



International Association of Lyceum Clubs

## REGULATIONS

These Regulations pertain to the Statutes of the International Association of Lyceum Clubs (hereafter referred to as IALC) accepted on the 26<sup>th</sup> of May 2022 in Rabat (Morocco).

According to Article 49 of the IALC Statutes any proposed change or amendment of the current Regulations must be approved at a two-thirds majority of the votes by the International Central Bureau.

Where mentioned, these Regulations refer to articles in the Statutes.

### **1 Logo**

**1.1.** The logo of the IALC is common to all the National Federations and their affiliated Lyceum Clubs.

**1.2.** Description: The centred, oval pointed blue shape, which is bordered by a golden line, is touched at the top and bottom by four ellipses of pale blue ornamented with little dark blue dots. Inside the blue oval, the two golden letters "LC" for Lyceum Club are graphically indicated in an abstract form.



For printing purposes, the colours are 'Pantone PReflex Blue' and 'P871' (gold).

### **2 National Federations**

**2.1.** A National Federation and its affiliated Lyceum Clubs have a postal address, which can be the address of the incumbent President.

**2.2.** It is the responsibility of each National Federation to ensure the proper functioning of the Lyceum Clubs in its country as well as its duty to promote and initiate the establishment of new Lyceum Clubs (re Article 5).

**2.3.** A National Federation ensures that the Statutes of all its affiliated Lyceum Clubs (re Article 13):

- a. provide a framework for governance

- b. have been approved by the Club's members
  - c. are in accordance with the mandatory legal provisions in force in its country
  - d. are compatible with its own Statutes.
- 2.4.** A National Federation must inform the International President of the admission of any new Lyceum Club or of the dissolution of one in its country (re Article 12 & 15).
- 2.5.** A National Federation is responsible (re Article 21):
- a. for the distribution to all its affiliated Lyceum Clubs of the invitation to the triennial General Assembly of the International Council together with the agenda.
  - b. for the distribution to its delegates of the agenda with all the relevant documents and communications regarding the triennial General Assembly.
- 2.6.** Each National Federation presents a written account of its activities in the three official languages of the IALC at the triennial General Assembly of the International Council and at the annual meeting of the International Central Bureau.
- 2.7.** Each National Federation is responsible for the financial arrangements of its National President for attending the triennial General Assembly of the International Council and the meetings of the International Central Bureau.
- 2.8.** The annual per capita subscription fee due to the IALC by the National Federation (re Article 9):
- a. is calculated based on the number of members in the affiliated Lyceum Clubs of each National Federation on 1 February of the calendar year.
  - b. is due at the latest by 1 May of the calendar year.
- In case of non-payment, the International Treasurer will send a reminder. The non-payment after receipt of the reminder within a period of four months will be considered as non-compliance with its statutory obligations and the members of the affiliated Lyceum Clubs may lose the right to participate in the activities of the IALC and to be welcomed by Lyceum Clubs in other countries.
- 2.9.** A National Federation may be excluded from the IALC if it contravenes the provisions of the Statutes of the IALC (re Article 10) as follows:

- a. The International Central Bureau notifies the National Federation in writing about its intention to exclude it from the IALC at least six months in advance of the triennial General Assembly.
- b. The National Federation has the right to appeal within two months after receipt of the exclusion notification and to plead its cause in front of the International Council at the next General Assembly.

### **3 Creation of a Lyceum Club**

**3.1.** If a group of women wishes to form a new Lyceum Club, they have to submit their application to the National Federation of their country for admission.

**3.2.** In the case of the creation of a Lyceum Club in a country where there is no National Federation yet, the new club sends its application for membership to the International President (re Article 12):

- a. After verification of its objectives, the International President and/or a member of the International Central Bureau supervises its progress for a period of at least six months.
- b. The proposed Statutes of the new Lyceum Club, the list of its board members and future club members (minimum twenty) as well as its activity program will then be submitted to the International Central Bureau for admission.
- c. Once membership has been confirmed by the International Central Bureau, the International President formally invites the President of the new Lyceum Club to attend the next meeting of the International Central Bureau.  
If requested, a financial support may be granted as described under Finances Point 7.6.

### **4 International Council**

**4.1.** The agenda of the triennial General Assembly is prepared by the International President and includes the following items (re Article 21):

- a. Validation of the mandates (number of delegates to which each National Federation is entitled, delegates' names and number of proxy votes carried by delegates)
- b. Approval of the Agenda
- c. Approval of the minutes of the last General Assembly
- d. Report of the International President, reports of the International Vice-presidents, report on the activities and the decisions of the International Central Bureau

- e. Report of the International Treasurer, including the statements of accounts and auditors' reports for the last three years (re Art. 45)
- f. Approval of the reports
- g. Presentation of the budget and the proposed annual per capita subscription fee of the affiliated Lyceum Clubs (re Article 9)
- h. Approval of the annual per capita subscription of the affiliated Lyceum Clubs and of the budget
- i. Reports of the National Federations
- j. Reports of the International Archivist, Editor of the International Bulletin, International Webmaster
- k. Election of the International President and the two International Vice-Presidents
- l. Decision on motions
- m. Presentation by the host Club or National Federation of the next International Congress with the General Assembly
- n. Any other business.

