-96</td>
<td>Diane Fitchett (Wantage)</td>
<td>Torbay</td>
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<tr>
<td>1996-97</td>
<td>Sheenagh Dishington (St Andrews)</td>
<td>Scarborough</td>
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<tr>
<td>1997-98</td>
<td>Moira-Ann Grainger (Leamington &amp; Dist)</td>
<td>Birmingham</td>
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<tr>
<td>1998-99</td>
<td>Amanda Jardine (Dunstable &amp; Dist)</td>
<td>Manchester</td>
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<tr>
<td>1999-2000</td>
<td>Sharon Harriott-Kerr (Twyford &amp; Dist)</td>
<td>Blackpool</td>
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<tr>
<td>2000-01</td>
<td>Sue Foot (Maesteg)</td>
<td>Cardiff</td>
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<tr>
<td>2001-02</td>
<td>Sue Powell (Poynton)</td>
<td>Plymouth</td>
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<tr>
<td>2002-03</td>
<td>Janet Wareing (Clitheroe)</td>
<td>Newcastle</td>
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<tr>
<td>2003-04</td>
<td>Tracey Wilkinson (Todmorden)</td>
<td>Southend-on-Sea</td>
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<td>2004-05</td>
<td>Morag Daley (Turriff &amp; District)</td>
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<td>2005-06</td>
<td>Rhian Fear (Malvern Hills)</td>
<td>Killarney</td>
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<td>2006-07</td>
<td>Mandy Vines (Bedworth)</td>
<td>Cardiff</td>
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<td>2007-08</td>
<td>Michelle Taylor (Ikeston)</td>
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<td>2008-09</td>
<td>Lynda Wieland (Widnes &amp; Dist)</td>
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<td>Nikki Stocken (Northallerton &amp; Dist)</td>
<td>Harrogate</td>
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<td>Naomi Hickey (Darwen)</td>
<td>Blackpool</td>
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<td>Vicky Perry (Stourbridge &amp; Dist)</td>
<td>Torquay</td>
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<td>2012-13</td>
<td>Marjory Aird (Kinrosshire &amp; Turriff &amp; District)</td>
<td>Harrogate</td>
</tr>
<tr>
<td>2013-14</td>
<td>Ruth Curry (Lichfield)</td>
<td>Nottingham</td>
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