

**CONSTITUTION  
RULES and  
STANDING ORDERS**

June 2008

# **THE NATIONAL ASSOCIATION OF ROUND TABLES OF GREAT BRITAIN AND IRELAND**

## **Constitution, Rules and Standing Orders**

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## INTRODUCTION

The Constitution, Rules and Standing Orders contained in this booklet were approved and adopted by the Members of the Association at the Annual General Meeting held in Blackpool in May 1976 and the amendments to Rules and Standing Orders effected up to the National Council Meeting in October 2007 have been incorporated herein. Consequently this document replaces the former National Rule Book and also has the effect of rescinding all existing individual Table Rules, which are replaced by the Standard Rules hereinafter contained. Tables are reminded that such Standard Rules (like National Rules) can only be altered or amended at a National Council or General Meeting of the Association in the manner prescribed by National Rule 20 and any resolution involving a Rule change must be presented in the manner laid down in National Rules 11 (g) and 14 (d). However under Standard Table Rule 9 every Table is free to adopt its own individual Standing Orders to govern the procedure at its meetings and the conduct of its administrative functions and reference should be made to such Standing Orders for the necessary procedure. A specimen copy of suggested Standing Orders is available from Marchesi House.

The Standing Orders for Area Councils hereinafter contained will govern the administration and meetings of all Areas within Round Table, but Area Councils are able to make such variations as they wish to this section of the booklet in the manner prescribed by Area Standing Order 17.

Any resolution which a Table or Area desires to submit to the Association's Annual General Meeting must first be approved by the appropriate Area Council and then forwarded to the National Honorary Secretary for submission to the next National Council Meeting (National Rule 11 (g)). If the resolution requires an A.G.M. decision the National Council have no right of "veto" but are entitled to make a recommendation in relation thereto (National Rule 14 (d)). However such resolutions must reach the National Honorary Secretary on or before the last day of January so they may be incorporated in the agenda paper for the March National Council meeting and Area Secretaries are reminded therefore of the need to convene Area Council meetings to coincide with this time-table. It should be noted that resolutions seeking to commit the Association to a charitable appeal or an act of service must also be submitted by the last day of January.

Space does not permit any more detailed explanation of the various Rules and Standing Orders contained in this booklet but the Nat. Honorary Secretary will be pleased to assist with any interpretation required.

### **John Kilshaw**

National Honorary Secretary 2008/2009

- 1st Edition Published July 1976.
- 2nd Revised Edition Published November 1979.
- 3rd Revised Edition Published September 1981.
- 4th Revised Edition Published August 1985.
- 5th Revised Edition Published July 1986.
- 6th Revised Edition Published September 1987.
- 7th Revised Edition Published December 1990.
- 8th Revised Edition Published May 1992.
- 9th Revised Edition Published May 1995.
- 10th Revised Edition Published August 1996.
- 11th Revised Edition Published August 1997.
- 12th Revised Edition Published October 1998.
- 13th Revised Edition Published September 1999.
- 14th Revised Edition Published December 2000.
- 15th Revised Edition Published November 2001.
- 16th Revised Edition Published March 2002.
- 17th Revised Edition Published May 2002
- 18th Revised Edition Published October 2002
- 19th Revised Edition Published March 2003

20th Revised Edition Published March 2004  
21st Revised Edition Published October 2004  
22nd Revised Edition Published October 2005  
23rd Revised Edition Published March 2006  
24th Revised Edition Published June 2006  
25th Revised Edition Published October 2006  
26th Revised Edition Published March 2007  
27th Revised Edition Published May 2007  
28<sup>th</sup> Revised Edition Published October 2007  
29<sup>th</sup> Revised Edition Published June 2008

## DEFINITIONS

Throughout the Rules and Standing Orders contained in this Document, unless the context otherwise requires, the following definitions apply:-

"The Association" means the National Association of Round Tables of Great Britain and Ireland (R.T.B.I.).

"Constituent Tables" means all Round Table clubs affiliated to the Association at the date of the adoption of those Rules and Standing Orders by the Association or affiliated thereafter in accordance with the provisions for that purpose contained therein PROVIDED NEVERTHELESS that, for the purposes of National Rules 5 (e) (f) (g) (h) and (i) 8 and 13 (c) only, a new Round Table shall be deemed to be a Constituent Table from the date of its inaugural meeting.

"National Council" means the National Council of the Association as constituted by National Rule 10 (a).

"Area Council" means the Council constituted in each Area of the Association by National Rule 11 (c).

"National Executive" means the Executive Committee of the Association as constituted by National Rules 9 (a) and (b).

"Rules for Constituent Tables" means the Standard Rules for Constituent Tables in pages 19 to 26 hereof.

"Area Executive" means the Executive Committee of each Area as constituted by Area Standing Order 4.

"Table Council" means the Council of each Table as constituted by Rule 5 (b) of the Rules for Constituent Tables.

"Present and entitled to vote" means those present at the meeting at the time the resolution is put and entitled to cast a vote whether they choose to do so or not.

"Abstentions" shall not be included in the number of votes capable of being cast.

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# **CONSTITUTION AND RULES OF THE ASSOCIATION**

**THE NATIONAL ASSOCIATION OF ROUND TABLES OF  
GREAT BRITAIN AND IRELAND**

**CONSTITUTION AND RULES**

**1. NAME, MAXIM AND EMBLEM**

- (a) The name of the Association shall be "The National Association of Round Tables of Great Britain and Ireland".
- (b) The Association's maxim shall be "Adopt, Adapt, Improve".
- (c) The Association's emblem shall be the Rondel shown here together with the words "Round Table".



**2. AIMS AND OBJECTS**

The Aims and Objects of the Association shall be:-

- (i) To develop the acquaintance of young men through the medium of their various occupations.
- (ii) To emphasise the fact that one's calling offers an excellent medium of service to the community.
- (iii) To cultivate the highest ideals in business, professional and civic traditions.
- (iv) To recognise the worthiness of all legitimate occupations and to dignify each his own by precept and example.
- (v) To further the establishment of peace and goodwill in international relationships.
- (vi) To further these objects by meetings, lectures, discussions and other activities.

**3. PURPOSES**

The purposes of the Association shall be:-

- (a) to promote among Constituent Tables the above Aims and Objects.
- (b) to organise, co-ordinate and control activities arising out of the above Aims and Objects amongst the Members of Constituent Tables.
- (c) to promote and encourage Membership of the Association; and
- (d) to raise such monies as may be required for the above purposes and for the general administration of the Association.

The above purposes shall be effected by the National Council and, save as hereinafter provided to the contrary, all powers, rights and duties vested in or imposed upon the Association shall be exercised or performed by the National Council.

#### **4. ASSOCIATION'S FUNDS AND PROPERTY**

- (a) The funds of the Association shall be administered by the National Council.
- (b) The National Council may for the purposes of the Association acquire or dispose of property of any description and accept gifts of any property or money and may appoint Trustees for this purpose.
- (c) No scheme involving the raising or spending of money in connection with the administration or management of the Association except as provided in these Rules, shall be entered into unless approved at any General Meeting of the Association by a two-thirds majority of Tables voting at such meeting.
- (d) The Association shall not be committed to any National Community Service Scheme without the consent of the majority of Tables present and entitled to vote at an Annual or Special General Meeting provided that the National President may launch an appeal.

#### **5. MEMBERSHIP OF THE ASSOCIATION**

- (a) The Association shall consist of all Constituent Tables in Great Britain and Ireland together with affiliated International Associations.

##### **(b) AFFILIATION**

Any Round Table desiring to be affiliated to the Association (hereinafter in this Rule called the "Applicant Table") shall comply with the following conditions:-

- (i) The Applicant Table shall designate itself as "Round Table No.                   " according to the number which shall be assigned to it by the National Council and shall adopt the badge of the Association.
- (ii) The Applicant Table shall adopt the Aims and Objects of the Association as set forth in Rule 2 hereof and the Rules for Constituent Tables.

##### **(c) PROCEDURE FOR AFFILIATION**

- (i) An Applicant Table shall apply in such form as shall from time to time be determined to the National Council for inauguration and affiliation to the Association.
- (ii) Each application shall be sent through the Area Secretary to the General Secretary and shall be supported by a recommendation from the Area Council that the Table shall be inaugurated or affiliated as the case may be.
- (iii) Application for inauguration shall be submitted at least one month before the date proposed for the Inaugural Meeting.
- (iv) Application for affiliation shall not be made to the Area Secretary until six months have elapsed and not less than twelve ordinary meetings have been held from the date of the Inaugural Meeting and shall be sent at least two months before the date proposed for the Charter Presentation save that where the Applicant Table comprises Members the majority of whom are Members of a constituent Table or were Members of a Constituent Table or Tables dissolved in the twelve months preceding the application then application for affiliation can be made to the Area Secretary after two months have elapsed and four ordinary meetings have been held from the date of the Inaugural Meeting and shall be sent at least one month before the date proposed for the Charter Presentation.
- (v) If the National Council is satisfied that the conditions herein prescribed have been observed and that no reason exists why the Table concerned should not be inaugurated or affiliated, it shall approve such application.
- (vi) Charters of Affiliation shall be in such form as the National Council shall direct.

##### **(d) PROCEDURE FOR AFFILIATION OF INTERNATIONAL ASSOCIATIONS**

Any National Round Table Association desiring to be affiliated to the Association (hereinafter in this Rule called the "National Association") shall comply with the following conditions:-

- (i) The National Association must be a full Member of Round Table International and
- (ii) The National Association must grant the Association reciprocal status rights and affiliation to the National Association and
- (iii) The National Association shall apply for affiliation to the Association in such form as shall from time to time be determined"

5. (e) BADGE

- (i) Each Member of a Constituent Table shall, for the duration of his Membership, be entitled to wear the Membership badge approved by the National Council.
- (ii) The Membership badge or any reproduction or representation thereof and the name of the Association shall not be used for any purpose without the permission of the National Council provided that no such permission shall be required for normal Round Table, stationery or printed advertising material or a souvenir pin badge which shall not replace the Membership badge referred to in Rule 5 (d) (i).

(f) SUSPENSION

The National Council, by a majority of two-thirds of those present and entitled to vote, may suspend a Table for contravention of these Rules or activities detrimental to the interests of Round Table.

From the National Council Meeting immediately following the first anniversary of any suspension ordered under this Rule, the National Council will have the authority to order, at its discretion, the expulsion or dissolution of any Table which remains suspended. In any event no proposal for such dissolution or expulsion shall be considered by National Council unless 28 days' notice thereof shall have been sent to the last recorded address of all Members of the Table concerned, as recorded by the General Secretary, and to the Secretary of the Area in which that Table is situated.

(g) EXPULSION

The National Council may by a resolution passed by two thirds of those present and entitled to vote expel a Constituent Table.

(h) MINIMUM DESIRED ACTIVE MEMBERSHIP OF CONSTITUENT TABLES

- (i) By 1 April 2008, and thereafter, all Constituent Tables shall maintain a minimum desired Active Membership of not less than the number of members defined by two thirds of the National Council who are present and entitled to vote from time to time. If the membership of a Constituent Club shall fall below that defined figure at any 1 April, then it shall be reviewed by the National Membership and Development Team and the Area and the Table assisted where possible to formulate and implement an appropriate Membership action plan.
- (ii) Every Constituent Table shall have a right to ask both its Area and National Executive for assistance in maintaining its Active Membership at and above the desired level. The National Council and Area Executive shall have a duty to provide this assistance.
- (iii) Every Constituent Table shall adopt a Membership Plan designed to increase and maintain their Active Membership
- (iv) If its Active Membership shall fall below that figure for a period of one year and one day as evidenced by the Active Membership of the Table at any two consecutive 1 Aprils, then its affiliation shall be reviewed by the Area, and the Area Chairman shall submit a report to National Council, which shall have the power to impose an action plan.

(i) MINIMUM SIZE OF CONSTITUENT TABLES

The minimum desired size of Constituent Tables as defined in Rule 5 (h) is five Active Members and it is recommended that Tables develop a program of steady growth to meet the schedule of Active Membership set out below by 1 April of the year shown

| 1 April | Minimum Desired Active Membership |
|---------|-----------------------------------|
| 2008    | 5                                 |
| 2009    | 6                                 |
| 2010    | 7                                 |
| 2011    | 8                                 |

The minimum desired Table size will be reviewed and set by two thirds of the National Council present and entitled to vote on an Annual Basis, commencing at the June/July National Council Meeting in 2008.

(j) DISSOLUTION

A Constituent Table may be dissolved by a resolution of that Table passed at a Special Meeting of the Table, of which not less than 21 days' notice in writing shall have been given to the Members and to the Area Secretary and to the National Honorary Secretary by a two-thirds majority of the Members present and entitled to vote at such a meeting.