**4.2.** If a National Federation is unable to attend the triennial General Assembly and has chosen to transfer its voting rights to an attending National Federation, it shall transfer its written proxies to the International Secretary at the latest two weeks before the start of the General Assembly (re Article 24).

**4.3.** Individual proxies of delegates shall be given to the International Secretary at the latest before the start of the General Assembly (re Article 25).

**4.4.** Members who are not delegates at the General Assembly of the International Council have a right to speak, but not more than two times and not longer than two minutes each (re Article 20).

**4.5.** If the triennial General Assembly cannot be held and the International President decides it is not possible or desirable to postpone it, she is authorised to call such General Assembly by electronic and/or written means (re Article 19), on condition that this decision is communicated to the delegates one month in advance:

- a. Apart from matters requiring a secret ballot, the votes may be carried out by ordinary electronic means, by E-mail, post or fax.
- b. If a secret ballot cannot be carried out by secure electronic means, it should be carried out by post, in the form of a ballot paper and two envelopes. The inner envelope is blank and the outer one is addressed to the International Secretary, who shall forward the blank envelopes to two scrutineers in a neutral Federation.
- c. The required majority is calculated from the number of ballot papers returned within the set deadline.

- 4.6.** Candidature for International Presidency and Vice-Presidency (re Article 29):
- a. The International Secretary sends the application forms to the Presidents of the National Federations at least six months before the triennial General Assembly of the International Council.
  - b. The application form must be signed by the candidate, the National President and one other member of her National Federation committee. If the candidate is herself the President of her National Federation, then two members of her National Federation committee must sign the application. The application form, together with a Curriculum vitae in the three official languages, must be sent to the International Secretary at least three months before the General Assembly.
  - c. The International Secretary forwards the completed application forms and supporting documents to the delegates of the International Council two months before the General Assembly.
  - d. The candidates present themselves with a short speech at the triennial General Assembly of the International Council.
  - e. A candidate may not be a delegate at the International Council (re Article 16).
- 4.7.** The duties of the International President and International Vice-Presidents commence on the first of the month, at the latest two months after their election (re Article 29).

## **5 International Central Bureau**

- 5.1.** The International Central Bureau usually meets (re Article 33):
- a. Every three years in two sessions, one day before and on the day after the General Assembly of the International Council.
  - b. In the intervening years in a single session.
- 5.2.** The International President may invite individual members of affiliated Lyceum Clubs as advisors without voting rights to the meetings of the International Central Bureau. She has to justify such invitations in the documents pertaining to the agenda.
- 5.3.** The International Central Bureau has the following duties and responsibilities (re Article 31):
- a. to manage the current affairs
  - b. to represent the IALC externally
  - c. to execute the decisions of the International Council
  - d. to foster contacts between the National Federations

- e. to support the establishment of new Lyceum Clubs in the National Federations
- f. to contribute to the formation of Lyceum Clubs in new countries, to help draft their Statutes and determine their admission into the IALC (re Article 12)
- g. to provide administrative advice to the National Federations
- h. to provide templates of Statutes
- i. to develop new ideas and strategies
- j. to elect the International Treasurer
- k. to nominate the Editor of the International Bulletin and the International Webmaster (re Article 39 & 41)
- l. to prepare and amend the Regulations (re Art. 49) and to issue Guidelines including the duties for office-bearers.

**5.4.** If, at the time of her election, a member of the International Central Bureau already holds a mandate or function within it, she shall resign from her first position by the next ordinary meeting of the International Central Bureau (re Article 32).

**5.5.** Candidature for International Treasurer (re. Article 39) and notice of termination:

- a. The International Secretary sends the application form to the Presidents of the National Federations at least six months before the next meeting of the International Central Bureau.
- b. The candidate should be familiar with accountancy, with both currencies Swiss Francs and Euros as well as dealing with a Swiss bank.
- c. The application form must be signed by the candidate and the President or Vice-President of her National Federation. The application form, together with a Curriculum vitae in the three official languages, shall be sent to the International Secretary at least two months before the meeting of the International Central Bureau.
- d. The completed application form and supporting documents shall be sent to the members of the International Central Bureau together with the agenda of the meeting.
- e. If the International Treasurer wishes to resign from her post, she must send her notice of termination six months in advance to the International President.

**5.6.** If the International Archivist wishes to resign, she must send her notice of termination six months in advance to the President of the National Federation of Switzerland (re. Article 40).

- 5.7. If the Editor of the International Bulletin or the International Webmaster wishes to resign, she must send her notice of termination six months in advance to the International President (re. Article 41).

