



IALC Regulations

(Addition to STATUTES Blu-Gä V19)

These regulations pertain to the IALC statutes accepted on the XX in YY.

According to article 45 of the IALC statutes any proposed change of the regulations must be approved by the BCI.

Where mentioned, these regulations refer to articles in the statutes.

I. National Federations

1. A National Federation must be formally established as soon as there is more than one Lyceum Club in a country. The National Federation has to be governed according to the statutes approved by the BCI. A template for statutes of a National Federation is provided by the BCI (re art.4).
2. It is the responsibility and duty of each National Federation to promote the establishment of new clubs in their country, to assist with the application to become a member of the IALC and to ensure that the statutes of all its members are compatible with its statutes.
3. A National Federation must inform the international president of the admission of any new Lyceum Club or of the dissolution of one in their countries.
4. A National Federation is responsible for the distribution of the invitation to the triennial General Assembly to all its members and of the agenda, all relevant papers and communication regarding the General Assembly to its delegates (re art.18)
5. Each National Federation must present a written account of its activities in the three official languages of the IALC at the triennial IC meeting and at the annual BCI meeting.
6. The annual fee to which the IALC is entitled is to be transferred to the IALC by October 1st of each year, at the latest (re art.6).

II. Lyceum Club in a new country

1. The admission procedure of a Lyceum Club in a new country is set out in a Guideline.
2. Once full membership has been confirmed by the BCI, the international president will formally invite the Club's president to attend the next BCI Meeting. If requested, a financial support may be granted as described under Regulations chapter VIII.7 'Finances'.

Kommentiert [MG1]: Statutes are what is required by law. Regulations are binding as are the traffic rules/regulations. They include all the details that are a must for the management of the association. The guidelines are just a vademecum, a handbook for the management and organisation

Kommentiert [MG2]: The regulations include some details of the old statutes that are important, but do not have to be in statutes (and so can be changed more easily) as well as some points of the old guidelines which should be a must

Kommentiert [MG3]: *Part old art. 8 & 9*

Kommentiert [MG4]: *New*

Kommentiert [MG5]: *Old art.12 & 21*

Kommentiert [MG6]: *Old art.23/24/27*

Kommentiert [MG7]: *Old art.32*

Kommentiert [MG8]: *Old art. 11*

Kommentiert [MG9]: *Old art. 14* It is strange and confusing to put into statutes that you have to pay till 1. March so you can vote at the meetings and on the other hand that you would be excluded by October. We have seen with some Federations, that many Clubs had not paid so early in the year so the Federation hadn't the money to pay by first of March the IALC. It would be much easier to let vote members that have paid all the years before. See new art.14

Kommentiert [MG10]: *Old art.28*

Kommentiert [MG11]: Only if there would be some important conditions to admission, then it would have to be put into the Regulations

Kommentiert [MG12]: *From the old Guidelines*



III. General Assembly

1. **The agenda** of the General Assembly, sent with the invitation, is prepared by the international president and includes the following items (re art.18):
 - a) Validation of the mandates (number of delegates to which each National Federation is entitled and number of proxy votes carried by delegates)
 - b) Minutes of the last General Assembly
 - c) Reports of the international president and the two vice-presidents on the activities of the BCI for the last three years
 - d) Report of the international treasurer, including the statements of accounts and auditors' reports (re art.40) for the last three years; presentation of the budget and the proposed annual per capita membership fee of the IALC
 - e) Election of the international president and the two international vice-presidents
 - f) Reports from the National Federations
 - g) Presentation by the host club/National Federation of the next International Congress with the General Assembly
 - h) Any other business
2. **Each National Federation** must attend the General Assembly. If a National Federation is unable to attend, it must transfer its written proxies to the international secretary at the latest two weeks before the start of the General Assembly (re art.21).
3. **Proxies** of delegates must be given to the international secretary at the latest before the start of the General Assembly (re art.22)

Kommentiert [MG13]: *Old art.41*

Kommentiert [MG14]: Details for art. 21 of the new statutes

Kommentiert [MG15]: *Part old art.34*

IV. Candidature for presidency and vice-presidency (re art.27)

1. The international secretary must send the application forms for candidature to the National Federation presidents at least six months before the General Assembly.
2. The application form must be signed by the candidate, the president and one other board member of her National Federation. If the candidate is herself the president of her federation, then two board members of her National Federation must sign. The application form, together with a CV in the three official languages, must be sent to the international secretary at least three months before the General Assembly.

Kommentiert [MG16]: *Old art.37*



3. The international secretary forwards the completed application forms and supporting documents to the delegates of the International Council two months before the General Assembly.

V. International Central Bureau (BCI)

1. The BCI has the following duties and responsibilities:
 - a) to foster contacts between the National Federations
 - b) to support the establishment of new Lyceum Clubs, help draft their statutes and determine their admission into the IALC (re art.10)
 - c) to provide technical and administrative advice to the National Federations and Lyceum Clubs
 - d) to provide templates of statutes for National Federations and Lyceum Clubs in new countries
 - e) to execute the decisions of the IC
 - f) to prepare and modify the Regulations and Guidelines
2. The duties of the international president, the international vice-presidents and the international secretary commence on the first of the month, following a grace period of at least thirty days after the General Assembly.
3. The international president, the two international vice-presidents, the international treasurer and the international secretary form the International President Office to consult among each other on the day-to-day running of the IALC.
4. The task specifications of all BCI members are set out in Guidelines.

Kommentiert [MG17]: *Old art.45*

Kommentiert [MG18]: *Part old art.47*
Till now in the statutes it was written 1st of July after the General Assembly. We think that this new formulation says the same but gives also more freedom. If necessary, the date of the General Assembly could once be changed.

Kommentiert [MG19]: *New*

Kommentiert [MG20]: *Old art.24/27/43/45/53*
Precision in the regulations that there are some guidelines, vademecum for the management

VI. BCI Meetings

1. The BCI Meeting is to be held each year:
 - a) Every three years in two sessions, a day before and a day after the triennial General Assembly.
 - b) In the years in between in one session before the Cultural days (re art.28).
2. The international president may invite advisors without voting rights to the BCI meetings. The international president must justify the invitation in the agenda papers.

Kommentiert [MG21]: Taken *from the old guidelines*

Kommentiert [MG22]: *Part old art. 51*

VII. International Congress & Cultural days



1. The triennial General Assembly takes place during the International Congress, a three-day, themed event with speakers, workshops, cultural and social events (re art.16).
2. In the two years prior to an International Congress, the president of the organising committee of the Lyceum Club hosting the International Congress, is required to attend the meetings of the BCI to present her report on preparations. The BCI may also request the attendance of additional Lyceum Club representatives as appropriate. Guests have no voting rights in BCI meetings
3. The international president and the international treasurer supervise the planning and 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.

Kommentiert [MG23]: Old art.51

Kommentiert [MG24]: Old art.50

VIII. Finances

1. The funds of the IALC are mainly used to cover the expenses of the BCI as well as certain administrative costs for the General Assembly and BCI Meetings within the limits of an annual budget. This includes:

Kommentiert [MG25]: Part old art.54

International President

Kommentiert [MG26]: Taken from the old guidelines, it's a must

- a) Point-to-point economy travel to the annual BCI meeting, registration fee, three days accommodation for the BCI Meeting and four to five days for the General Assembly
- b) Point-to-point economy travel and accommodation for specific visits to 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

- a) Same as international president under pt. a)

International Archivist, Bulletin Editor, Webmaster

- a) Same as international president under pt. a) when allowed by the BCI

2. The purpose of all expenses must be stated and copies of receipts are to be sent to the international treasurer for refunds.

Kommentiert [MG27]: Taken from the old guidelines, it's a must

3. The policy of investments is:
 - a) Currency in Swiss Francs (CHF) and Euros (€)
 - b) Cash ??%
 - c) To be invested ??%

Kommentiert [MG28]: Taken from the old guidelines, it's a must



4. The BCI 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 General Assembly or BCI Meeting budget.
5. All loans from the IALC must be repaid in the currency in which they were lent and within three months of the meeting.
6. If the International Congress or the Cultural days makes 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 BCI and the international treasurer oversees all stages of the meeting's budget.
7. Once the BCI confirms full membership of a Lyceum Club in a new country, the BCI will consider giving financial support, if requested, to allow the new club's president, or her approved substitute, to attend her first BCI Meeting. This funding will cover three night's accommodation and 25% of point-to-point economy travel.

Kommentiert [MG29]: *Old art. 54*

Kommentiert [MG30]: *Part old art.52*

Kommentiert [MG31]: *Part old art.52*

Kommentiert [MG32]: Taken *from the old guidelines*

IX. Leg Carlin

1. The surplus of the Carlin Legacy will be allocated to a worthy cause every three years during the General Assembly.
2. The maximum amount will be CHF 5'000 per allocation.
3. The beneficiary must be a woman or women involved in the arts, sciences and/or social concerns.

Kommentiert [MG33]: Taken *from the old guidelines*

Kommentiert [MG34]: **New amount**

Kommentiert [MG35]: Taken *from the old guidelines*

X. Archives

The international archivist will keep in safe custody the following documents:

- a) Minutes of the meetings of the International Council
- b) Names of International Council delegates
- c) List of participants at each General Assembly
- d) Minutes for each meeting of the BCI
- e) Reports of National Federation presidents presented at meetings of the BCI and the International Council
- f) Statutes of National Federations
- g) The financial records of the IALC
- h) A copy of each International Bulletin

Kommentiert [MG36]: *Old art.57*

XI. Guidelines



Guidelines are available to help in the execution of the regulations

- Guideline for new Lyceum Clubs
- Guidelines for BCI members
- Guideline for IALC financial management
- Guideline for Carlin Legacy
- Guideline for the organisation of the triennial IALC General Assembly and International Congress
- Guideline for the organisation of the Cultural days
- Guideline for IALC Website
- Template for statutes of a National Federation

Kommentiert [MG37]: List of the actual guidelines. Not necessary to be listed in the Regulations, but maybe as help to remember

Kommentiert [MG38]: In process