(k) PROCEDURE FOLLOWING EXPULSION OR DISSOLUTION

If a resolution to expel or dissolve a Constituent Table is duly passed under the provisions of this Rule, the Table shall be wound up under the supervision of the National Honorary Secretary. The Table's Charter, all items of Round Table regalia (specifically including the Chairman's and Vice-Chairman's jewels, the President's Jewel and Table Trophies) shall be returned to the Area Chairman forthwith who is responsible for forwarding them to the General Secretary. All charitable funds held by that Table or in any charitable trust associated with the Table shall be applied or distributed by the Table prior to dissolution or expulsion.

(l) SUSPENSION OR EXPULSION OF A TABLE MEMBER BY THE ASSOCIATION

(i) For the purposes of this Rule:-

(1) "The relevant Member" means an Active Member or Honorary Member of a Constituent Table who is subject to the provisions of this Rule

(2) "The Past President's Committee" shall comprise a Past President of the Association together with ten National Councillors (except all Members of the Administration Committee) chosen by lot at the first meeting of the National Executive following the Annual General Meeting of the Association.

(3) "The Conduct Committee" shall be chaired by the Honorary Secretary and will comprise:-

(a) The Area Chairman or Area Vice-Chairman of the Area in which the Table to which the relevant Member belongs plus four more Members drawn from the following:

(i) Past Members of the National Executive whether Active Members or not.

(ii) National Councillors selected by the President of the Association provided always that no Member of the Conduct Committee shall be either the party who submitted the initial proposal to the Honorary Secretary, a Member of the Past President's Committee or the National Councillor for the relevant Member's Area.

(ii) Any proposal to suspend or expel under this Rule must be notified in writing to the Honorary Secretary by either a National Councillor or a Member of the National Executive identifying the relevant Member and specifying the reasons for the proposal and giving information on the alleged contravention or conduct.

(iii) If it is appropriate to Suspend a Member of Honorary Member pending investigation of the alleged contravention or conduct the terms of suspension shall be determined subject to the National Honorary Secretary's absolute discretion in the interests of the Association and Members of the public. Such Suspension will normally include exclusion from all public events of the Table (thereby allowing the attendance by the Member at Business Meetings and private activities so as to maintain contact with the Table during investigation).

(iv) In serious cases or where the conduct is not in doubt or where a Member or Past Member has been convicted of a sexual offence the National Honorary Secretary shall exercise the right on behalf of the Association to impose a full Suspension of the Member from Membership of the Association and from attendance at any Table events pending determination of a recommendation for Expulsion to the Conduct Committee.

(v) If the National Honorary Secretary or Administration Committee decides that the matter merits referral to the Conduct Committee the Honorary Secretary shall convene a meeting of the Conduct Committee giving not less than 14 days prior written notice of the proposal (without specifying reasons) to each Member of the Conduct Committee and to the person making the proposal under paragraph 5. (j) (ii) hereof inviting him to attend the meeting.

(vi) The relevant Member shall also be given not less than 14 days written notice of the meeting of the Conduct Committee, which notice shall:-

(1) Specify the date time and venue of the meeting.

(2) Specify the alleged contravention or conduct.

5. (l) (vi) (3) Invite the relevant Member to address the meeting or alternatively to make written submissions to the Chairman of the Conduct Committee or the Honorary

- Secretary for circulation to the Members of the Conduct Committee present at the meeting.
- (4) Advise him of his right to be represented at the meeting by a National Councillor
- (5) Advise him of the Appeal procedure hereinafter contained.
- (vii) The Conduct Committee by a two-thirds majority of those present at a duly convened meeting may: -
- (1) Reprimand by issuing a letter of disapproval.
  - (2) Impose such sanctions as the Conduct Committee shall deem appropriate.
  - (3) Suspend, or
  - (4) Expel any Member of a Constituent Table for any one or more of the following reasons:
    - (a) Contravention of any of the Rules of the Association
    - (b) Contravention of any of the rules of a National Event as defined by Rule 15(a)
    - (c) Contravention of any of the Standard Rules for Constituent Tables
    - (d) Conduct which is deemed to be inimical and/or detrimental to the interests and good repute of the Association
    - (e) Failure to ensure the good conduct of any person (a guest) who attends any National, Area or Constituent Table event at the invitation of that Member.
    - (f) Breach of the Association's Children and Vulnerable Person's Policy.
- (viii) For the purposes of this Rule, the term "Member" shall encompass Active, Honorary and Temporary Associate Members and expulsion or suspension shall apply to his Membership of the Association and hence each Table of which he is such a Member.
- (ix) The Conduct Committee shall have the discretion to exclude any Member or Past Member subject to the above procedure from attending any National Event. The quorum for the Conduct Committee shall be six plus the National Honorary Secretary.
- (x) In the event of a suspension being imposed such suspension can be for a predetermined period or until one or more specified condition(s) shall have been met and may also be rescinded by the Conduct Committee by a vote of two-thirds of those present at a subsequent meeting of the Committee if the original cause for the suspension has been rectified.
- (xi) If suspended or expelled the relevant Member may appeal against such suspension or expulsion by giving written notice to the Honorary Secretary specifying the grounds for the appeal which grounds may include information not made known to the Conduct Committee. To be valid a notice of appeal must be received by the Honorary Secretary within 14 days of the meeting of the Conduct Committee which imposed the suspension or expulsion.
- (xii) Upon receipt of a notice of appeal under the preceding paragraph the Honorary Secretary shall convene a meeting of the Past President's Committee as soon as possible to consider the Appeal. The quorum for the Past President's Committee shall be six plus a Past President of the Association. The relevant Member shall be given not less than seven days written notice of the meeting of the Past President's Committee which notice shall: -
- (1) Specify the date time and venue of the meeting,
  - (2) Invite the relevant Member to address the meeting or alternatively to make written submissions to the Honorary Secretary for circulation to the Members of the Past President's Committee present at the meeting.
  - (3) Advise him of his right to be represented at the meeting by a National Councillor.
- (xiii) The decision of a majority of the Past President's Committee shall be final.
- (xiv) For the avoidance of doubt: -
- (1) If any Member who has been expelled and lodges a valid appeal under paragraph (vi) hereof, pending the outcome of such appeal, his Membership of any Constituent Table shall be deemed not to have ceased but shall be suspended until such time as the Conduct Committee had made its decision and be subject to the suspension or expulsion imposed by the Conduct Committee pending determination of the Appeal.
  - (2) The Past President's Committee and the Conduct Committee shall only meet when required to do so under the provisions of this Rule.
  - (3) A report of each meeting of the Past President's Committee and the Conduct Committee shall be given to the next meeting of National Council.

## 6. OFFICERS OF THE ASSOCIATION

- (a) The Officers of the Association shall be the President, the Vice-President, who shall be President Elect, the Honorary Secretary, the Honorary Treasurer, the International Officer, the Membership and Development Officer, the Community Service Officer, the Conference Officer, the Marketing and Public Relations Officer , the Sales Officer and the Sports and Social Officer, who shall be Active Members of Constituent Tables and shall hold office (subject to the provision of Rule 9 (c)) until they resign, or until the next ensuing Annual General Meeting, whichever first happens.
- (b) The Vice President, being President Elect, shall be declared elected as President prior to the declaration of the ballots for the other National officers. Should the Vice-Presidency fall vacant (and whether or not it is filled under Rule 6 (e)) the nomination and election of the President at the succeeding Annual General meeting shall follow the same procedure as for the other officers.
- (c) Nominations of National Officers shall be by Area Councils and must be delivered to the General Secretary at or before 12 noon on the day of the March National Council Meeting. Nominations will not be accepted unless endorsed with the original signatures of the nominee and proposers.
- (d) In the event of no nominations having been submitted in due time for any office in this Rule the National Council shall submit a suitable nomination.
- (e) The election of all Candidates for National Office, other than for National Vice President, shall be by Postal Ballot only in accordance with procedures established by the National Honorary Secretary whether physical or electronic.
- (f) All Candidates for National Office, other than those for National Vice President, shall speak at the March National Council meeting immediately following their nomination where more than one Candidate for an Office is standing. All Candidates shall speak for three minutes. In the absence of said Candidate the General Secretary or a person nominated by the National Honorary Secretary shall read the speech to the meeting. A transcript of their speeches shall be circulated to the membership annexed to the Notice and Agenda for the Annual General Meeting
- (g) Canvassing for support of nominations for National Officers shall be prohibited but the National Honorary Secretary shall obtain particulars and circularise all Constituent Tables, giving details of each candidate's Round Table career, not less than 42 days (35 days in the event of an Annual General Meeting in April) before the date fixed for the Annual General Meeting of the Association. In the event there being more than one nomination for the office of Vice-President, each candidate shall be required to address the Annual General Meeting for not more than five minutes at a suitable point early in the agenda. Candidates for the National Offices of Vice-President, Honorary Secretary, Honorary Treasurer, International Officer, Membership and Development Officer, Community Service Officer, Conference Officer, Marketing and Public Relations Officer , Sales Officer and the Sports and Social Officer, shall present to the Annual General Meeting, with their nomination for office, a written statement of not more than 300 words and such statement together with a transcript of their speech to the March National Council meeting shall be circulated to each constituent Table by the General Secretary as an addendum to the Notice and Agenda for the Annual General Meeting.
- (h) In case any Officer of the Association shall resign or die or be unable or unwilling for any cause to continue to act during his term of office, the National Council may appoint from Active Members of Constituent Tables of the Association, another person in his place and he shall serve for the remainder of the term of office of the Officer in whose stead he has been appointed.

## **7. DUTIES OF THE ASSOCIATION'S OFFICERS**

- (a) The President shall be Chairman of the National Council, the National Executive and of every General Meeting of the Association.
- (b) The Vice-President shall:-
  - (i) In the absence of the President preside at meetings of the National Council, the National Executive and General Meetings of the Association. If neither the President

- nor the Vice-President shall be present a Chairman shall be elected from those present at the meeting.
- (ii) Consider and report on matters relating to future policy and administration of the Association.
- (c) The Honorary Secretary shall :-
- (i) Prepare and keep or cause to be prepared and kept all Minute Books and records of the Association (except financial records).
  - (ii) Give notice of all meetings of the National Council and General Meetings of the Association and be responsible for all the arrangements therefore.
  - (iii) Deal with all matters between the Association and the National Association of Round Tables of Great Britain and Ireland Limited.
  - (iv) Be responsible for the signature of all contracts entered into by or on behalf of the Association other than where authority has been specifically delegated.
  - (v) Be responsible for the day to day management of all employees of the Association.
  - (vi) Be responsible for the Association's Website and electronic mail (E-mail) policy.
  - (vii) Consider and report on all matters concerning these Rules and the Standing Orders hereinafter contained.
  - (viii) Be responsible for the interpretation of these Rules, the said Standing Orders and Rules of Constituent Tables, subject to the right of appeal to the National Council, and for the approval and printing of these Rules, the said Standing Orders and the Rules of Constituent Tables and amendments thereto.
  - (ix) In consultation with other Officers of the Association have power to act in all matters regarding the commencement or defence of legal proceedings by or on behalf of the Association or any Constituent Table or any Member in his capacity as a Round Tabler.
- (d) The Honorary Treasurer shall be responsible for the maintenance of the financial records of the Association, the collection of Entrance and Capitation Fees and the payment of all accounts and expenses. He may withhold any payment and refer it to the National Council. The Honorary Treasurer shall be entitled to call for any explanation from any Member on any matter concerning the financial aspects of the Association's affairs.
- (e) The Marketing & Public Relations Officer shall act as editor of any regular publication and shall supervise all publicity materials of the Association. He shall be responsible for the public relations and of the Association including national press releases and contacts with national media and for all matters relating to the marketing of the Association.
- (f) The International Officer shall be responsible for implementing the international policy of the Association and for representing the Association at the Annual General Meetings and Regional Meetings of the World Council of Service Clubs and Round Table International and such other meetings as the National Council may from time to time approve.
- (g) The Membership and Development Officer shall be responsible for matters relating to Membership of the Association and its expansion.
- (h) The Community Service Officer shall be responsible for all matters relating to the community service endeavours of the Association.
- (i) The Conference Officer shall be responsible for all matters relating to the organisation of the National Conferences of the Association .
- (j) The Sales Officer shall be responsible for all matters in connection with the running of the Sales Department of the Association.
- (k) The Sports and Social Officer shall be responsible for all matters relating to the National Sporting Weekend and similar events.

## **8. GENERAL SECRETARY AND STAFF**

The National Executive shall have power to engage and dismiss a General Secretary and such permanent staff (none of whom shall be a Member of a Constituent Table) as it shall consider necessary to assist in the conduct of the business of the Association. The terms and conditions of employment and all matters arising from any such employment of a General Secretary and all staff shall be the responsibility of the National Executive.

**9. THE NATIONAL EXECUTIVE**

- (a) The National Executive shall consist of the Officers of the Association together with the Immediate Past President subject to Rule 18.
- (b) Any Officer shall be eligible for re-election, save that an Officer who has served for four consecutive years shall be ineligible for re-election in any position other than as President or Vice-President.
- (c) The National Executive shall deal with all matters relative to the legal status of the Association and all other matters referred to it by the National Council.
- (d) The National Executive shall manage the Association's investments.
- (e) The National Executive shall meet not less than four times a year at such times and places, as it shall decide.