## **6 International Congress & Cultural days**

- 6.1. The triennial General Assembly of the International Council takes place during an International Congress, a three-day event with speakers, workshops, cultural and social events with optional pre- and post-congress tours (re Article 18).
- 6.2. In the year prior to an International Congress, the President of the organising committee of the Lyceum Club hosting the International Congress is required to attend the meeting of the International Central Bureau in person or by electronic means to present her report on preparations. The International Central Bureau may also request the attendance of additional Lyceum Club representatives. Guests have no voting rights at those meetings.
- 6.3. The Cultural Days are a two-day event with cultural and social activities organised on the occasion of the International Central Bureau meeting in the two years between the triennial General Assemblies of the International Council.
- 6.4. The International President together with the International Vice-President of the hemisphere concerned and the International Treasurer supervises the planning, the budget, the preparation of the International Congress and of the Cultural days in collaboration with the local organising Lyceum Club and the President of the relevant National Federation.

## **7 Finances**

- 7.1. The funds of the IALC are used, within the limits of the annual budget, mainly to cover expenses for the management of the IALC and administrative costs for the triennial General Assembly of the International Council and the meetings of the International Central Bureau (re Article 44).
- 7.2. The members of the International Central Bureau and invited guests work on an honorary basis. They are entitled to reimbursement for incurred expenses. This includes:

### **International President**

- a. Point-to-point economy travel to the annual International Central Bureau meeting and to the triennial General Assembly of the

International Council, registration fees, three days accommodation for the meetings of the International Central Bureau and four to five days for the triennial General Assembly.

- b. Point-to-point economy travel and accommodation for specific visits to affiliated Lyceum Clubs throughout the world.

International Vice-presidents

- a. Same as International President under Point a.
- b. Same as International President under Point b, but visits must be previously approved by the International President.

International Secretary and International Treasurer

Same as International President under Point a.

International Archivist, Editor of the International Bulletin, International Webmaster

- a. Point-to-point economy travel, registration fees and four to five days accommodation to the triennial General Assembly of the International Council
- b. International Central Bureau registration fee for the Cultural days

The person in charge of the next International Congress

Point-to-point economy travel, registration fees and one to two days accommodation

**7.3.** The purpose of all expenses must be stated, and copies of receipts are to be sent to the International Treasurer for refunds.

**7.4.** The policy of investments is (re Article 44):

- a. Currency in Swiss Francs (CHF) and Euros (€) for the current accounts
- b. Cash for the IALC: CHF 60'000 divided as needed between the two current accounts
- c. Cash for the Carlin legacy: CHF 15'000
- d. The remainder is to be invested
- e. Speculative investments are prohibited.

**7.5.** On request, the International President, in consultation with the International Vice-President of the hemisphere concerned and the International Treasurer, may approve loans to a Lyceum Club or a National Federation responsible for hosting an International Congress or the Cultural days. Loans can only be made if the International Treasurer oversees all stages of the organisation and budget:

- a. All loans from the IALC must be repaid in the currency in which they were lent and within three months of the International Congress or the Cultural Days.
- b. If the International Congress or the Cultural days make a profit, the profit is to be shared equally between the host club and the IALC. In the case of a loss, it will be the responsibility of the IALC to cover that loss provided that the budget was approved by the International President and that the International Treasurer oversaw all stages of the budget.

**7.6.** Once the International Central Bureau confirms membership of a Lyceum Club in a new country, the International Central Bureau will consider giving financial support, if requested, to allow the new Lyceum Club's President, or her approved substitute, to attend her first meeting of the International Central Bureau. This funding will cover 25% of point-to-point economy travel and two to three night's accommodation.

## **8 Carlin Legacy**

**8.1.** Money from the Carlin Legacy will be allocated to a worthy cause as specified under Point 8.2. every three years during the General Assembly of the International Council.

**8.2.** The worthy cause must have a link to the arts, sciences and/or social concerns and the sum allocated must be given to a woman or women.

**8.3.** The maximum amount will be CHF 5'000 per allocation.

## **9 Archives**

**9.1.** The International Archivist will keep in safe custody the following documents:

- a. Minutes of the triennial General Assemblies of the International Council
- b. Names of International Council delegates and list of participants at each General Assembly
- c. Minutes for each meeting of the International Central Bureau
- d. Reports of National Federations presented at the triennial General Assembly and at the annual meetings of the International Central Bureau
- e. Statutes of each National Federation in English
- f. Statutes of each affiliated Lyceum Club
- g. The financial records of the IALC

h. A copy of each International Bulletin.

## 10 **Guidelines**

Guidelines are available to help in the execution of the Statutes and Regulations.

- Template for Statutes of a National Federation
- Template for Statutes of a Lyceum Club
- Guideline for the creation of a Lyceum Club in a new country
- Guidelines for members of the International Central Bureau
- Guideline for IALC financial management
- Guideline for Carlin Legacy
- Guideline for the organisation of the triennial General Assembly of the International Council and the International Congress
- Guideline for the organisation of the annual meeting of the International Central Bureau and of the Cultural Days
- Guideline for IALC Website

## **Implementation**

26<sup>th</sup> May 2022      These Regulations were accepted together with the Revision of the Statutes at the General Assembly of the International Council in Rabat (Morocco) with immediate effect.

### **For the International Association of Lyceum Clubs (IALC)**

*International President*

Muriel Hannart

*International Vice-Presidents*

Monique Gächter :

Marilyn Mackinder: