

**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.

(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) 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

5. (d) (ii) 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).

(e) 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.

(f) EXPULSION

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

(g) 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.

(h) 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.

(i) SUSPENSION OR EXPULSION OF A TABLE MEMBER

(i) For the purposes of this Rule:-

- (1) "The relevant Member" means the member of a Constituent Table who is subject to the provisions of this Rule
- (2) "The Past Presidents 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 Appeal 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
 - (B) Four past members of the National Executive whether Active Members or not.
 - (C) Four National Councillors selected by the President of the Association provided always that no member of the Appeal Committee shall be either the party who submitted the initial proposal to the Honorary Secretary, a member of the Past Presidents Committee or the National Councillor for the relevant Member's Area.

5. (i) (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) Any proposal under the preceding paragraph shall be discussed by the Administration Committee as soon as possible and if the Administration Committee decides that the matter merits referral to the Past Presidents Committee the Honorary Secretary shall convene a meeting of the Past Presidents Committee giving not less than 14 days prior written notice of the proposal (without specifying reasons) to each member of the Past Presidents Committee and to the person making the proposal under paragraph (ii) hereof inviting him to attend the meeting.
- (iv) The relevant Member shall also be given not less than 14 days written notice of the meeting of the Past Presidents Committee which notice shall:-
- (1) Specify the date time and venue of the meeting.
- (2) Specify the alleged contravention or conduct.
- (3) Invite the relevant Member to address the meeting or alternatively to make written submissions to the Chairman of the Past Presidents Committee or the Honorary Secretary for circulation to the members of the Past Presidents 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.
- (v) The Past President's 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 Past President's 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 Rules of Constituent Table
- (D) Conduct which is deemed to be 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.
- 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.
- The Past President's Committee shall have the discretion to bar any member or ex-member subject to the above procedure from any National Event. The quorum for the Past Presidents Committee shall be six plus a Past President

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 Past Presidents 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

- (vi) 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 Past Presidents Committee. To be valid notice of appeal must be received by the Honorary Secretary within 21 days of the meeting of the Past Presidents Committee which imposed the suspension or expulsion.
- 5. (i) (vii) Upon receipt of a notice of appeal under the preceding paragraph the Honorary Secretary shall convene a meeting of the Appeal Committee as soon as possible to consider the Appeal. Quorum for the Appeal Committee shall be six plus the National Honorary Secretary. The relevant Member shall be given not less than 7 days written notice of the meeting of the Appeal 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 Appeal Committee present at the meeting
 - (3) Advise him of his right to be represented at the meeting by a National Councillor.
- (viii) The decision of a majority of the Appeal Committee shall be final. The National Honorary Secretary shall have no vote on the Appeal Committee.
- (ix) For the avoidance of doubt:-
 - (1) Any member who has been expelled and lodges a valid appeal under paragraph (vi) hereof shall be suspended pending determination of the appeal.
 - (2) The Past Presidents Committee and the Appeal Committee shall only meet when required to do so under the provisions of this Rule.
 - (3) A report of each meeting of the Past Presidents Committee and the Appeal 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, The Honorary Secretary, the Honorary Treasurer, the Media and PR Officer, the International Officer, the Membership and Development Officer, the Community Service Officer, the Conference Officer, the Marketing and Sponsorship 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) 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.
- (c) 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.
- (d) 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, Media and PR Officer, International Officer, Membership and Development Officer, Community Service Officer, Conference Officer, Marketing and Sponsorship Officer, Sales Officer and 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 shall be circulated to each constituent Table by the General Secretary as an addendum to the Notice and Agenda for the Annual General Meeting.

- (e) 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 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 Media and PR 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 of the Association including national press releases and contacts with national media.
- (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 Marketing and Sponsorship Officer shall be responsible for all matters relating to the marketing of the Association and co-ordinating national sponsorship.
 - (k) The Sales Officer shall be responsible for all matters in connection with the running of the Sales Department of the Association.
7. (l) 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 National Council meeting held immediately after 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.
- (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 two 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.

- 10. (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:
 - (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.
- (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 audited 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 Auditors 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 of the Table 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.
 - (iii) **PUBLIC LIABILITY INSURANCE**
Each Constituent Table shall pay to the Association an amount in respect of each Active Member of the Table for whom another Constituent Table is not already paying by virtue of his membership of

that Table as at 1st April each year to finance Public Liability Insurance. This amount to be the anticipated annual premium divided by the anticipated number of Active Members of the Association. Such amount to be remitted to the Association not later than 15th July following.

- 13. (c) (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 or public liability insurance 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 30th September 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 31st December 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.
- (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.
- 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 Auditor'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.
 - (viii) Any other business.

- 14 (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 excepting that any resolution seeking to commit the Association or its Constituent Tables collectively to a charitable appeal or to an act of service shall be submitted by the last day of January for consideration by the Community Service Liaison Committee which shall at its absolute discretion submit such resolutions or any other resolution which it may initiate and which it considers merits the support of the Association to the Annual General Meeting.
- (ii) Any resolution submitted to the National Council under this Rule shall be placed on the agenda for the next Annual General Meeting accompanied by any recommendation of the National Council in relation thereto provided that it is a resolution which requires an Annual General Meeting decision, or any resolution of a charitable or service nature approved by the Community Service Liaison Committee.
- (iii) Any Resolution for submission to the National Council for submission to an Annual General Meeting must be notified to the National Honorary Secretary on or before the last day of January for incorporation in the March National Council Meeting agenda paper.
- (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 delegates from each Chartered Table in respect of costs incurred in excess of the equivalent of a 300 miles round trip at mileage rates to be determined from time to time by the National Council.
In such cases, one car per Table or the standard class return rail fare using any available discounts for each delegate, will be allowed. In the case of surface journeys exceeding 10 hours in duration the tourist class return air fare by scheduled flight using all available discounts will be allowed if used, subject again to the deduction above.
- 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 audited 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 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 which shall take place at any General Meeting.

(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 these Rules or to the Rules for Constituent Tables or the Standing Orders for General Meetings of the Association, must be passed by a two-thirds majority of the Tables voting at any General Meeting of the Association.

(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.