**10. THE NATIONAL COUNCIL**

- (a) **CONSTITUTION**  
The National Council shall be responsible for the day to day management of the affairs of the Association.
- (b) The National Council shall consist of the Officers of the Association, the Immediate Past President and the elected National Councillors.
- (c) **ELECTION OF NATIONAL COUNCILLORS**  
Each Area Council shall in accordance with Standing Orders for Area Councils elect one National Councillor who shall assume office following the Annual General Meeting of the Association and shall continue in office until the termination of the corresponding meeting in the following year. Any vacancy shall be filled in accordance with the said Standing Orders. In the absence of a National Councillor to represent the Area at a particular National Council meeting the Area shall appoint a deputy from amongst its Area Executive or Active Members for the purpose of representing the Area at that meeting subject to the proviso that no current Member of the National Executive may act as such a deputy or exercise any voting rights on behalf of the Area.
- (d) **CONVENING OF MEETINGS**  
The convening of Meetings of the National Council shall be the responsibility of the Honorary Secretary. These Meetings shall be held during the months of June or July, October and March and one to be held at the National Conference in each year, and at such other times as shall be deemed expedient and at any time on a request in writing received from not less than ten percent of the Areas comprising in the aggregate not less than ten percent of the Constituent Tables. The Notice of and Agenda for each Meeting shall be made available for download from the Association's Website and be sent by electronic mail to each National Councillor, Chairman of each Constituent Table, Area Chairman, Area Vice-Chairman and Area Secretary for whom the Association have an e-mail address at least 21 days before the Meeting. Where the Association does not have an e-mail address, the Notice shall be sent by post.
- (e) **VOTING AND POLL**
  - (i) At any Meeting of the National Council a resolution put to the vote of the Meeting shall be decided on a show of hands by the elected Councillors or their deputies unless a poll is (before or immediately on the declaration of the result of the show of hands) demanded by at least four Councillors. If the votes cast for and against be equal the Chairman shall have the casting vote.
  - (ii) If a poll is duly demanded it shall be taken in such manner as the Standing Orders of the National Council shall provide and the result of the poll shall be deemed to be the resolution of the Meeting.
  - (iii) On a poll the Councillor from each Area shall have one vote for every Chartered Table constituting the Area by which he was elected.

- (iv) The National Council may call for a Referendum to be held on any matters competent to National Council in terms of National Rule 3 and 4, in accordance with the following provisions of this Rule:
- 10. (e)**
- (iv) (1) The call for a Referendum may be made at any meeting of the National Council.  
 (2) Any such call must be supported by not less than two-thirds of the National Council present at such meeting.  
 (3) The Notice and subject matter of the Referendum shall be submitted to Constituent Tables in accordance with Standing Order 5 for National Councils.
- (f) **COMMITTEES**
- (i) Some Members of the National Council shall serve on one of the Standing Committees of the National Council as constituted under the Standing Orders hereinafter contained. The requisite number of National Councillors to serve on each Standing Committee of the Association shall be decided by the outgoing National Executive. All incoming National Councillors shall confirm in writing to the General Secretary by 5.00pm on the day before the Annual General Meeting whether they are willing or not to serve on a Standing Committee. If the number of National Councillors willing to serve exceeds the requisite number then the requisite number shall be selected by the incoming National Executive in the presence of the General Secretary at their first meeting. The National Executive shall allocate National Councillors to the Standing Committees.
  - (ii) The President and Vice-President shall be ex-officio Members of all the Committees of the National Council constituted under the said Standing Orders and shall be entitled to vote at meetings of such Committees. The Honorary Secretary shall be an ex-officio Member without voting rights of all such Committees, other than those to which he is specifically appointed by the Council at which such meetings he shall be entitled to vote.
  - (iii) Additionally Active Tablers may at the beginning of each Table year make application for appointment as National Committee Members. This role allows interested Tablers to participate in the Standing Committees without conferring on them any formal duties or responsibilities. The decision as to appointment to a Committee is entirely at the discretion of the Honorary Secretary who will invite applications at the same time as requesting Nomination Forms for National Councillors.  
 For the avoidance of doubt, National Committee Members do not have any voting rights other when they are acting as deputy for a National Councillor under the provisions of Rule 10. (c)
- (g) **COMMITTEE REPORTS**  
 Each Committee appointed by the National Council shall submit a report on its proceedings to the June or July, October and March meetings of the National Council.

**11. THE AREA**

- (a) **TABLE GROUPINGS**  
 Tables shall be grouped into Areas. The National Council shall on inauguration of every new Table confirm in which Area such Table is situate to the Table and the Area concerned. The National Council shall have power to vary the number and/or boundaries of such Areas as it may from time to time determine and to transfer a Table from one Area to another. The National Council in each case shall take into consideration such representations as the individual Table or the Area or Areas concerned shall make and the decision of the National Council shall forthwith be communicated to the Table and the Area or Areas concerned.
- (b) **NUMBER AND NAME**  
 Each Area shall be known by a number issued by the National Council and by such name as it shall adopt with the approval of the National Council.

- 11. (c) AREA COUNCIL OFFICERS AND MANAGEMENT**  
The affairs of each Area shall be managed by a Council consisting of the Officers defined in the Area Standing Orders hereinafter contained and Immediate Past Chairman (subject to Rule 18 hereof) and such other Executive Members as may be elected together with one Active Member from each Constituent Table in such Area elected in accordance with the Rules for Constituent Tables.
- (d) MEETINGS**  
(i) Area Councils shall meet not less than four times a year, such meetings to be held not more than 15 days before each of the June or July, October and March meetings of the National Council and the fourth during the month of April and before the Annual General Meeting of the Association for the purpose of the Annual General Meeting of the Area Council. At the latter meeting there shall be elected a National Councillor who shall take office as provided for in Rule 10 (b). Other meetings of Area Councils may be convened at any time in accordance with Standing Orders for Area Councils.  
(ii) Tables representing at least twenty-five percent of the number of Tables in an Area may demand by written notice to the Area Honorary Secretary a special meeting of the Area Council to be held within 28 days of such notice.
- (e) FUNDS**  
Each Area Council shall be responsible for raising such funds as shall be necessary for the conduct of its affairs.
- (f) OBJECTS AND RESPONSIBILITIES**  
The objects and responsibilities of Area Councils shall include:-  
(i) To co-ordinate the activities of individual Tables within the Area, to disseminate information to those Tables and to assist Tables whenever necessary.  
(ii) To consider, prepare and present resolutions to the National Council.  
(iii) To give assistance in the transfer of Members from one Table to another and to supervise any extension of the Association within that Area.  
(iv) To monitor the Active Membership and whenever required, assist in the merger or closure of Tables.  
(v) To encourage Joint Meetings.  
(vi) To encourage Inter-Table social and other functions.  
(vii) To encourage international friendship and understanding and promote links with clubs and areas in other similar overseas Associations.  
(viii) To nominate candidates for National Office.  
(ix) To sell and distribute the Association's goods and publications.
- (g) RESOLUTIONS TO NATIONAL COUNCIL**  
Any resolution which a Constituent Table or Area Council desires to submit to the National Council must first be submitted to the appropriate Area Council. If the resolution is passed by a majority of votes cast at a meeting of the Area Council it shall be forwarded by the Area Council to the National Honorary Secretary who shall place it on the agenda for the next practicable ordinary business meeting of the National Council. If the resolution is not passed by the Area Council any Table which submitted such resolution may, if it so desires, request the National Honorary Secretary to refer the subject matter of the resolution to the appropriate Committee of the National Council.
- 12. THE CONSTITUENT TABLE**
- (a) RULES**  
Constituent Tables shall conform to these Rules where applicable and shall adopt the Rules for Constituent Tables hereinafter contained.
- (b) FUNDS**  
Constituent Tables shall have power to raise such monies as may be required to further the Aims and Objects of the Association or to execute any task undertaken by them and consistent therewith and for the general administration of the Table.
- (c) SUBSCRIPTIONS**  
Each Active Member or Honorary Member, if required by the Table, of a Constituent Table shall pay to the Honorary Treasurer of such Table an annual subscription of such amount as shall be determined at the Table's Annual General Meeting.

12. (d) **SUBSCRIPTIONS OF TRANSFERRED MEMBERS**  
A transferred Member, provided his subscriptions have been fully paid shall not be liable for a further subscription to his new Table during the current financial year, and no apportionment of his subscription shall be made, but the Table receiving the transferred Member's subscription, shall be responsible for paying his Capitation fee for that year.
13. **ACCOUNTS AND FINANCE**
- (a) **ACCOUNTS**  
The Accounts of the Association shall be independently examined annually by a professional Accountant who shall report thereon in writing. The Annual Accounts and the Honorary Treasurer's report shall be presented to the March Meeting of the National Council. The Annual Accounts as adopted by the National Council together with the Independent Examiner's report thereon and the Honorary Treasurer's report shall be presented to the Annual General Meeting.
- (b) **FINANCIAL YEAR**  
The financial year of the Association shall be from 1st June to 31st May.
- (c) **ENTRANCE, CAPITATION FEES AND INSURANCE PREMIUM**
- (i) **ENTRANCE FEES**  
Each Constituent Table shall pay to the Association an entrance fee for each new Active Member of the Association of such amount as shall be determined in accordance with Rule 13 (d) hereof. Such entrance fees are to be based pro-rata monthly for the Table year remaining to the 31st March and shall be payable to the Association before a Member's induction into the Table. For the avoidance of doubt, a Constituent Table will not pay an entrance fee for a new Active Member who is already a Member of another Constituent Table which pays an annual Capitation fee for that Member.
- (ii) **CAPITATION FEES**  
Each Constituent Table shall pay to the Association an annual Capitation fee of such amount as shall be determined in accordance with Rule 13 (d) in respect of each Active Member, other than Active Members whose date of Induction was before they attained their 26<sup>th</sup> birthday and whose Capitation Fee is waived for the first two years of membership, and each Honorary Member who is a former Active Member of Round Table and is less than 45 years of age who is not already liable to payment of an annual Capitation fee by virtue of his Membership of another Constituent Table as at 1st April in each year. Such amount to be remitted to the Association not later than the 15th July following. For the purpose of this Rule and Rule 13 (c) (iii) below, a World Council of Service Clubs, Round Table International, National, Area or Table Officer, Councillor, or Executive Member who is continuing as such only in accordance with Rule 3 (f) (ii) of the Rules for Constituent Tables shall be deemed not to be an Active Member.
- (iv) **TERMS OF PAYMENT**  
If by 15th July a Table has failed to pay in full any entrance fees due for the previous Table year or the annual capitation fee due for the current Table year under paragraphs (c) (i) and (ii) and (iii) of this Rule the default shall be notified in writing to the Table Chairman at his last recorded address and to the Area Secretary by the General Secretary. If the outstanding payments have not been received in full by the Association at 31st August in that year then the Table shall be suspended from the Association forthwith without further notice and the suspension shall be notified in writing to the Table Chairman by the General Secretary.  
The suspension shall be rescinded immediately upon receipt by the Association of the full amount of the sums outstanding together with an additional levy of £5.00 per Active Member for whom fees are payable and the Table Chairman shall be so notified in writing by the General Secretary. If the outstanding payments have not been received in full by the Association at 30th September in that year then the Table will be expelled from the Association forthwith without further notice and the expulsion should be notified in writing to the Table Chairman by the General Secretary.
13. (d) **ANNUAL BUDGET**  
At its Annual General Meeting the Association shall approve a budget for the financial year commencing on the following 1st June and shall also determine the Capitation and Entrance fees payable for the same period.

- (e) **EXPENSES**  
All Tablers shall serve without any remuneration whatsoever save for such allowances and honoraria and reimbursement of expenses as shall be granted to them.
- (f) **CONTROL OF EXPENDITURE**
  - (i) No order for goods or services shall be issued by or on behalf of the Association unless the cost is wholly covered by an approved annual or supplementary estimate or by special financial provision.
  - (ii) No person or persons shall make any agreement or contract binding upon the Association or vary the terms of any existing contract or agreement except with the approval of the National Executive Committee who may delegate to a specific Member or Members of the National Executive authority to enter into any agreement or contract usual or normal in the course of the general business of the Association.
- (g) **RESERVES**  
A Reserves Policy will be adopted as follows: -
  - (i) That a minimum Reserves level of £200,000 is maintained;
  - (ii) That this level of Reserves refers to liquid assets only e.g. cash, investments;
  - (iii) That the Finance Committee on an annual basis review this minimum level of Reserves (the "floor") and recommend changes as appropriate;
  - (iv) The AGM Financial Report should specifically report the variance against this level;
  - (v) All budgets presented should report on the impact on Reserves;
  - (vi) Any budget projecting a fall in Reserves below the "floor" would require National Executive / National Council to seek a specific AGM or EGM Resolution prior to the budget being submitted;
  - (vii) Similarly, any expenditure that would reduce Reserves below the "floor" would require a specific resolution at an AGM or EGM.

#### **14. ANNUAL GENERAL MEETING**

- (a) **DATE AND VENUE**  
The Annual General Meeting of the Association shall be held during a period including the last ten days of April and the month of May, on a Saturday.
- (b) **NOTICE OF MEETING AND AGENDA**  
Not less than 42 days (35 days in the event of an Annual General Meeting in April) before the date fixed for the Annual General Meeting the notice of and Agenda for such meeting shall be made available for download from the Association's Website and be sent by electronic mail to each National Councillor, Chairman of each Constituent Table, Area Chairman, Area Vice Chairman and Area Secretary for whom the Association have an e-mail address. Where the Association does not have an e-mail address, the Notice shall be sent by post.
- (c) **BUSINESS TO BE TRANSACTED**  
At each Annual General Meeting of the Association the following business shall be transacted:-
  - (i) Confirmation and adoption of the Minutes of the last Annual General Meeting and any subsequent Special General Meeting.
  - (ii) Receipt of the Report of the National Council.
  - (iii) The presentation and adoption of the Association's Accounts together with the Independent Examiner's report thereon and the Honorary Treasurer's Report.
  - (iv) The presentation and adoption of the budget for the ensuing year.
  - (v) Resolutions submitted by the National Council.
  - (vi) Resolutions submitted by the Area Councils.
  - (vii) Election of Officers.
  - (viii) Appointment of Auditors.
  - (ix) Any other business.
- (d) **RESOLUTIONS TO ANNUAL GENERAL MEETING**
  - (i) Any resolution which a Constituent Table or Area Council desires to submit to an Annual General Meeting must first be submitted to the National Council under the procedure laid down in Rule 11 (g) and shall be submitted to the National Honorary Secretary on or before the last day of February.

- (ii) Any resolution submitted to the National Council under this Rule shall be placed on the agenda for the next Annual General Meeting .
  - (e) **RECONSIDERATION OF RESOLUTIONS**  
Resolutions moved at an Annual General Meeting whether adopted or rejected, shall not be brought forward for reconsideration before the second Annual General Meeting next following that at which such resolutions were moved, unless otherwise directed by the National Council.
  - (f) **REFERENDUM**  
No proposal to hold a referendum of the Membership shall be valid unless duly proposed at an Annual General Meeting and passed by a two-thirds majority of Tables voting at such meeting.
  - (g) **DELEGATES' EXPENSES**  
For Annual General Meetings expenses will be paid to the Delegate from each Chartered Table in respect of travel costs incurred as determined in the Association's Expenses Policy as published from time to time by the National Honorary Treasurer.
  - (h) In order for a valid AGM Travel claim to arise, the Delegate must sign into the AGM on the morning of the meeting before the appointed start time set out in the published Notice and Agenda and must be present at the start of the meeting.
- 15. NATIONAL CONFERENCES AND EVENTS**
- (a) National Events shall comprise any event including the National Conference sanctioned by National Council and organised by an Area or Table.
  - (b) **DATE AND VENUE OF CONFERENCE**  
The National Conference of the Association shall be held during a period including the last ten days of April and the month of May in each year. The proposed date and venue of each Conference shall be ratified at a meeting of the National Council and shall be determined as far in advance as possible. In choosing the venue National Council should give reasonable consideration to the requirements at the venue of suitable accommodation for the Annual General Meeting of the National Association of Ladies' Circles.
  - (c) **ARRANGEMENTS FOR NATIONAL EVENTS**
    - (i) The National Council shall be responsible for all arrangements and make the necessary financial provision out of funds of the Association in respect of each National Event.
    - (ii) Not later than five months after the end of the calendar month in which a National Event is held, full accounts Independently Examined by a qualified Accountant shall be submitted to the National Honorary Treasurer who shall circulate them to National Council.
    - (iii) All profits or losses accruing to or resulting from the holding of National Events shall accrue to or be borne by the Association.
- 16. GENERAL MEETINGS**
- (a) **ATTENDANCE**  
All Members of Constituent Tables shall be entitled to attend and to speak at a General Meeting of the Association but except as hereinafter provided shall not be entitled to vote. This right is subject to
    - (i) precedence being given to all delegates appointed in accordance with Rule 16 (b) and
    - (ii) accommodation being available.
  - (b) **DELEGATES AND VOTING RIGHTS**
    - (i) Each Constituent Table subject to the provisions of Standing Orders for General Meetings of the Association rule 4(e), shall appoint one delegate to attend any General Meeting of the Association. The delegate, who shall not be a current Member of the National Executive, shall be an Active Member of that Table at the date of the General Meeting or, in respect of the Annual General Meeting only, a person who ceased to be an Active Member of that Table under Rule 13 (g) (ii) for Constituent Tables at 31st March immediately preceding the Annual General Meeting.
    - (ii) It shall be the duty of such delegate to attend the General Meeting for which he is appointed and voting and other documents handed to him at registration for the

General Meeting shall not be transferred to anyone else. A separate appointment of a delegate must be made for each General Meeting.

- (iii) Each Table represented shall have one vote on any resolution and in any election for the Office of Vice President which shall take place at any General Meeting.
- (iv) Additionally each Constituent Table shall have one vote for the election of Officers other than Vice President which can cast by ballot at the Annual General Meeting or by a postal system which shall be governed and controlled under procedures laid down by the National Honorary Secretary.
- (v) For the avoidance of doubt each Table is entitled to one vote only for the election of Officers including the Vice-President.

(c) **CONVENING OF SPECIAL GENERAL MEETINGS**

- (i) Not less than ten percent of Areas comprising in the aggregate not less than ten percent of the Constituent Tables may by notice in writing to the Honorary Secretary and signed by the Chairman and Secretary of each such Area Council, request a Special General Meeting of the Association to be summoned and shall state specifically the matters such Areas desire to be dealt with at such meeting.
- (ii) The National Council shall at its next Meeting consider such request and may thereupon direct a Special General Meeting to be summoned. The National Council shall make arrangements accordingly.
- (iii) The National Council shall also be entitled to call for a Special General Meeting providing that prior to calling for a Special General Meeting the National Council give notice of the intention so to do as a resolution in the agenda paper for the national Council Meeting. Such notice to include the draft resolutions for said Special General Meeting. The National Council Meeting must either approve said resolution in its entirety or reject it.
- (iv) No other business shall be transacted at such Special General Meeting save that for which the meeting shall have been summoned. The Notice of and Agenda for such meeting shall be made available for download from the Association's Website and be sent by electronic mail to each National Councillor, Chairman of each Constituent Table, Area Chairman, Area Vice Chairman and Area Secretary for whom the Association have an e-mail address forthwith. Where the Association does not have an e-mail address, the Notice shall be sent by post.

(d) **RECONSIDERATION OF RESOLUTION**

Resolutions moved at a Special General Meeting, whether adopted or rejected, shall not be brought forward for reconsideration for a period of two years following the meeting at which such resolutions were moved, unless otherwise directed by the National Council.

**17. PARTY POLITICS AND SECTARIAN RELIGION**

Party politics and sectarian religion shall not be discussed at any meeting.

**18. EXCEPTION TO RETIREMENT RULE**

The provisions of Rule 3 (f) (ii) of the Rules for Constituent Tables as to cessation of Membership on reaching the age limit shall not apply to a National President, an Area Chairman or a Table Chairman who shall have attained the age of 45 on or before 31st March in his year of office; in such case he shall be permitted to succeed as Immediate Past President or Immediate Past Chairman for one further year with full voting rights but shall be ineligible to assume any National or Area elective position or be Table Chairman.

**19. ROUND TABLE REGALIA**

Round Table Regalia, with the exception of Fellowship Trophies as defined herein, shall not be taken from the Table or Venue to which they belong. In the event that, contrary to this rule, regalia is removed the Chairman of the owning Table shall be notified in writing within 24 hours of its removal. Any regalia taken, with the exception of Fellowship Trophies, shall be returned within 14 days at the expense of the Table or Tablers who originally removed it. In the event of an item of regalia being lost or damaged the Table or Tables whose Members or guests removed the item shall be responsible for replacing the item at their own expense. A Fellowship Trophy is an object clearly marked as being available for removal by visiting Tables or Tablers for the purpose of promoting the Fellowship of return Table visits.

**20. ALTERATION OF RULES**

- (a) The Constitution and Rules of the Association, the Rules for Constituent Tables and the Standing Orders of the Association may be altered, amended or added to by

- (i) A duly proposed resolution passed by two-thirds of the Tables present and entitled to vote at a General Meeting of the Association, or
- (ii) Other than for those Rules specifically excluded below in Section (iii), a duly proposed motion under Standing Order 4 for National Council and the Standing Committees of the Association passed by two-thirds of the National Councillors or their duly appointed deputies present and entitled to vote at a National Council Meeting.
- (iii) Rules excluded from change under Rule 20 (a) (ii)

Constitution and Rules:

- 1. Name, Maxim and Emblem
- 2. Aims and Objects
- 10 (b). The National Council: Constitution
- 13. Accounts and Finance
- 18. Exception to Retirement Rule
- 20. Alteration of Rules

Standard Rules for Constituent Tables:

- 3 (a) (i). Active Membership (including the age Rule)

- (b) Any Resolution which if carried would involve an alteration, amendment or addition to the Constitution and Rules of the Association No's 1, 2 and 6(a) or the Standard Rules for Constituent Tables No's 3(a)(i) and 8, may only be placed before a General Meeting of the Association if such proposed change has been previously approved by a preceding Annual General Meeting of Round Table International, in accordance with the provisions of Article 5.3.7 of the Constitution of Round Table International as adopted in August 2001.
- (c) If any conflict shall arise between these Rules and the Rules for Constituent Tables or any of the Standing Orders hereinafter contained these Rules shall prevail.

# **STANDARD RULES FOR CONSTITUENT TABLES**

## STANDARD RULES FOR CONSTITUENT TABLES

### 1. TITLE AND STATUS

- (a) Each Table shall be known by a name approved by the National Council; and shall have a number which shall be allocated to it by the National Council.
- (b) Each Table shall be affiliated to the Association.

### 2. OBJECTS

Each Table shall adopt as its Objects the Aims and Objects of the Association (National Rule 2).

### 3. MEMBERSHIP

#### (a) Kinds of Membership

There shall be three kinds of Membership: Active, Honorary and International to which the following conditions shall apply:-

- (i) Any man not less than 18 years of age not more than 45 years of age who undertakes to accept the Aims and Objects of the Association shall be eligible for Active Membership. A man eligible for Active Membership may be a Member of not more than two Tables.
- (ii) Any man whether or not he has been an Active Member who it is desired to honour may be elected an Honorary President, an Honorary Vice-President or an Honorary Member (all of which positions are hereinafter referred to by the description "Honorary Member"). The position of Honorary President shall be considered the highest mark of esteem which a Table can bestow and shall only be given to those who have rendered special and distinguished service to the Country or to the Table or to the Association. An Honorary Member may be elected for a period of one year only although he shall be eligible for re-election provided that there shall not be elected more than five Honorary Members. An Honorary Member may attend all the meetings of the Table and may enjoy all the privileges of Membership but he shall not be entitled to vote at any meeting of the Table propose or second any resolution or hold any office.
- (iii) Members of National Associations where that National Association is a full Member of Round Table International temporarily residing or working within Great Britain and Ireland shall be eligible for election as International Members for a period not exceeding one year, although they shall be eligible for re-election. Such Members taking up permanent residence shall be eligible for election as Active Members.

#### (b) Procedure for Admission to Active Membership

- (i) Any Active Member of Round Table may propose a new Member or second any such proposal.
- (ii) An application for Membership shall be made on an official nomination form issued by the Association and shall, when duly completed and signed by the proposer, seconder and candidate, be delivered to the Table Secretary who shall bring it before the Table Council at its next meeting.
- (iii) The Table Council shall decide whether or not the application should be received, and for this purpose if three or more Members of the Council shall vote against the reception or the application, the candidate shall be refused admission to Membership.
- (iv) If the Table Council shall decide to receive the application the Honorary Secretary of the Table shall forthwith notify in writing all Active Members of the Table, and any Active Member may within fourteen days of receipt of the notice forward a written objection to the application to the Honorary Secretary of the Table.
- (v) Any Tabler who has objected to the application shall attend the next meeting of the Table Council, and shall be interviewed by the Council; and the Council shall then or at an adjourned meeting decide whether or not the candidate should be admitted to Membership, and for this purpose if three or more Members of the Council shall vote against admission of the candidate he shall not be admitted to Membership.

#### (c) Procedure for Admission of Honorary Members and International Members

- (i) A candidate for Honorary or International Membership shall be proposed either by at least two Officers of the Table or four Active Members of the Table and the proposal shall be submitted in writing to the Table Secretary.

- (ii) The Table Secretary shall place the proposal before the Table Council who shall decide whether or not to recommend the proposal to the Table and for this purpose a two-thirds majority of those present and entitled to vote shall be necessary.
- (iii) If recommended by the Table Council the proposal shall be put to a full meeting of the Table and the Table shall decide whether or not to accept the proposal and for this purpose a two-thirds majority of those present and entitled to vote shall be necessary.
- (iv) An Honorary or International Member shall cease his Membership at the Annual General Meeting of the Table following his election. He may be re-elected if a proposal to that effect is put before the meeting by the Table Council.

(d) **Transfer of Membership**

- (i) If a Tabler moves from the district where he resides or works he shall be entitled to transfer leave for a period of six months from the Table of which he is a Member.
- (ii) A Tabler on transfer leave may apply to the Honorary Secretary of another constituent Table for Membership and the Honorary Secretary shall forthwith enquire of the Council of the Table of which he is a Member whether or not they are prepared to support his application. If the Table Council of the Table of which he is a Member shall support his application he shall forthwith be admitted to Membership of the Table to whom he has applied and the procedure set out in paragraph (b) of this Rule shall not apply.

(e) **Leave of Absence**

Upon application by a Member for leave of absence for business or personal reasons a Table Council may grant or renew at its discretion such leave for a period not exceeding six months during which time the Member shall remain an Active Member of the Table.

(f) **Cessation of Membership**

- (i) If an Active Member shall cease to be a Member of any Table his Membership of Round Table shall cease for all purposes.
- (ii) An Active Member shall cease to be a Member of Round Table on the 31st March following his 45th birthday or if his 45th birthday falls on 31st March then on that day but he shall be entitled to attend all Table Meetings up to and including the Annual General Meeting immediately following his retirement without voting rights and if he is an Officer (including a Regional Officer) of the World Council of Service Clubs or Round Table International or of his Table, Area or National Council he shall be entitled to continue in that office until the constitutional moment when his successor should take over.
- (iii) Unless an Active Member shall make an explanation to the satisfaction of the Table Council, his Membership of Round Table shall cease if in any Table year he shall have failed to attend sixty percent or fifteen meetings, whichever is the less, of the Ordinary Meetings of the Table provided that the Table Council shall disregard any absences in a period during which the Tabler is on leave of absence in accordance with paragraphs (d) (ii) and (e) of this Rule and provided further for the purposes of this paragraph attendance by the Tabler within fourteen days before or after a meeting of the Table from which he was absent at a meeting of the National Council, National Executive, National Council Committee, Area Council, Area Executive, another Table of which he is not additionally a Member or a Table in process of inauguration shall be deemed to be attendance at his own Table unless fewer than fifty percent of his actual attendances have been made at his own Table.
- (iv) A Member, Active, Honorary or International, shall cease his Membership of Round Table if he shall have failed to pay his subscription for thirty days after such omission has been notified to him and the Chairman of any Constituent Table of which he is additionally a Member. Such notification shall be in writing and sent by the Honorary Secretary of the Table to the Tabler at his last known address.
- (v) An Active Member shall cease to be a Member of Round Table if he fails to join another Table in accordance with paragraph (d) of this Rule except if he is already and continues to be an Active Member of another constituent Table, as permitted by rule 3(a)(i) hereof.
- (vi) If any Member shall be expelled from Membership in accordance with paragraph (g) of this Rule his Membership of Round Table shall cease and that Member shall be barred from Membership of any Constituent Table.

**3. (g) Expulsion of Members by a Constituent Round Table**

- (i) If any Member of Round Table shall disregard any rule or regulation of the Table or the Association or shall be guilty of any conduct which in the opinion of the Table of which he is a Member is inimical to the interests of that Table or the Association, he may be expelled from the Round Table of which he is a Member under the provisions of this paragraph.
- (ii) Written notice (without specifying reasons) of a proposal to expel a Member from a Round Table shall be given by the Honorary Secretary of the Table, to every Member of the Table, including the Member sought to be expelled and to the Chairman of any other Constituent Table of which the Member sought to be expelled is additionally a Member, at least fourteen days before the meeting at which the proposal is to be considered.
- (iii) Any proposal to suspend or expel under this Rule must be notified in writing to the Honorary Secretary of the Table identifying the relevant Member and specifying the reasons for the proposal and giving information on the alleged contravention or conduct.
- (iv) At least fourteen days before such meeting the Honorary Secretary shall invite in writing the Member sought to be expelled to attend and speak at the meeting or to make prior written representations to the Table Chairman or himself and shall also advise him in writing of his right of appeal under the provisions of this paragraph.
- (v) A motion to expel a Member of a Table from Membership of that Table shall only be passed at a meeting of the Table convened in accordance with the preceding subparagraphs of this paragraph by a two-thirds majority of those Tablers present and entitled to vote at the meeting.
- (vi) Within fourteen days of the meeting at which a motion for expulsion of a Member from a Table was passed the expelled Member may give notice in writing to the National Honorary Secretary of his intention to appeal against expulsion. Pending the outcome of such appeal the Membership of any Constituent Table of the appellant shall be deemed not to have ceased but shall be suspended until such time as the Conduct Committee had made its decision and communicated that decision to the appellant and each Table of which the appellant was a Member.
- (vii) The terms of suspension shall be determined subject to the National Honorary Secretary's absolute discretion in the interests of the Association and Members of the public. In serious cases or where the conduct is not in doubt or where a Member or Past Member has been convicted of a sexual offence the National Honorary Secretary shall exercise the right on behalf of the Association to impose a full Suspension of the Member from Membership of the Association and from attendance at any Table events pending determination of any Appeal to the Conduct Committee.
- (viii) The relevant Member may appeal against such expulsion by a written submission to the Honorary Secretary specifying the grounds for the appeal. To be valid such written submission must be received by the Honorary Secretary within 14 days of the receipt of the notice advising the Honorary Secretary of the Member's intention to appeal against expulsion. The Honorary Secretary may also request a similar submission from the Chairman of the Table detailing the reasons for expulsion.
- (ix) Following examination of the written submissions the Honorary Secretary may at his sole discretion find for the appellant, uphold the expulsion of the Member or convene a meeting of the Past President's Committee as soon as possible to consider the Appeal. The quorum for the Past President's Committee shall be six plus a Past President of the Association. The relevant Member shall be given not less than seven days written notice of the meeting of the Past President's Committee which notice shall: -
  - (1) Specify the date time and venue of the meeting,
  - (2) Invite the relevant Member to address the meeting or alternatively to request that the written submissions to the Honorary Secretary are circulated to the Members of the Past President's Committee present at the meeting.
  - (3) Advise him of his right to be represented at the meeting by a National Councillor.
- (x) The decision of a majority of the Past President's Committee shall be final.
- (xi) For the avoidance of doubt: -
  - (1) If any Member who has been expelled and lodges a valid appeal under paragraph (viii) hereof, pending the outcome of such appeal, his Membership of any Constituent Table shall be deemed not to have ceased but shall be suspended until such time as the Conduct Committee had

3. (g) (xi) (1) made its decision and be subject to the suspension or expulsion imposed by the Past President's Committee pending determination of the Appeal.
- (2) The Conduct Committee and the Past President's Committee shall only meet when required to do so under the provisions of this Rule.
- (3) A report of each meeting of the Past President's Committee shall be given to the next meeting of National Council.

#### 4. MEETINGS

(a) **Ordinary Meetings**

The Table shall meet at least twice in every calendar month at such venue as the Table shall determine provided that any Table may suspend its meetings for a period not exceeding two months during the summer months.

(b) **Special Meeting**

- (i) A Special Meeting of the Table may be convened at any time either by the direction of the Table Council or by a written request to the Honorary Secretary of the Table summarising the nature of the business it is sought to bring before the meeting by twenty-five percent of the Active Membership of the Table or ten Active Members of the Table, whichever shall be the less.
- (ii) The Honorary Secretary of the Table shall give at least fourteen days prior notice in writing of a Special Meeting of the Table to every Active Member of the Table and such notice shall summarise the business which is to be brought before the Meeting.
- (iii) Only business specified in the Notice convening the meeting shall be considered at a Special Meeting and no resolution shall be deemed to have been carried unless supported by the votes of not less than two-thirds of those Active Members present and entitled to vote.

(c) **Annual General Meeting**

- (i) The Annual General Meeting of the Table shall be held in the month of April and before the Annual General Meeting of the Association in each year for the purpose of electing the Officers and Table Council, and any Honorary or Members and for transacting any other annual business of the Table.
- (ii) The Honorary Secretary of the Table shall give at least twenty-one days notice in writing of the Annual General Meeting specifying the business to be transacted at the meeting to every Active Member of the Table, Nominations for the election of Table Officers or Council shall be made in such manner as the Table may desire.

(d) **General**

- (i) The quorum for all meetings of the Table, the Table General Council and of its Sub-committees shall be fifty percent.
- (ii) Only Active Members of the Table may vote at meetings of the Table, the Table Council or any of its Sub-Committees.
- (iii) The Chairman presiding at any meeting shall have a casting vote only.

#### 5. OFFICERS AND MANAGEMENT

(a) **Officers**

- (i) The Officers of the Table shall be the Chairman, Vice-Chairman, Honorary Secretary, Honorary Treasurer, Membership and Development Officer and Media and Public Relations Officer who shall all be Active Members.
- (ii) Each Officer shall be elected annually by the Active Members present at the Annual General Meeting of the Table.
- (iii) No Tabler may hold the office of Chairman, Vice-Chairman, Honorary Secretary or Honorary Treasurer in more than one Table concurrently, in any Table year.
- (iv) No Tabler may hold the same office for more than three years consecutively.

(b) **The Table Council**

- (i) The Table Council shall consist of the Table Officers, the Area Councillor and the Immediate Past Chairman of the Table and such number of Councillors as the Table shall determine from time to time.
- (ii) The Table Councillors shall be Active Members of the Table and shall be elected annually at the Annual General Meeting of the Table.

- (iii) If the Immediate Past Chairman of the Table has ceased to be an Active Member under Rule 3 (g) (ii) he shall nevertheless be entitled to Active Membership of the Table and the Council with full voting rights but shall be ineligible to assume any National or Area elective position or be Table Chairman.
- (iv) The Table Council shall have power to form all necessary sub-committees and to co-opt Active Members of the Table to serve thereon and such sub-committees shall be responsible to the Table Council and shall report regularly thereto.
- (v) The Table Council shall be responsible to the Table for the administration of the Table.
- (vi) The Table Council shall have no power to commit the Table to any financial, service or charitable obligation without the prior approval of the majority of the Active Members present and entitled to vote at a meeting of the Table.

(c) **Delegates**

- (i) The Table shall elect annually at the Annual General Meeting one Area Councillor, who shall be a Member of the Table Council, to represent the Table at the meetings of the Area Council. In the absence of the Area Councillor to represent the Table at a particular Area Council meeting the Table shall appoint a deputy from amongst its Active Members for the purpose of representing the Table at that meeting.
- (ii) No Tabler may represent more than one Constituent Table as Area Councillor at anytime.
- (iii) The Table shall appoint one delegate to represent the Table at any General Meeting of the Association.

**6. SUBSCRIPTIONS AND ENTRANCE FEES**

- (a) The subscriptions for Active Members shall be such sum as shall be determined by the Table.
- (b) A Table may at its discretion levy a subscription from Honorary or International Members.
- (b) A Table may at its discretion levy a reduced subscription from Members who are also Active Members of another constituent Table.
- (d) The subscription shall become payable at the Annual General Meeting or in the case of a new Member at the date of his induction.
- (e) If an Active Member transfers from one Table to another he shall pay his subscriptions to the Table of which he was a Member on the 1st April preceding the date of his transfer.
- (e) The Treasurer of the Table shall collect from every new Member, excluding those Members who are already Active Members of another Constituent Table or are less than 25 years of age on the day the date of their induction as an Member is notified to Headquarters, on his induction as an Active Member of Round Table an Entrance Fee the amount of which shall be decided by the Annual General Meeting of the Association, and the Treasurer shall account to the Association for the Entrance Fees so collected.

**7. FINANCE AND ACCOUNTS**

- (a) The financial year of the Table shall commence on the 1st April and end on the 31st March.
- (b) The Table shall maintain an adequate record of all financial transactions undertaken by the Table and minutes of all business transacted by the Table; and any Active Member of the Table shall be entitled to inspect at any reasonable time the financial records and minute books; and it shall be the duty of the Treasurer or Honorary Secretary to produce such financial records or minute books on request.
- (c) The Table shall account separately for any funds which are raised by the Table for charitable purposes. Such funds shall be kept in a separate Bank Account or shall be invested separately from funds which the Table has raised for its own purposes. If required to do so in accordance with rules laid down by the Charity Commission (or other appropriate body) a Table shall register its Charity Account with such body and comply with all requirements in that regard.

7. (d) If a Table proposes to raise monies which are not intended to be used for charitable purposes then those monies shall be sought specifically for that purpose from Tablers, Ex-Tablers and their guests or through sponsorship provided the non-charitable purpose is stated to the sponsor or made known to the persons from whom the money is to be raised.
- (e) An Annual Report and independently inspected Financial Statement shall be presented for adoption to the Annual General Meeting of the Table.
- (f) The Table may agree to contribute towards certain expenses incurred by Members of the Table but no Member shall be entitled to be refunded any expenditure which he has incurred without prior express approval of the Table.

## 8. GENERAL

- (a) **Party Politics and Sectarian Religion**  
Party politics and sectarian religion shall be excluded from all Table discussion.
- (b) **Ladies**  
No lady shall be admitted to any meeting of the Table, other than a joint meeting, except in the capacity of a speaker.
- (c) **Joint Meetings**  
The Table may designate no more than four meetings in any one year as joint meetings with ladies.
- (d) **Visitors**  
Any Member may invite a guest to any Ordinary Meeting of the Table but no lady shall be eligible for admission to a meeting under this paragraph.
- (e) **Legal Proceedings**  
(i) Neither the Table nor any Member of it shall institute any legal proceedings on behalf of or in the name of the Table or the Association without the prior written leave of the National Honorary Secretary.  
(ii) If any legal proceedings are commenced against the Table or any Member of the Table in his capacity as a Member of Round Table, or in relation to a Table activity in such circumstances that either the Table or the Association are likely to be called to account in the defence of such proceedings, the Honorary Secretary of the Table or the Member of the Table, as the case may be, shall immediately inform the National Honorary Secretary, and such proceedings shall be conducted under the direction of the National Honorary Secretary.
- (f) **Insurance**  
It shall be the duty of the Honorary Secretary of the Table to ensure that the Table is cognisant of any risks in relation to its activities against which it ought reasonably to insure; and the Table shall ensure that adequate Insurance Cover is arranged for any such risks not covered under the Association's master policy.

## 9. STANDING ORDERS

The Table shall prepare and may from time to time amend Standing Orders for regulating the procedure at general meetings of the Table and for the conduct of the administrative functions of the Table but such Standing Orders shall not be effective until the same have been approved by the Table at a Special Meeting of the Table convened for that purpose in accordance with Rule 4 (b) hereof.

**STANDING ORDERS FOR  
GENERAL MEETINGS  
OF THE ASSOCIATION**

## **STANDING ORDERS FOR GENERAL MEETINGS OF THE ASSOCIATION**

### **1. MEETINGS**

Annual General Meetings and Special General Meetings shall be convened in accordance with the provisions of National Rules 14 and 16.

### **2. NOTICES**

Notices of the time and place of such meetings and of the business to be transacted shall be given in accordance with the provisions of National Rules 14 and 16.

### **3. RECORDS**

The General Secretary shall keep or cause to be kept a record of the attendance of Delegates, National Councillors and Members of the National Executive at every meeting.

### **4. PROCEDURE FOR TABLE DELEGATES**

- (a) Tables shall appoint a Delegate in accordance with the provisions of National Rule 16 who shall not be a current Member of the National Executive.
- (b) Tables shall send the name of their Delegate to the General Secretary not less than fourteen days prior to the meeting for inclusion on the printed Delegate register or the nominated Delegate shall present the signed authorisation form to the AGM Registration Desk for authorisation prior to or at the meeting.
- (c) The Secretary of each Table shall hand to the Delegate an authorisation form (supplied by Headquarters) signed by the Chairman or Secretary of the Table.
- (d) No Member of a Constituent Table may represent any other Constituent Table.

### **5. TELLERS AND SCRUTINEERS**

- (a) Every meeting shall appoint such number such number of tellers that may be required at the discretion of the Honorary Secretary, and, in the case of an Annual General Meeting scrutineers who shall not be delegates and, in the case of scrutineers, shall not be nominees for office either.
- (b) The tellers shall be responsible for reporting to the Chairman the result of a poll and the figures so reported shall be recorded in the minutes of the meeting.
- (c) The scrutineers shall be responsible for checking the ballot papers for the election of Officers.
- (d) The Honorary Secretary shall be responsible for appointing an Independent Scrutineer whenever a Postal Ballot is required, to supervise the conduct of the ballot.

### **6. QUORUM**

- (a) The quorum at a general meeting shall be ten percent of the constituent Tables of the Association.
- (b) The business of the meeting shall not commence until a quorum is present and if at any time during the meeting there is not a quorum present the Chairman shall adjourn the meeting.
- (c) If there shall not be a quorum present thirty minutes after the time appointed for the commencement of the meeting no meeting shall take place but the names of those present shall be recorded in the Minute Book.

**7. ATTENDANCE**

No person who is not an Active, Honorary or Past Member of a Constituent Table or a paid servant of the Association (temporary or permanent) shall be admitted to a meeting except with the consent of the meeting, EXCEPT THAT in the case of an Annual General Meeting persons whose Active Membership ceased on the previous 31st March, accredited Members of the Press and persons specifically invited by the National Executive shall be admitted.

**8. BUSINESS**

- (a) The business to be transacted at General Meetings shall be in accordance with National Rules 14 and 16.
- (b) The Chairman shall have absolute discretion as to what business he will admit under the item 'any other business' save that such business shall be for discussion only and no resolution may be moved or adopted under such item.

**9. RESOLUTIONS**

- (a) No motion or amendment shall be put to the vote unless it has been moved by a delegate from a Constituent Table and seconded by a delegate from a different Constituent Table except that a motion or amendment may be proposed without a seconder on behalf of the National Council by a Member of the National Executive.
- (b) No motion or amendment shall be withdrawn without the consent of the meeting.
- (c) A resolution submitted by an Area Council shall be moved by a Delegate representing any Table in that Area unless the Area Secretary shall have given the written consent of the Area for the resolution to be moved by some other Delegate.
- (d) The following motions may be made without notice but must be duly moved and seconded in accordance with these Standing Orders and put to the meeting without debate:
  - (i) That the meeting should resolve itself into Committee.
  - (ii) That any of these Standing Orders should be suspended.
  - (iii) That any subject on the Agenda should be given precedence.
  - (iv) That any business should be adjourned.
  - (v) That the meeting should be adjourned.
  - (vi) That the meeting should proceed to the next business on the Agenda.
  - (vii) That the question be now put, provided that the Chairman shall have a discretion not to accept such a motion if he considers that the question has been insufficiently discussed.

**10. AMENDMENTS**

- (a) Any amendment to any motion on the Agenda which seeks to amend the National Rules, the Standard Rules for Constituent Tables or any of these Standing Orders must be in writing and must be handed to the Chairman prior to the commencement of the Meeting.
- (b) The Chairman may in his discretion require any amendment to any motion on the agenda to be reduced into writing and handed to the Honorary Secretary.
- (c) An amendment may be moved by any Delegate notwithstanding that he has already spoken in the debate.
- (d) An amendment must either require the deletion of part of the original motion or the addition of certain words to the original motion or the substitution of certain new wording for certain words in the original motion.
- (e) When an amendment has been moved and seconded in accordance with these Standing Orders it shall be forthwith discussed exclusively and until it has been put to the meeting no other amendment shall be accepted by the Chairman.
- (f) If an amendment is carried it shall replace the original motion and itself becomes the substantive motion for consideration and may be further amended.
- (g) If an amendment is lost a further amendment to the original motion may be moved but no Delegate may move or second more than one amendment to any one motion.

- (h) If more than one amendment to the same motion is received by the Honorary Secretary, he shall, with the consent of the Proposers, combine these into a composite amendment which shall be put to the meeting and moved and seconded by Delegates from the proposers of the original amendments.

#### **11. RIGHT OF AUDIENCE**

- (a) All Delegates shall, wherever practical, stand when speaking and address the Chairman and no Delegate may speak for longer than three minutes (except that the proposer of a motion may speak for no longer than five minutes when proposing the motion) unless he shall obtain the permission of the Chairman who may submit the request to the meeting for decision without debate.
- (b) When the Chairman addresses the meeting any speaker shall resume their place until called upon by the Chairman.
- (c) No Delegate shall speak more than once on each separate question proposed except in the following cases:
  - (i) The mover of a motion or amendment shall have a right of reply.
  - (ii) A Delegate may speak to a point of order.
  - (iii) A Delegate may speak to a point of privilege.
  - (iv) A Delegate may give an explanation if asked by the Chairman to do so.
  - (v) A Delegate may speak more than once on the same question when the meeting has resolved itself into Committee.
- (d) Delegates shall confine their remarks to the question before the meeting unless explaining any matter at the request of the Chairman, and no Delegate shall speak before another Delegate has finished speaking except with the permission of the Chairman.
- (e) The Secunder of a motion or amendment may reserve his speech for a later period in the debate.
  - (i) The Mover of an original motion shall if no amendment be moved have a right of reply at the close of debate on such motion.
  - (ii) If there shall be an amendment the Mover of the original motion shall be entitled to speak upon such amendment or any subsequent amendment before the Movers of those amendments exercise their right of reply.
  - (iii) The Mover of an original motion shall be entitled to reply after an amendment has been carried before the substantive motion is put.
  - (iv) After the Mover of a motion or amendment has exercised his right of reply the motion or amendment shall be put from the Chair without further debate.

#### **12. DUTIES AND POWERS OF THE CHAIRMAN**

- (a) Subject to these Standing Orders the ruling of the Chairman on a point of order or on the admissibility of a personal explanation or on any matter or question before the meeting shall be final and shall not be open to discussion.
- (b) The Chairman may call the attention of the meeting to continual irrelevance, tedious repetition, unbecoming language or any breach of these Standing Orders on the part of a Delegate and may direct such Delegate if speaking to discontinue his speech.
- (c) The Chairman shall have no vote except in the case that if the votes cast For and Against a resolution be equal the Chairman shall have a casting vote.

#### **13. ADJOURNMENTS**

- (a) When any Delegate has a right to speak he may move the adjournment of the debate.
- (b) No amendment can be proposed to a motion to adjourn except if it relates solely to the time of the adjournment and it shall not be competent for any Delegate under cover of a motion for adjournment to discuss any other subject.
- (c) On the resumption of an adjourned debate the Delegate who moved its adjournment shall be entitled to speak first.
- (d) No business shall be transacted at an adjourned meeting except such as was set out in the notice convening the meeting of which it is an adjournment.

**14. MEETINGS IN COMMITTEE**

- (a) When the meeting is resolved into Committee in accordance with these Standing Orders all those present who are not Active Members of the Constituent Tables or a paid servant (temporary or permanent) of the Association shall leave the meeting.
- (b) Upon conclusion of any matter in Committee the meeting shall resume and the resolution or resolutions passed in Committee shall be put from the Chair without further discussion.

**15. VOTING**

- (a)
  - (i) All questions shall be determined by a show of Voting Cards which shall be counted by the Tellers unless that in the event of a clear majority it shall be sufficient if only the minority votes whether for or against are counted.
  - (ii) If the difference between the number of votes cast for and against be ten percent or less of the total votes cast or, where a two-thirds majority is needed, the votes for are within five percent either side of the necessary majority, such votes shall be recorded by ballot.
- (b) Wherever there is more than one nominee for any National Office, other than for the Office of Vice President, the vote shall be taken by Postal Ballot only, which shall be governed and controlled under procedures laid down by the National Honorary Secretary.
- (c) Whenever there is more than one nominee for the office of Vice President the vote shall be taken by ballot.
- (d) Wherever there is more than two nominees for any National Office the ballot shall be conducted on the transferable vote system whereby delegates shall cast votes for the candidates in order of preference and if no candidate has an overall majority of votes cast those votes cast for the candidate with the least number of votes are re-allocated to the remaining candidates, in accordance with the indicated second preference. This process shall continue until a candidate with an overall majority shall emerge and such candidates shall be declared elected.
- (e) Whenever a ballot shall be required, other than for the Election of National Officers which shall be by Postal Ballot in accordance with Standing Order 15 (b) above, the National Honorary Secretary shall provide voting slips which shall be issued to each Table registering on the day of the meeting.

**16. MINUTES**

A copy of the Minutes of every General Meeting shall be made available for download from the Association's Website and be sent by electronic mail to each National Councillor, Chairman of each Constituent Table, Area Chairman, Area Vice Chairman and Area Secretary for whom the Association have an e-mail address not later than 42 days after the Meeting. Where the Association does not have an e-mail address, the Notice shall be sent by post.

**17. SUSPENSION OF STANDING ORDERS**

No suspension of these Standing Orders shall be effective unless carried by a two-thirds majority of the Tables voting at such meeting.

**STANDING ORDERS FOR NATIONAL  
COUNCIL AND THE STANDING  
COMMITTEES OF THE ASSOCIATION**

## **STANDING ORDERS FOR NATIONAL COUNCIL AND THE STANDING COMMITTEES OF THE ASSOCIATION**

### **1. MEETINGS**

Meetings of the National Council shall be convened in accordance with the provisions of National Rule 10 (d).

### **2. AGENDA**

Notices of the time and place of such meetings and of the business to be transacted shall be given in accordance with the provisions of National Rules 14 and 16. A copy of the agenda for each meeting of the National Council shall be made available for download from the Association's Website and be sent by electronic mail to each National Councillor, Chairman of each Constituent Table, Area Chairman, Area Vice Chairman and Area Secretary for whom the Association have an e-mail address not less than 21 days before the date of the Meeting.

### **3. QUORUM**

The quorum at a meeting of the National Council shall be fifty percent of the Areas in the National Association.

### **4. MOTIONS AND AMENDMENTS**

- (a) Any motion for consideration by a meeting of the National Council shall be sent in writing to the National Honorary Secretary not less than 35 days before the meeting.
- (b) Any motion which seeks to amend the National Rules or Standing Orders shall contain the precise wording of the proposed alteration.
- (c) Every motion and amendment must be proposed by a Member of the National Council and seconded by a different Member except that a motion or amendment may be proposed without a seconder by a Member of the National Executive acting on behalf of a Standing Committee.
- (d) The Chairman may require any amendment to be reduced by the mover into writing and any amendment to a motion which seeks to amend the National Rules or Standing Orders must be reduced into writing and handed to the Chairman prior to the Meeting.

### **5. VOTING**

- (a) All questions shall be decided by a show of voting cards or as determined by the meeting unless a poll shall be demanded in accordance with the provisions of National Rule No. 10 (d).
- (b) If the Chairman has declared that a poll shall be taken the National Honorary Secretary shall hand to each National Councillor a card showing the number of the Area which he represents and the number of Tables in that Area which have received their Charter before the date of the meeting.
- (c) Each National Councillor shall record on the card such number of votes "for" and "against" as he may desire, having regard for the opinions expressed in his own Area, but in no case shall the total number of votes recorded on any card exceed the number of Chartered Tables shown on the card.
- (d) The National Honorary Secretary shall record in the Minutes the number of votes "for" and "against" the motion.
- (e) If a referendum is called in accordance with National Rule 10(d) (iv), the following procedure is to be adopted:

The question(s) to be put is/are to be determined by the National Honorary Secretary. The notice containing the questions (the Notice) along with such background information as the National Honorary Secretary shall deem necessary shall be sent to all Constituent Tables within the time specified by the National Council Meeting. All responses to the questions (the Votes) shall be received by the General Secretary of the Association within 28 days of the posting of the Notice.

In order for the question to be carried and implemented the majority as required by National Rules and Standing Orders for voting at a General Meeting of the Association will be deemed necessary (e.g. If National Rules require a two-thirds majority of those voting for a resolution to pass then this will be the case; the quorum for a General Meeting is 10% of Tables). The result to be reported and recorded in the minutes of the next National Council Meeting.

**6. MINUTES**

A copy of the Minutes of every National Council Meeting shall be made available for download from the Association's Website and be sent by electronic mail to each National Councillor, Chairman of each Constituent Table, Area Chairman, Area Vice Chairman and Area Secretary for whom the Association have an e-mail address not more than 35 days after each Meeting.

**7. APPOINTMENT OF MEMBERS TO THE STANDING COMMITTEES**

The National Executive shall at a meeting to be held as soon as practicable after the Annual General Meeting of the Association and, in any event, within two weeks of that meeting appoint to the undermentioned Standing Committees the due number of National Councillors and National Committee Members who shall be limited to a maximum of two from each Area .

**8. THE STANDING COMMITTEES**

- (a) Each Standing Committee shall be convened by a Member of the National Executive.
- (b) The Standing Committees shall be constituted as follows:-
  - (i) **The Administration Committee**  
The National Honorary Secretary, the National Councillors and National Committee Members allocated to it by the National Executive.
  - (ii) **The Events Committee**  
The Events Officer, the Local Conference Chairmen of the next two ensuing Annual Conferences, the National Councillors and National Committee Members allocated to it by the National Executive.
  - (iii) **The Community Service Liaison Committee**  
The Community Service Officer, the National Councillors and National Committee Members allocated to it by the National Executive.
  - (iv) **The Finance Committee**  
The National Honorary Treasurer, the National Councillors and National Committee Members allocated to it by the National Executive.
  - (v) **The Forward Planning Committee**  
The Vice-President and the President, the Immediate Past President, the National Councillors and National Committee Members allocated to it by the National Executive.
  - (vi) **The International Committee**  
The International Officer, the National Councillors and National Committee Members allocated to it by the National Executive.
  - (vii) **The Marketing and Public Relations Committee**  
The National Marketing and Public Relations Officer, the National Councillors and National Committee Members allocated to it by the National Executive, one of whom shall be specifically appointed by the National Media and Public Relations Officer as Business Adviser.
  - (viii) **The Membership and Development Committee**  
The National Membership and Development Officer, the National Councillors and National Committee Members allocated to it by the National Executive.
  - (ix) **The Sales Committee**  
The Sales Officer, the National Councillors and National Committee Members allocated to it by the National Executive.
- (c) Any Standing Committee shall have power to co-opt, in addition to any National Committee Members appointed, not more than two additional Tablers.
- (d) The terms of reference of the Standing Committees shall be as follows:-
  - (i) **The Administration Committee**
    1. To assist the National Honorary Secretary with his duties as specified in the Constitution and Rules - 7(c);
    2. To administer the Association's property and Headquarters and staff establishment, including terms and conditions of employment;
  - (ii)3. To review and negotiate the Association's insurances;
  - 4. To arrange meetings of the National Executive and National Council.

- (ii) **The Events Committee**
  1. To oversee and assist in the organisation of the current and next following National Conference;
  2. To supervise and control the finances of the current and next following National Conferences;
  3. To investigate and report on the venues and preliminary arrangements for subsequent National Conferences;
  4. To arrange registration and accommodation for Members of the National Executive, National Councillors and International and Official Guests at the current Conference;
  3. To co-ordinate and direct the Conference policy of the Association.
  4. The supervision of the National Sporting Weekend; National Family Weekend;
  5. The supervision of National Sailing regattas and other similar national events;
- (iii) **The Community Service Liaison Committee**
  1. To consider all possible outlets for the Community Service endeavours of the Movement and in connection therewith to institute investigations and to recommend schemes to Tables for their individual consideration;
  2. To encourage support for existing schemes of service including the Inter Club Aid scheme and such other schemes as are from time to time chosen for support by the Association;
  3. To encourage co-operation between service organisations and with official agencies;
  4. The Community Service Liaison Committee shall not put forward to the National Executive, the National Council or the National A.G.M., projects of a national fund raising or community service nature except in circumstances of particular emergency or on occasions of exceptional celebration.
- (iv) **The Finance Committee**
  1. To prepare Accounts and maintain the financial records of the Association;
  2. To supervise the finances (to include the monitoring and control of expenditure against budget) and investments;
  3. To collect Entrance and Capitation fees and pay all accounts and expenses within budgetary limits;
  4. To prepare the Annual Budget of the estimated expenditure and income of the Association including recommendation of Entrance and Capitation fees and Public Liability Insurance premiums;
  5. To maintain and review the Association's reserves.
- (v) **The Forward Planning Committee**
  1. To consider and report on such matters relating to the future policy and administration of the Association as are referred to it or approved by the National Executive.
- (vi) **The International Committee (and the International Officer)**
  1. To advise the Association on all matters relating to the World Council of Service Clubs and Round Table International and their Member Associations and for this purpose the International Officer shall attend the Annual General Meetings and Regional Meetings of the World Council of Service Clubs and Round Table International and such other meetings as the National Council shall from time to time approve;
  2. The dissemination of information of an international character;
  3. The administration and promotion of meetings and contacts with other associations including all tours;
  4. The promotion and supervision of the Association's arrangements for the Annual Conference organised by the World Council of Service Clubs and Round Table International;
  5. To administer and advise on overseas extension;
  6. The arrangements for hosting international guests at annual conferences of the Association;
  7. To advise on and make arrangements for the Presidential tour.
- 8. (d) (vii) **The Marketing and Public Relations Committee**
  1. To produce and distribute the Association's Magazine;

2. To administer, co-ordinate and promote the Public Relations of the Association and liaison as necessary with the media;
  3. To organise and promote the Annual Bulletin Competitions and such other similar Competitions as shall from time to time be arranged;
  4. To co-ordinate the national marketing of the Association in liaison with other Standing Committees;
  5. To co-ordinate the national sponsorship in liaison with other Standing Committees
- (viii) **The Membership and Development Committee**
1. Supervision of all matters relating to the Membership of the Association and its expansion;
- (viii) 2. To consider and report on all projects for the furtherance of the Aims and Objects of the Association;
3. Approval of inaugurations and the granting of charters of affiliation;
  4. The arrangements for joint forum meetings and any other meetings required for similar development and information purposes.
- (ix) **The Sales Committee**
1. To supervise the Sales Department of the Association;
  2. To control sales finance, stock and Area debtors;
  3. To promote new products and to control the use of the insignia of the Association.
- (e) Each Committee shall meet as often as shall be necessary in the opinion of the Convener to transact the business assigned to it having due regard to the annual budget.
- (f) No Officer shall allow his Committee to incur any unbudgeted expenditure without the prior approval of the National Council.
- (g) The quorum of each Standing Committee shall be fifty percent of its Members.
- (h) The Minutes of all meetings of each Standing Committee shall be prepared in the following form:
- A. Minutes of previous Meetings and approval thereof.
  - B. Recommendations which require the approval of the National Council.
  - C. Delegated matters for report only.
  - D. Matters for report only which may be included in the Report to the National Council and the National Annual General Meeting.
  - E. Any other Business.
- (i) A copy of the minutes of every meeting of each Standing Committee shall be sent to each Member of the Committee, each Member of the National Council and National Executive, each respective Area Officer (e.g. Membership and Development Committee Minutes, to be sent to Area Membership and Development Officers) and, when not issued by the General Secretary, to Headquarters as soon as practicable.
- (j) It shall be the duty of each Officer to keep or cause to be kept adequate permanent records of all meetings, correspondence and other matters relative to the business of his Committee and to pass such records on to his successor and to Headquarters.

## 9. APPEAL SUB-COMMITTEE

- (a) In the event of the National Honorary Secretary receiving notice of appeal from a Member of a Constituent Table under the provisions of Rule 5 (j) of the Rules and Constitution of the Association or Rule 3 (g) of the Rules for Constituent Tables he shall, at his discretion, convene a meeting of the Conduct Committee, and /or the Past President's Committee in accordance with the provisions of both Rules to hear and determine such appeal.
- (b) The decision of the Committees shall be final and binding on all parties.

**10. OFFICERS OF COMMITTEES FOR NATIONAL EVENTS**

- (a) All Chairmen, Vice-Chairmen and Treasurers of the Committees for all National Events, except National Conference, run under the control and with the authority and approval of National Council shall be fully Active Tablers (able to hold elective office) for the whole of the Table Year (1st April to 31st March) in which the event takes place.
- (b) In respect of National Conference the Chairman, Vice-Chairman and Treasurer shall be fully Active Tablers (able to hold elective office) for the whole of the Table Year (1st April to 31st March) immediately prior to the Conference.

**11. ALTERATION OF STANDING ORDERS**

- (a) These Standing Orders shall only be repealed, altered or varied by a meeting of the National Council of which due notice has been given in accordance with the provisions of National Rule 10 specifying in the agenda particulars of the repeal, alteration or variation which is proposed.
- (b) No repeal, alteration, variation or suspension of these Standing Orders shall be effective unless carried by the votes of not less than two-thirds of the National Councillors present and entitled to vote at the meeting.
- (c) No amendment shall be made to these Standing Orders which is contrary to or conflicts with the National Rules.

# **STANDING ORDERS FOR AREA COUNCILS**

## STANDING ORDERS FOR AREA COUNCILS

1. **NAME AND NUMBER**  
The Area shall be known as (insert number and name as approved by the National Council) (National Rule 11 (b)).
2. **OBJECT AND RESPONSIBILITIES**  
The objects and responsibilities of the Area Council shall be in accordance with National Rule 11 (f).
3. **AREA OFFICERS**  
The Area Officers shall comprise:-  
The Area Chairman, Vice-Chairman, Honorary Secretary, Honorary Treasurer, Membership and Development Officer and Media and PR Officer (National Rule 11(c)).
4. **AREA EXECUTIVE**  
The Area Executive shall consist of the Area Officers, the National Councillor and such other Executive Members as the Area Council shall appoint, plus (subject to National Rule 18) the Immediate Past Area Chairman. It is recommended that Area Councils appoint the following Executive Members: Community Service Liaison, International Relations, Sales and Sports.
5. **AREA COUNCIL**  
The Area Council shall consist of the Area Executive together with one Area Councillor representing each constituent Chartered Table and elected in accordance with National Rule 11 (c).
6. **MEETINGS**
  - (a) **Number**  
The Area Council shall meet not less than four times in any Table year including the Annual General Meeting at such times and places as the Area Council shall determine (National Rule 11 (d)).
  - (b) **Special Meetings**  
Tables representing at least twenty-five percent of the number of Tables in the Area may demand by written notice to the Area Honorary Secretary, a special meeting of the Area Council within 28 days of such notice. Such business as it is proposed to transact must be included in the written notice to the Honorary Secretary. No other business shall be transacted at the meeting.
  - (c) **Additional Meetings**  
The Area Executive shall be empowered to call additional meetings of the Area Council at its discretion.
  - (d) **Notice**  
The Area Honorary Secretary shall convene and make arrangements for all meetings of the Area Council and shall give not less than 21 days written notice thereof, such notice to include an Agenda of the business to be transacted, to all Constituent Tables in the Area and to each Member of the Area Executive.
  - (e) **Attendance**  
Any Active Member of any Table in the Area, including inaugurated Tables, who is not an Area Councillor may attend meetings of the Area Council subject to accommodation being available but shall not take part in any discussion except at the invitation of the Chairman and shall not have any voting rights.

6. (f) **Quorum**  
The quorum at ordinary meetings shall be not less than fifty percent of Constituent Tables. The quorum at the Annual General Meeting or at a Special General Meeting shall be not less than two-thirds of the Constituent Tables in the Area. If at the expiry of sixty minutes after the time at which any meeting is appointed to be held there shall not be a quorum present no meeting shall take place, but the names of those present shall be entered in the Minute Book.
- (g) **Points of Order**  
Subject to these Standing Orders any ruling by the Chairman on procedure or on interpretation shall be final and not open to challenge.
7. **VOTING AND VOTING RIGHTS**
- (a) Each Area Councillor (or an Active Member from and authorised by his Table if a Councillor is absent) shall have one vote. The Members of the Area Executive shall have no vote except that the Chairman shall have a casting vote only. Voting shall be by show of hands or as otherwise determined by the meeting.
- (b) At the Annual General Meeting the outgoing Councillors shall be entitled to vote. The Councillors elected at the Annual General Meetings of Constituent Tables immediately prior to the Area Annual General Meeting may attend but shall have no vote, unless acting as deputy for an outgoing Councillor.
- (c) Except as otherwise provided for in these Standing Orders the outcome of any vote will be determined by a simple majority.
- (d) Any Constituent Table which has not paid capitation fees approved at the Area Annual General Meeting each year by the 15th July next following to the Area Treasurer shall with effect from that date lose its entitlement to vote at meetings of the Area Council. These voting rights shall not be re-instated until such capitation fees have been paid.
8. **MOTIONS FOR CONSIDERATION**  
Motions for consideration of the Area Council must be submitted in writing to the Honorary Secretary not less than 28 days prior to the Area Council Meeting at which it is intended that such motion shall be considered. No motion or amendment thereto shall be discussed or put to the vote unless seconded at the meeting by a Councillor representing a Table other than the proposing Table, except that a motion or amendment proposed on behalf of the Area Executive shall not require to be so seconded.
9. **TABLE REPORTS**  
On the agenda for every Area Council Meeting there shall be an item entitled Reports from Tables. These may be presented as the Council may decide, either in writing or verbally. Each Table shall report through its Councillors and the report shall contain the following information:-
- (a) The number of Active Members on the date of the Council Meeting.
- (b) Increase or decrease since the last meeting and distinguishing between new Members and Tablers transferred in and out.
- (c) Number of meetings held to date in the Table year.
- (d) Percentage attendance at meetings.
- (e) Details of any special activities held.
- (f) Details of changes in particulars affecting Table Office Bearers or venues of Table Meetings.

**10. NATIONAL COUNCIL REPORT**

The National Councillor in order to receive the views of the Area Council shall present at the appropriate Area Council Meeting the National Council Agenda and at the next convenient Area Council Meeting subsequent thereto he shall report on the business transacted at that National Council Meeting.

**11. AREA EXECUTIVE REPORTS**

Where appropriate each Member of the Area Executive shall present a brief report covering his responsibilities to each meeting of the Area Council.

**12. ANNUAL GENERAL MEETING**

(a) **Date**

The Annual General Meeting of the Area Council shall take place during the month of April, and before the Annual General Meeting of the Association (National Rule 11 (d) (i)).

(b) **Order of Business**

The order of business at the Annual General Meeting of the Area Council shall be as follows:-

1. Notice convening the meeting.
2. Minutes of last Annual General Meeting.
3. Presentation of accounts and Treasurer's report thereon together with the budget for the ensuing year.
4. Reports of other Members of the Area Executive.
5. Resolutions submitted by Tables.
6. Election of Officers.
7. Election of National Councillor.
8. Election of Executive Members.
9. Any other business.

**13. DUTIES AND RESPONSIBILITIES**

(a) **Area Executive**

- (i) The Area Executive shall meet when and where decided by the Area Chairman.
- (ii) Subject to any direction by the Area Council on matters of policy the Area Executive shall deal with matters of routine and matters of urgency in the administration of the Area reporting whenever desirable to the Area Council.
- (iii) The Area Executive shall consider and make recommendations to the Area Council, whenever it feels appropriate, on matters of policy. Such recommendations shall be submitted in the form of motions, which shall be incorporated in the agenda in the same manner as motions submitted by Constituent Tables.
- (iv) The Area Executive shall have no power to alter or settle important matters of policy or commit the Area Council to any major financial involvement.

(b) **Area Chairman**

- (i) The Area Chairman is responsible for upholding the good repute of Round Table within his Area and in this connection is answerable through the National Council to the National President for the standard of conduct at all functions held in the name of Round Table in his Area, including Table meetings and functions and particularly where the public is present.
- (ii) The Area Chairman or in his absence the Area Vice-Chairman shall preside at all meetings of the Area Council and Executive. In their absence the meeting shall elect a Chairman from the remaining Members present.
- (iii) The Area Chairman shall endeavour to visit every Table in his Area and shall encourage Members of his Executive to visit Tables.
- (iv) The Area Chairman shall be accountable for the collection of the Charter, the Members badges, and badges in hand and all items of Round Table regalia (including the Chairman's and Vice-Chairman's Jewels) and memorabilia belonging to any Table in his Area which has been dissolved under the provisions of National Rule 5 (h) and to forward the same to the General Secretary.

**13. (c) Area Vice-Chairman**

- (i) In the absence of the Area Chairman the Vice-Chairman shall act in his stead.
- (ii) The Area Vice-Chairman shall take every opportunity to visit Tables in the Area.

13. (d) **Area Secretary**  
 (i) The Area Secretary shall convene and make arrangements for all meetings as required by Standing Order 6 hereof.  
 (ii) The Area Secretary shall keep minutes and records of attendance of all meetings of the Area Council and Executive and shall circulate such minutes.  
 (iii) The Area Secretary shall send to Headquarters such records and returns as are required by National Rules.
- (e) **Area Treasurer**  
 The Area Treasurer shall:-  
 (i) Advise the Area Council on all matters of finance.  
 (ii) Record all financial transactions made by the Area and bank all monies received in the name of the Area.  
 (iii) Make payments in accordance with resolutions of the Area Council and present independently inspected accounts and a financial report together with a budget for the ensuing year to the Area Annual General Meeting.  
 (iv) Be responsible for the collection of Area capitation fees from Tables.  
 (v) In conjunction with the Area Sales Officer to ensure that adequate financial records of Area Sales are maintained at all times and that payment and collection of monies are properly maintained.
- (f) **Area Membership and Development Officer**  
 The Area Membership and Development Officer shall:-  
 (i) Keep under constant review the Membership of all Tables in the Area having particular regard to a continuous reduction in the average attendance of any Table.  
 (ii) Keep under constant review the possibility of extension within the Area and to advise sponsor Tables regarding such extension.  
 (iii) Offer guidance to Tables generally regarding Membership.  
 (iv) Produce a report to the Annual General Meeting showing the number of Tables and Membership in the Area as compared with previous years; the progress of new and prospective Tables; the policy and likelihood of further extension and the position of Tables which have required assistance during the year.
- (g) **Area Media and PR Officer**  
 The Area Media and PR Officer shall :-  
 (i) Submit copy for inclusion in the Association's magazine; he shall maintain close links with each Table in the Area to ensure that a steady stream of accurate material is available.  
 (ii) Be responsible for Media and Public Relations in the Area and ensure that news and photographs of Area functions and projects reach the local press in accurate and acceptable form.
- (h) **National Councillor**  
 The National Councillor shall act as the National Council representative for the Area. It is his duty to ensure that his Area is fully aware of all Association matters and he shall bring to each National Council meeting the views of his Area.
- (i) **Area Community Service Liaison Officer**  
 The Area Community Service Liaison Officer shall act as a link between Tables and shall keep the Area Council and Tables informed of community service projects in the Area.
- (j) **Area International Officer**  
 The Area International Officer shall:-  
 (i) Assist Tables to establish international contacts.  
 (ii) Encourage the holding of international functions in the Area.  
 (iii) Keep Tables informed on all international matters.  
 (iv) Encourage the appointment of Table International Officers.

13. (k) **Area Sales Officer**  
The Area Sales Officer is responsible for all Area sales and shall maintain such stocks as are necessary to provide an efficient service to Tables. Where a separate sales account is maintained, he is responsible with the Area Treasurer for preparing an independently inspected financial statement and report for the Area Annual General Meeting.
- (l) **Area Sports Officer**  
The Area Sports Officer is responsible for organising sporting activities within the Area or in which the Area is involved.
14. **ELECTION OF AREA EXECUTIVE**  
The Area Council at its Annual General Meeting shall elect from Tablers who have either been Members of Round Table for at least three years or who have held an office namely Chairman, Vice-Chairman, Secretary, Treasurer, Membership and Development Officer, Media and PR Officer or Area Councillor in a Table within the Area or any other Area and are Members of Constituent Tables in the Area and who will be Active Members of such during the succeeding year: a Chairman, Vice-Chairman, Honorary Secretary, Honorary Treasurer, Membership and Development Officer and Media and PR Officer who shall be the Area Officers (National Rule 11 (c)) and other Executive Members as defined in Standing Order 4 above. The Area Council shall also elect, subject to the same provisions as to eligibility, a National Councillor. The Officers and Executive Members so elected shall take office from the date of election and shall remain in office until the next Annual General Meeting, or in the case of the National Councillor the taking and relinquishing of office shall be determined by the date of the Annual General Meeting of the National Association (National Rule 10 (b)).
15. **NOMINATIONS FOR AREA EXECUTIVE**
- (a) All nominations for the Area Executive must be seconded by a Table other than the nominating Table and must be submitted in writing to the Area Secretary not less than 28 days prior to the Annual General Meeting. The particulars of those nominated shall appear on the circulated agenda for the Annual General Meeting.
- (b) If no nominations are received for any position the Area Council may fill any such vacancy or may instruct the Area Executive to co-opt a Member to fill such vacancy. The co-option of any Member must be ratified by the Area Council at its next meeting.
- (c) The Area Executive shall have power to co-opt a Member to fill any vacancy which may occur during the year and any such co-option shall be subject to ratification by the Area Council at its next meeting.
- (d) Any eligible Member may be nominated for more than one Area office (as defined by Standing Order 3) but he shall not hold more than one such office at the same time.
- (e) In addition, any eligible Member who is an Active Member of more than one Constituent Table where such Tables are situated in different Areas may be nominated for the same Area Office (as defined by Standing Order 3) within each Area but he shall not hold office of either Area Chairman, Area Vice-Chairman, Area Treasurer, Area Secretary or National Councillor in both Areas at the same time.
16. **FINANCE**
- (a) **Area Capitation Fee**  
Each Chartered and Inaugurated Table in the Area shall pay to the Area Treasurer an annual Capitation fee of such amount as shall be determined at the Area Annual General Meeting in respect of each Active Member of the Table as at 1st April in each year and such Capitation fees shall be due immediately and must in any event be paid by 15th July next following.
- (b) **Honoraria and Expenses**  
The Area Officers and Executive shall serve without any remuneration whatsoever save for such allowances or reimbursement of expenses as shall be granted to them by the Area Council.
16. (c) **Bank Account**

A bank account shall be opened in the name of the Area Council and the Treasurer shall be authorised to sign cheques with the counter-signature of the Area Chairman or the Area Secretary.

(d) **Auditor**

A suitably qualified auditor should be appointed at the Area Annual General Meeting to audit the accounts including where appropriate the Sales Account of the Area for the ensuing year.

**17. VARIATION AND SUSPENSION OF STANDING ORDERS**

(a) Any Area Council may from time to time at any ordinary or general meeting make such variations in these Standing Orders as are passed by a two-thirds majority of those Constituent Tables present and entitled to vote at the meeting so far as any such variation is not inconsistent with National Rule 11. Any such variation may subsequently be revoked or varied in the same manner.

(b) A Motion to suspend or vary a particular Standing Order for a particular meeting or part thereof may be passed by a two-thirds majority of those Constituent Tables present and entitled to vote at the meeting.

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