



# **STATUTES**

## **OF THE INTERNATIONAL ASSOCIATION OF LYCEUM CLUBS**

The first Lyceum Club was established in London by Constance Smedley in 1903  
and became international in 1905

## **I CONSTITUTION AND AIMS**

**Article 1** The International Association of Lyceum Clubs (hereafter referred to as IALC) is the association of the National Federations of Lyceum Clubs. It is a non-profit, apolitical and secular association of unlimited duration. Its official languages are English, French and German.

**Article 2** Its headquarters are in Switzerland, at the premises of the International Lyceum Club of Zurich, where the international archives are stored. Its Statutes are in accordance with Article 60 and following articles of the Swiss Civil Code (appendix). Details of the IALC management are contained in a separate set of Regulations.

**Article 3** The IALC safeguards the aims of the National Federations and its affiliated Lyceum Clubs and enhances the spirit of international friendship and understanding between Lyceum Clubs around the world. It supports and coordinates the work of the National Federations and assists with the formation of Lyceum Clubs in new countries.

**Article 4** The administrative bodies of the IALC are:  
a. the International Council  
b. the International Central Bureau

## **II MEMBERS - NATIONAL FEDERATIONS**

**Article 5** The members of the IALC are the National Federations. A National Federation is the association of Lyceum Clubs within one country. It represents the Lyceum Clubs of its country, contributes to the vitality of the Clubs, supports the exchange between them and initiates new Lyceum Clubs in its country.

**Article 6** When there is only one Lyceum Club in a country, it acts as a National Federation until a second Lyceum Club is founded. It has the same rights and obligations as a National Federation.

**Article 7** As soon as a second Lyceum Club has been founded in a country, a National Federation has to be formally established.

**Article 8** The Statutes of a National Federation must be compatible with the Statutes of the IALC and be approved by the International Central Bureau.

Any subsequent change or amendment must be approved by the International President and the two International Vice-Presidents.

**Article 9** The National Federation is responsible for transferring to the IALC the amount of the annual per capita subscription fees of its affiliated Lyceum Clubs' members.

**Article 10** A National Federation can be excluded from the IALC for non-compliance with the aims of the IALC or its Statutes.

Any exclusion must be ratified by the International Council at a two-thirds majority of the votes.

### **III LYCEUM CLUBS**

**Article 11** A Lyceum Club is a local association of women, which belongs to the worldwide network of Lyceum Clubs. Its members are women who are interested in arts, literature, music, science and social concerns. Through their personal commitment and the activities of their Club, they promote the pursuit of life-long learning, international understanding and friendship.

**Article 12** A National Federation decides on the admission of a new Lyceum Club in its country.

In the case of the creation of a Lyceum Club in a country where there is no National Federation yet, a founding membership of at least twenty women is required. The International Central Bureau decides upon its admission within the IALC.

**Article 13** The Statutes of a Lyceum Club and any subsequent change or amendment must be approved by its National Federation or by the IALC in the case of a Lyceum Club in a country where there is no National Federation yet.

**Article 14** The affiliation to a National Federation or to the IALC gives the right to call one-self "*International Lyceum Club of ...*"

If the new Lyceum Club is a long-established Club, the International Central Bureau may authorise it to keep its original name, provided it adds the name "International Lyceum Club" to its name.

**Article 15** A Lyceum Club ceases its IALC affiliation through resignation or dissolution, which shall be communicated in writing to its National Federation or to the International President in case there is no National Federation in its country yet.

A Lyceum Club can be excluded from the IALC by its National Federation.

#### **IV INTERNATIONAL COUNCIL**

**Article 16** The International Council is the supreme governing body of the IALC. It consists of the delegates nominated by the National Federations who have fulfilled their financial obligations through the previous year.

The President of a National Federation is preferably one of its delegates except when she is a candidate for the position of International President or International Vice-President.

**Article 17** The number of delegates is dependent upon the total number of Lyceum Club members in each National Federation as follows:

- 20 – 50 members = 1 delegate
- 51 – 200 members = 2 delegates
- 201 – 500 members = 3 delegates
- 501 – 1000 members = 4 delegates
- 1001 – 1500 members = 5 delegates
- 1501 – 2000 members = 6 delegates
- 2001 – 2500 members = 7 delegates
- 2501 – 3000 members = 8 delegates
- etc.

**Article 18** The International Council meets at a General Assembly during an International Congress every three years and at the request of one-fifth of the National Federations asking for an extraordinary assembly.

The General Assembly is chaired by the International President.

**Article 19** If the General Assembly cannot be held in person due to extraordinary circumstances, it can be postponed or it may be held by electronic means, possibly in hybrid version, and resolutions passed by secure electronic means of voting or in writing.

The decision is taken by the International President.

- Article 20** The Lyceum Club members who are not delegates are invited to attend the General Assembly.  
These members have speaking rights but no voting rights.
- Article 21** The International President sends the invitation to the General Assembly together with the agenda and the relevant papers to the National Federations at least three months in advance of the General Assembly.
- Article 22** The National Federations inform the International President at least one month before the General Assembly of any request for additional items to be added to the General Assembly agenda.  
The request to add an item to the agenda after this deadline or at the General Assembly and to vote on it is subject to the unanimity of the delegates.
- Article 23** One month before the General Assembly the National Federations inform the International Secretary of the names of their delegates and of the Lyceum Clubs to which they belong.
- Article 24** If a National Federation is not able to attend the General Assembly, it may transfer its voting rights by written proxy to an attending National Federation, according to the number of its delegates as allowed in Article 17.  
A National Federation cannot accept proxies from more than one other National Federation.
- Article 25** A delegate's voting right can be transferred to another delegate of the same National Federation by written proxy.  
A delegate cannot accept proxies from more than two delegates of her National Federation.
- Article 26** A quorum at the General Assembly is reached when at least half of the total number of delegates is present or represented by proxy.  
If a quorum is not constituted, any matter requiring a vote by the delegates must be submitted to and decided at a specially convened meeting of the International Central Bureau. At this meeting, the National Federation Presidents will hold the proxy votes of their National Federation's delegates.  
Matters requiring a two-thirds majority of the votes may be decided upon only by the delegates at a General Assembly.

**Article 27** The decisions of the International Council are made by simple majority, except for the exclusion of a National Federation, the revision of the Statutes or the dissolution of the IALC, which require a two-thirds majority of the votes.

In case of a tied vote, the International President has a casting vote.

**Article 28** The International Council has the following powers:

- a. Approval of the agenda of the General Assembly
- b. Approval of the minutes of the last General Assembly
- c. Approval of the report of the International President, the reports of the two International Vice-Presidents, as well as the report on the activities and the decisions of the International Central Bureau
- d. Approval of the financial statements of the IALC, based on the report of the auditors
- e. Determination of the amount of the annual subscription fee, as defined in Article 9
- f. Approval of the budget
- g. Election of the International President and of the two International Vice-Presidents
- h. Decisions on motions of the International Central Bureau, the National Federations and the delegates
- i. Approval of the location of the next General Assembly
- j. Revision of the Statutes
- k. Dissolution of the IALC

**Article 29** The International Council elects the International President and the two International Vice-Presidents, one for the northern and one for the southern hemisphere and not from the same country as the International President, for a period of three years.

Each may be re-elected for the same position once.

These elections are by secret ballot with the number of votes cast for each candidate made public.

**Article 30** All National Federations are entitled to nominate candidates from their country for the election of International President and of International Vice-President.

## **V INTERNATIONAL CENTRAL BUREAU**

**Article 31** The International Central Bureau is the management body of the IALC. It manages the current affairs in accordance with the Statutes and represents the association externally.

Its headquarters are at the postal address of the incumbent International President.

- Article 32** The International Central Bureau is composed of:
- a. the International President
  - b. the two International Vice-Presidents (one from each hemisphere)
  - c. the International Secretary
  - d. the International Treasurer
  - e. the Presidents of the National Federations
- None of its members may hold more than one position concurrently within the International Central Bureau.
- Article 33** The International Central Bureau meets at least once per year upon convocation by the International President. It will also meet when two-thirds of the members of the International Central Bureau request the convocation of a meeting.
- In case of special circumstances or if the International President deems it necessary and urgent, a meeting of the International Central Bureau can be held by electronic means.
- Article 34** The members of the International Central Bureau are entitled to one vote each with the exception of the International Secretary and the Presidents of National Federations, which have not fulfilled their financial obligations for the previous year.
- Article 35** The International Central Bureau has a quorum if at least half its members are present or represented by written proxy.
- All decisions at the meetings are by simple majority except for changes or amendments of the Regulations, which require a two-thirds majority of the votes.
- In case of a tied vote, the International President has the casting vote.
- Article 36** The International President sends the invitation, the agenda and the relevant papers for the International Central Bureau meeting at least two months before the date of the meeting.
- Article 37** If the President of a National Federation is unable to attend the meeting of the International Central Bureau, she has the right to appoint in writing a representative from her National Federation or to attend the meeting by electronic means.
- Article 38** The International Secretary is nominated by the International President.

She must be a member of a Lyceum Club.  
Her term of office is three years, renewable twice.

**Article 39** The International Treasurer is elected by the International Central Bureau.

She must be a member of a Lyceum Club.  
Her term of office is three years, renewable twice.

**Article 40** The International Archivist is nominated by the Swiss National Federation. The nomination must be confirmed by the International Central Bureau.

She must be a member of a Swiss Lyceum Club.  
Her term of office is three years, renewable twice.

**Article 41** The Editor of the International Bulletin and the International Webmaster are nominated by the International Central Bureau.

They must be member of a Lyceum Club.  
Their term of office is three years, renewable twice.

**Article 42** The International Archivist, the Editor of the International Bulletin and the International Webmaster are invited to participate in the meetings of the International Central Bureau. They have no voting rights.

**Article 43** If the International President leaves office during her term due to death, permanent incapacity, resignation or revocation, the International Vice-President of the same hemisphere will take over her role and her responsibilities until the next General Assembly of the International Council.

If an International Vice-President leaves office during her term, the International Central Bureau nominates a replacement until the next General Assembly.

## **VI FINANCES AND ACCOUNTABILITY**

**Article 44** The financial resources of the IALC consist of the annual subscription fees of the National Federations, possible revenues from General Assemblies, international meetings and other activities as well as possible donations.

The International President and the International Treasurer are responsible for the management of the financial assets. Funds will be invested in consultation with the two International Vice-Presidents.

**Article 45** The accounting year corresponds to the calendar year.  
Full financial accounts for the calendar year and an annual budget must be presented at the annual meeting of the International Central Bureau and the same for a period of three years at the General Assembly of the International Council.

The audit of the IALC financial accounts shall be done by a qualified and accredited audit company, elected and confirmed annually by the International Central Bureau.

**Article 46** Solely the financial assets of the IALC are liable for the financial obligations of the IALC.

The IALC is not liable for the financial obligations of National Federations and of its affiliated Lyceum Clubs.

## **VII REVISION OF THE STATUTES**

**Article 47** A proposal for partial or total revision of the Statutes of the IALC may be made by any member of the International Central Bureau and has to be submitted in writing to the International President.

Should the International Central Bureau approve the revision, the proposal will be added to the agenda for the next General Assembly of the International Council.

**Article 48** Any revision of the Statutes must be approved by a two-thirds majority of votes by the delegates of the International Council at the General Assembly.

## **VIII REGULATIONS**

**Article 49** The Regulations pertaining to these Statutes must be approved by the International Council at the General Assembly at a two-thirds majority of the votes.

The Regulations will be executed by the International Central Bureau.

Any change or amendment of the Regulations must be in accordance with the Statutes, be approved by the International Central Bureau at a two-thirds majority of the votes and reported to the International Council at the General Assembly.

## **IX DISSOLUTION OF THE IALC**

**Article 50** The procedure for dissolution of the IALC is the same as the procedure for a revision of its Statutes.

The International Council decides how the asset balance of the IALC is to be distributed.

Members of the International Central Bureau are not entitled to the assets of the IALC.

The International Central Bureau will proceed with the liquidation under the supervision of a certified audit company.

## **X FINAL PROVISIONS**

**Article 51** These Statutes were drafted in English and translated into French and German. In case of discrepancy, the English version shall prevail.

**Article 52** Any dispute or legal action based on these Statutes will be resolved in a Swiss court of the Canton of Zurich.

**Article 53** These Statutes replace the previous Statutes dated 8<sup>th</sup> May 2013. They were approved by the International Council on the 26<sup>th</sup> of May 2022 at the General Assembly 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 :

