

STATUTES

INTERNATIONAL ASSOCIATION OF LYCEUM CLUBS

Preamble

The first Lyceum Club was established in London by Constance Smedley in 1904.

It became international after the formation of Lyceum Clubs in Berlin (1905), Paris (1906), Hamburg (1906) and Florence (1908), and thereafter in many other countries.

Definitions

International Association of Lyceum Clubs

The International Association of Lyceum Clubs is the association of the national Federations of Lyceum Clubs.

Members

The members of the International Association of Lyceum Clubs are the national Federations which have paid the annual subscription for the current year.

The members of a national Federation are the Lyceum Clubs which operate within a country.

The members of a Lyceum Club are the women who have been accepted as members in accordance with the Statutes of their Club.

International Council

The International Council governs the International Association of Lyceum Clubs. It consists of the delegates nominated by the national Federations and is chaired by the International President. It meets every three years.

International Central Bureau (BCI)

The International Central Bureau conducts the activities of the International Association of Lyceum Clubs. The members of the International Central Bureau are:

- International President
- Two international Vice-Presidents (one for each hemisphere)
- International Secretary
- International Treasurer
- Presidents of the national Federations

National Federation

A national Federation is the association of Lyceum Clubs in one country. When there is only one Lyceum Club in a country, this Club acts as the national representative for that country, until such time as a second Lyceum Club is founded and a national Federation is formally established.

In some countries, the national Federation is called the national Association. In these Statutes, the term 'national Federation' represents both names. It also includes all Lyceum Clubs which act as national representatives of their countries.

Lyceum Club

A Lyceum Club is a local association of women who belong to the worldwide Lyceum network. They are women who are interested in the arts and literature, sciences and social concerns. Through their personal commitment and the activities of their Club, they promote understanding, friendship and the pursuit of lifelong learning.

I Constitution and aims

Article 1 The International Association of Lyceum Clubs (IALC) is the association of national Federations of Lyceum Clubs.

Its mission is to develop and enhance the spirit of international friendship and understanding between Lyceum Clubs around the world.

The following rules – in accordance with Article 60 and following articles of the Swiss Civil Code – are binding on the International Association of Lyceum Clubs.

Article 2 The International Association of Lyceum Clubs is a legal entity. It is apolitical and secular.

It has three official languages: English, French and German.

Article 3 Its headquarters are in Switzerland, at the premises of the Lyceum Club where the Swiss Federation of Lyceum Clubs houses and maintains the international archives.

II Members

Article 4 The members of the International Association of Lyceum Clubs are the national Federations which have paid the annual subscription for the current year. (See Articles 14 and 15)

Article 5 All members of the International Association of Lyceum Clubs have the same rights and obligations.

Article 6 Members of Lyceum Clubs whose national Federation belongs to the International Association of Lyceum Clubs may ask to be received in the Lyceum Clubs of other countries.

Lyceum Club members must be in possession of a valid Travel Card when visiting a Lyceum Club in another country. Travel Cards are issued by a member's Club and confirm the member's identity and Lyceum membership. They are valid for six months. Permission for a longer visit must be renewed monthly with the Board of the host Club.

III National Federations

Article 7 The national Federation is the association of Lyceum Clubs in one country.

Article 8 When there is only one Lyceum Club in a country, this Club acts as the national representative of that country, with the right to nominate delegates to the International Council of the International Association of Lyceum Clubs, until such time as a second Lyceum Club is founded and a national Federation is formally established.

The national representative Club of a country must fulfill all the obligations of a national Federation with regard to the activities of the International Association of Lyceum Clubs. Similarly, its President has all the rights and duties of a national Federation President.

Article 9 Where there is more than one Lyceum Club in a country, a national Federation must be formally established and be governed by Statutes that have been approved by the International Central Bureau (BCI) of the International Association of Lyceum Clubs.

Article 10 A national Federation is not allowed to include any Lyceum Clubs outside its country.

Article 11 Each national Federation must present a written account of its activities in the three official languages of the International Association of Lyceum Clubs at the triennial International Council meeting, even if representatives of the Federation are not present at the meeting.

Article 12 It is the responsibility of each national Federation to ensure that the Statutes of its member clubs provide a framework for governance and that they have been approved by the Club's members.

Article 13 It is the responsibility of a national Federation to collect the annual subscription that is due to the International Association of Lyceum Clubs from its members. The International Council decides the amount of the annual subscription.

Article 14 It is the responsibility of the national Federation to deposit the annual subscription into the bank account of the International Association of Lyceum Clubs no later than 1 March each year. The contribution will relate to the calendar year in progress.

Article 15 If a national Federation does not meet its financial obligations, on behalf of its members, with respect to the International Association of Lyceum Clubs by 1 September each year, those members will lose their right to participate in the activities of the International Association of Lyceum Clubs, including the right to be received in Lyceum Clubs in other countries.

IV Individual Lyceum Clubs

Article 16 A Lyceum Club is a local association of women who belong to the worldwide Lyceum network and who are interested in the arts and literature, sciences and social concerns. Through their personal commitment and the activities of their Club, they promote understanding, friendship and the pursuit of life-long learning.

- Article 17** There may only be one Lyceum Club in a city or town, unless the national Federation approves otherwise.
- Article 18** The Statutes of an individual Lyceum Club must provide an appropriate framework for governance and be broadly compatible with the Statutes of its national Federation.
- Article 19** A Lyceum Club must have a fixed address which may be the home address of the President.
- Article 20** A Lyceum Club has the right to call itself the “International Lyceum Club of
- Article 21** A group of women wishing to form a Lyceum Club must make appropriate application to the national Federation of Lyceum Clubs in the relevant country. This application must include detailed information about the group’s aims and organization.
- Article 22** If the group is a long-established club, it may be authorised by the International Central Bureau (BCI) of the International Association of Lyceum Clubs to keep its former name, provided it acknowledges on its letterhead and other official documents that it is now a member of the relevant national Federation of Lyceum Clubs, and through this, of the International Association of Lyceum Clubs..
- Article 23** When a new Lyceum Club is admitted as a member of a national Federation, it must agree to abide by the Statutes of the national Federation and confirm this agreement in writing with the signatures of its President and two of its office bearers.
- A national Federation must inform the International Central Bureau (BCI) of the admission of a new Lyceum Club.
- Article 24** The International Central Bureau (BCI) is responsible for notifying all other national Federations of the admission of a new Lyceum Club
- Article 25** A Lyceum Club’s membership of the national Federation ceases through resignation or exclusion. The Lyceum Club must, after fulfilling its financial obligations, inform the national Federation in writing of its resignation and the national Federation must inform the International Central Bureau (BCI) of this resignation or exclusion.

Article 26 When a Lyceum Club leaves the national Federation, its members lose the right to participate in the activities of the International Association of Lyceum Clubs and to be received in the Lyceum Clubs of other countries.

Article 27 The International Central Bureau (BCI) notifies all other national Federations of the resignation or exclusion of a Lyceum Club.

Article 28 The first Lyceum Club in a country must present its Statutes to the International Central Bureau (BCI) for approval. It must then enter a probationary period of at least 12 months before it can be considered for full admission to the International Association of Lyceum Clubs. During this probationary period, the Club must prove its viability and build its membership to at least 20 members.

Admission of a country's first Lyceum Club to the International Association of Lyceum Clubs is granted by the International Central Bureau (BCI) and is ratified by the International Council at the next triennial International Congress.

Once the admission of the first Lyceum Club to the International Association of Lyceum Clubs has been ratified by the International Council, the Club becomes the national representative of its country, with the right to nominate delegates to the International Council of the International Association of Lyceum Clubs.

V Administrative Bodies

Article 29 The administrative bodies of the International Association of Lyceum Clubs are:

- i The International Council
- ii The International Central Bureau (BCI)

VI International Council

Article 30 The International Council governs the International Association of Lyceum Clubs. It consists of the delegates nominated by the national Federations and is chaired by the International President.

If the International President is absent, she may appoint in writing the International Vice President from her hemisphere to act as her proxy.

Article 31 The International Council meets every three years at the International Congress of the International Association of Lyceum Clubs, which is held between March and June.

Lyceum Club members who are not delegates to the International Council, but who are attending the International Congress, may attend the International Council meeting as observers.

Article 32 The national Federations receive the invitation to and the agenda for the International Council meeting at least three months in advance of the International Congress. The national Federations are responsible for distribution of the International Council agenda to their delegates.

Article 33 Two months before the International Congress, the national Federations must inform the International Central Bureau (BCI) of the number of delegates to the International Council to which they are entitled. They must also provide a list of the names of their delegates and of the Lyceum Clubs to which they belong.

Article 34 Each delegate to the International Council has the right to vote on the matters that appear on the agenda.

A delegate's voting right can be transferred to another delegate of the same national Federation by written proxy. The written proxies must be received by the International Secretary of the International Association of Lyceum Clubs before the start of the International Council meeting. A representative of the national Federation must be present at the International Council meeting to action the proxies.

Article 35 The delegates to the International Council are nominated by those national Federations which have paid the annual subscription to the International Association of Lyceum Clubs for the current year. The number of delegates is dependent upon the total number of Lyceum Club members in the national Federation, as follows:

- i 20 – 50 members = 1 delegate
- ii 51 -- 200 members = 2 delegates
- iii 201 – 500 members = 3 delegates
- iv 501 – 1000 members = 4 delegates
- v 1001 – 1500 members = 5 delegates
- vi 1501 – 2000 members = 6 delegates

- vii 2001 – 2500 members = 7 delegates
- viii 2501 – 3000 members = 8 delegates, etc.

Article 36 A quorum at the International Council is constituted when at least half of the total eligible number of votes is represented at the meeting.

If a quorum is not constituted, any matters requiring a vote by the delegates of the International Council must be submitted to a specially-convened meeting of the International Central Bureau (BCI). Federation Presidents who attend this meeting can action the proxy votes of their Federation's International Council delegates, provided a quorum of half of the total eligible number of delegates' votes is represented at the meeting.

Article 37 The national Federations are entitled to nominate candidates for the election of International President and of International Vice-President for their hemisphere. The nomination forms, which require the signatures of two office bearers of the national Federation, must be sent by the International Secretary to the Federation Presidents at least six months before the International Council Meeting. Completed forms must be returned to the International Secretary at least three months before the International Council Meeting.

The International Secretary must send the Curriculum Vitae of candidates to delegates at least two months prior to the International Council meeting. Candidates must present themselves at the meeting and make a short address to delegates before the election.

Article 38 If a national Federation wishes to add an item to the International Council agenda after it has been distributed, then it must inform the International Secretary of the item at least one month before the International Council meeting.

Article 39 The International Council has the following powers:

- i. Approval of the agenda, including additional items (See Article 38)
- ii Approval of the report of the International President
- iii Approval of the financial statements of the International Association of Lyceum Clubs, based on the report of the auditors
- iv Approval of the amount of the annual per capita subscription payable to the International Association of Lyceum Clubs

- v. Election of the President of the International Association of Lyceum Clubs for a three-year term
A candidate for International President must be nominated by her Federation. An International President may be nominated by her Federation for not more than one additional three-year term.
- vi. Election of two International Vice-Presidents chosen from different countries from that of the President, one from each hemisphere, for a three-year term

A candidate for International Vice President must be nominated by her Federations. Incumbent Vice-Presidents may be nominated by their Federations for not more than one additional three-year term. If an International Vice-President has already been a member of the International Central Bureau (BCI) in another capacity for six years or more, she may serve one three-year term only.
- vii. Approval of the decisions of the International Central Bureau (BCI)
- viii. Decisions as allowed by law and statutes
- ix. Approval of the location of the next International Congress of the International Association of Lyceum Clubs

Article 40 The decisions of the International Council are made by a simple majority, with the exception of matters governed by Articles 59 and 60. Should there be a tied voting result, the International President has a casting vote.

The elections for International President and International Vice-Presidents are by secret ballot with the number of votes cast for each candidate made public.

Article 41 The International Council agenda is prepared by the President and includes the following items:

- i. Validation of the mandates (number of delegates to which each national Federation is entitled; names of the delegates of each national Federation; number of proxy votes carried by delegates, if relevant)
- ii. Minutes of the last International Council meeting;
- iii. Report of the International President on the activities of the International Central Bureau (BCI) for the last three years;

- iv. Report of the International Treasurer, including the Statements of Accounts and Auditors' Reports (formal and informal) for the last three years; presentation of the budget for the forthcoming year and the proposed annual per capita subscription of the International Association of Lyceum Clubs (see Article 54)
- v. Election of the International President and the two International Vice-Presidents;
- vi. Reports from each national Federation;
- vii. Presentation by the host city of the next International Congress;
- viii. Any other business

Article 42 BCI members other than the International President, International Vice Presidents, International Secretary and International Treasurer may participate at the International Council as delegates of their national Federation.

Article 43 The International Secretary is responsible for preparing Minutes of meetings of the International Council, including details of decisions taken and a record of the voting result. She must forward draft Minutes to Federation Presidents in the three official languages of the International Association of Lyceum Clubs.

Article 44 The official languages of the International Council meeting and the International Congress are English, French and German.

VII International Central Bureau (BCI)

Article 45 The International Central Bureau (BCI) is the executive body of the International Association of Lyceum Clubs and manages its affairs during the period between International Councils in accordance with the Statutes.

It maintains the links between national Federations.

It convenes the International Council meeting.

The International Council approves the decisions of the BCI at its triennial meeting.

Article 46 The BCI is composed of the following office bearers:

- i International President
- ii Two International Vice-Presidents (one from each hemisphere)
- iii International Secretary
- iv International Treasurer
- v The Presidents of all national Federations that are financial members of the International Association of Lyceum Clubs.

During the International President's term of office, the BCI has its headquarters in her home country.

The International President appoints the International Secretary and International Treasurer who are members of Lyceum Clubs in her national Federation.

All members of the BCI other than the International Secretary and the International Treasurer may vote at BCI meetings.

A President of a national Federation may appoint in writing a representative from her Federation to act as her proxy at BCI meetings.

The duties and responsibilities of the members of the BCI are described in the *Guidelines for Office Bearers*, which the BCI may update as appropriate.

Article 47 The BCI and the International President take up their duties on 1 July following the International Council meeting at which the International President has been elected. When a new BCI takes office, the former International President must transfer all documents to the new President before 1 July. The new office-bearers sort and transfer the relevant documents to the International Archivist.

In the event of the death or the incapacity of the International President during her term of office, her role will be filled by the International Vice President from the same hemisphere until the next International Council meeting. The International Secretary and

the International Treasurer appointed by the International President may remain in their roles to ensure continuity.

Article 48 The International President convenes the meetings of the BCI and this must take place at least once a year.

Invitations to attend a meeting of the BCI, together with the agenda and relevant agenda papers, must be forwarded to BCI members by the International President at least two months before the date of the meeting.

Article 49 At least ten members entitled to vote must be present at a meeting of the BCI to constitute a quorum.

All decisions taken at meetings of the BCI are decided by a simple majority vote. Should there be a tied voting result, the International President has a casting vote

Should the International President be absent from a meeting of the BCI, she may appoint in writing the International Vice President from her hemisphere to act as her proxy and chair the meeting.

The International Secretary is responsible for preparing Minutes of meetings of the BCI, including details of decisions taken and a record of the voting result. She must forward draft minutes to BCI members in the three official languages of the International Association of Lyceum Clubs.

The International Treasurer is responsible for preparing full financial statements, including the budget for the forthcoming year. She must forward such statements to all national Federation Presidents before meetings of the BCI.

Article 50 The BCI oversees preparations for the triennial International Congress in collaboration with the local Congress Organising Committee and the President of the relevant national Federation.

Article 51 In the two years prior to an International Congress, the President of the local Congress Organising Committee is required to attend meetings of the BCI to present her report on preparations.

The BCI may also request the attendance of other Lyceum Club representatives as appropriate.

Neither the President of the local Congress Organising Committee – unless she is already a member of the BCI - or other invited representatives may vote at meetings of the BCI.

Article 52 If requested, the BCI may approve loans to a Lyceum Club or a Federation responsible for hosting an International Congress.

Loans can only be made if the International Treasurer oversees all stages of the International Congress budget. All loans from the International Association of Lyceum Clubs must be repaid in the currency in which they were lent and within three months of the International Congress.

If the International Congress makes a profit, the profit is to be shared equally between the host Club or Federation and the International Association of Lyceum Clubs. If the International Congress makes a loss, then it will be the responsibility of the International Association of Lyceum Clubs to cover the loss.

Article 53 The International Secretary must be kept informed of changes in:

- i. Office bearers and contact details of the national Federations;
- ii. Lyceum Club Presidents and contact details of member Clubs of each national Federation.

VIII Finances

Article 54 The International President and the International Treasurer are responsible for the management of the financial assets of the International Association of Lyceum Clubs, according to budgets and policies approved by the BCI.

The funds of the International Association of Lyceum Clubs must be invested in accordance with the *Guidelines for Financial Management of the International Association of Lyceum Clubs*, which the BCI may update as appropriate, and in consultation with the two members of the BCI designated as informal auditors (see Article 55). These funds are used principally to cover the running costs of the BCI, and certain administrative costs and loans for the International Congress. (See Article 52)

Full financial accounts for each calendar year must be maintained by the International Treasurer and presented at each meeting of the BCI.

Article 55 There must also be an annual calendar-year audit or verification of the financial accounts of the International Association of Lyceum Clubs (see Article 41).

In the years between meetings of the International Council, the financial accounts will be scrutinized and verified by two members of the BCI, one from each hemisphere, who act as informal auditors. Only members of the BCI with voting rights may perform this task.

A qualified, registered auditor must formally audit the financial accounts for the previous calendar year before each meeting of the International Council and must audit the financial accounts for the year or part thereof before a new International President or new International Treasurer takes office.

IX Archives

Article 56

The International Archivist is responsible for the maintenance of the archives of the International Association of Lyceum Clubs. She is nominated by the Swiss Federation of Lyceum Clubs and the nomination must be ratified by the BCI.

Article 57 The International Archivist will conserve the following documents:

- i Minutes of the meetings of the International Council;
- ii Names of International Council delegates
- iii List of participants at each International Congress;
- iv Minutes for each meeting of the BCI;
- v Reports of Federation Presidents presented at meetings of the BCI and the International Council;
- vi Statutes of national Federations;
- vii The financial records of the International Association of Lyceum Clubs;
- viii A copy of each International Bulletin

The International Archivist prepares a report for presentation to the BCI each year and attends BCI meetings if requested to do so by the International President.

X Revision of the Statutes

Article 58 A proposal for a revision of any of the Statutes of the International Association of Lyceum Clubs may be made by a national Federation.

Any proposal for a revision must be submitted in writing to the International President.

The International President will circulate any proposal for a revision to the Statutes to all national Federations and will include the matter as an agenda item at the next meeting of the BCI. Should approval be granted at that meeting, the proposal will be added to the agenda for the next meeting of the International Council of the International Association of Lyceum Clubs.

Article 59 Approval for any revision of the Statutes must receive a two-thirds majority of votes by delegates at a meeting of the International Council of the International Association of Lyceum Clubs.

XI Final Provisions

Article 60 The procedure for dissolution of the International Association of Lyceum Clubs is the same as the procedure for a revision of its Statutes. (See Article 59)

The International Council will decide how the asset balance is to be distributed.

Distribution may be made to national Federations based on the number of delegates.

Members of the BCI will not obtain benefit from the membership funds.

The BCI will proceed with the liquidation.

Article 61 These Statutes replace all previous statutes. They were adopted on May 20, 2007 by the International Council of the International Association of Lyceum Clubs at its meeting held in Lyons, France and revised on May 8, 2013 by the International Council of the International Association of Lyceum Clubs at its meeting held in Perth, Australia, and came into law on 8 May 2013.