



Patron:
H.R.H.
The Prince Philip
Duke of Edinburgh
K.G., K.T.

NOTICE & AGENDA

**NATIONAL COUNCIL MEETING
Saturday, 26th October, 2002**

TO TABLE CHAIRMAN, SECRETARY, VICE CHAIRMAN

PLEASE NOTE THAT THIS AGENDA IS SENT TO YOU BY E-MAIL WHERE YOUR ADDRESS IS RECORDED, TO ALLOW YOU TO PASS IT AROUND YOUR MEMBERS. NO OTHER SETS ARE SENT OUT TO INDIVIDUAL TABLERS.

Fun, Friends and Fund-raising

I hereby give notice that the National Council will meet at 9.30am on Saturday, 26th October 2002 at The Town Hall, Sheffield, to transact the business as shown on the Agenda. Subject to accommodation, any Active Member may attend the meeting as an observer.

MARK NEWBY
National Honorary Secretary

Marchesi House,
4 Embassy Drive,
Edgbaston,
Birmingham
B15 1TP

Saturday
5th October 2002

AGENDA

1. Preliminaries

75th Anniversary Year

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1927 - 2002

- (a) Approve notice convening the meeting.
- (b) Confirm the minutes of the meetings held on 22nd June 2002.
- (c) Matters arising.
- (d) Apologies and communications.

2. Reports Presented by Officers (Appendix A)

- (a) President – Ken Donald (page 5)
- (b) Vice-President – Chris Horsfall (page 6)
- (c) Immediate Past President – Nick Lawton (page 6)
- (d) Honorary Secretary – Mark Newby (page 7)
- (e) Honorary Treasurer – Adrian Gibbons (page 9)
- (f) Media and PR Officer – Fraser Skells (page 10)
- (g) International Officer – Arawn Johnson (page 11)
- (h) Membership and Development Officer – Andrew Hornby (page 14)
- (i) Community Service Officer – Mark Gray (page 17)
- (j) Conference Officer – Paul Jay (page 18)
- (k) Marketing and Sponsorship Officer – Mark Tipping (page 20)
- (l) Sales Officer – Dave Ellis (page 21)
- (m) Sports and Social Officer – Shaun Redman (page 23)

3. Appointments.

4. Transact Any Other Business permissible under National Rules and Standing Orders.

Appendix A – Officers' Reports

(a) President – Ken Donald

Firstly, in the immediate aftermath of Conference, some thanks are merited

- *To the Plymouth Conference team for an excellent event that got better and better as the week went on*
- *To the quality of the debate at the AGM*
- *To my Presidential Liaison Committee*
- *To the multitude of people who wished me well*
- *To everyone who worked in front of and behind the scenes*

*I was extremely heartened by the enthusiasm evident in the new National Executive at our first meeting in Plymouth, and feel positive that we as a group will strive to deliver some progressive change to this organisation. Adopting, adapting and indeed improving it. If there was one message that came out from the floor of the AGM, it is that some change is necessary, to deliver added value. Naturally it would help enormously if membership started to increase and we must therefore also **Focus on Fundamentals**.*

Fundamentally we are a collection of individual clubs and it is the strength of each and every club that matters. We can encourage these clubs by providing a rich and varied range of opportunities that members can take part in and a number of benefits. However, it is an essential part of the bargain that each and every club works to make itself the best it can be. We will help by inviting your Table Vice-Chairmen to a forum, where I guarantee they will benefit. Please ensure they attend.

We need to build and maintain bridges with other organisations. I urge you all to work together with your 41 Clubs and Ladies Circles to help make this movement stronger. The involvement in Volunteers in Action also gives us the opportunity to forge links with local Lions, Rotary, Inner Wheel and Soroptimists clubs for mutual benefit. Already around the country a number of clubs are working together to put on Queen's Golden Jubilee parties, as well as other events.

*We were delighted to be able to induct Sir Steve Redgrave into Honorary membership of Round Table and with this symbol of confidence we can **Face our Future** with pride in our past 75 years and optimism for the future.*

There were a number of good debates at the AGM, not least about the budget and the membership can rest assured that the National Executive were listening and will strive to deliver its best to the movement.

Visit the Website frequently to read our updates.

Enjoy your Tabling to the utmost this year, and help us make this superb movement better and stronger. I look forward to seeing you on my travels.

(b) Vice- President – Chris Horsfall

Lots of things are happening at the moment amongst which are:-

Diary

My Presidential diary is coming on nicely I'm pleased to say, with lots of invitations to events and bookings being received. Please keep them coming.

Visits so far

I have attended a number of meetings and events over the past few months which include: the Area 9 Exec and Liaison Meetings, the JLM at Birmingham which was a super event, the EMA Tablers Meeting in Verona, a visit to Madrid for the Past Area 9 Chairman's meeting, NSW Birmingham which was a great weekend and not to be missed, the Edinburgh National Executive Weekend which gave us all the chance to see what a beautiful city it was and I am really looking forward to returning for the National Council Meeting next march and of course, my own Table meetings.

I have also been to Poynton & District RT 's 30th Charter, the Macclesfield & District RT 332 50th Charter and Malton & Norton RT 536 1000th meeting. All superb Tabling nights which were great fun. I have had numerous PLC meetings and Fund Raisers, the Area 9 Dinner and the Area Vice Chairman's weekend in Newcastle.

I also attended the NALC National President's Ball followed by a joint meeting with Ladies Circle, the VIA! Meeting at Marchesi House and a Table Vice Chairman's Forum in Pudsey. Finally I have been to Carnforth & District RT's 50th Charter as well as Frodsham & District's 40th Charter! As you can see I've tried to get about a bit!

Presidential Liaison Committee

I am working well with the PLC team who are really "switched" on (notice the electrical term). The team are currently meeting monthly and there was a full meeting of my PLC in September including the members from the South of England. They are all local guys & girls with no fewer than five Past Area 9 Chairmen on board, the current Area 2 Chairman as well as Past Area 16 and 49 Chairman! They are all doing great under the very able chairmanship of my pal, Howard Whiteley from Elland RT in Area 9.

Shaun Redman is the Webmaster for the PLC and is currently working on and updating the Website pages.

Themes

I would like to sincerely thank all the Area VCs who kindly attended the Area VC seminar at the JLM in June and also in Newcastle over the weekend of 12 -13 October. I am looking forward to working with all the lads next year and the remaining months of 2002. The theme for my year is building the team, building on what we have got, we know, we all know, we are part of the **BEST YOUNG MEN'S CLUB IN THE WORLD**. The main objective is to get to know one another over the next two years or so and help one another as best we can.

We had much discussion in the meetings, on many topics including:

A. What is the role of an Area VC?

- B. What makes a successful Table?
- C. Do Areas support their Tables enough?
- D. How strong Ladies Circles were in RTBI Areas?
- E. National Council meetings, should they be regionalised?
- F. Is more liaison needed with Ladies Circle?
- G. How do we give good value in every aspect of Tabling?
- H. How do we keep the interest alive?

There was long and useful debate on these and many other subjects with lots of good ideas and comments. What is clear is that we have to try to truly make a difference. What is also clear is that many of the issues we have already considered in the Forward Planning Committee were discussed.

FORWARD PLANNING.

Volunteers in Action!

We hosted a meeting at Marchesi House in September and there were representatives from Lions, Rotary, Ladies Circle, Soroptimists and Inner Wheel. There was much discussion on a number of items including Service Club road signs at Town borders, trying to get all Service clubs working closer together, which in principle is ok, although in practice may be more difficult.

Dual Gender

This issue is still being discussed or should I say some sort of umbrella organisation is being considered

Other Issues

Following replies to the New Members questionnaire it is clear that this is showing lots of positives about Round Table. One important issue raised is – *are we looking after our New Members as well as we could do?*

NALC Liaison: - President Ken and I have had two meetings with NALC President Janet and Vice Chairman Tracey to try and work together on various topics.

Associate Membership: – some Areas are having great success with this concept and Area 16 are definitely pushing this forward. I am looking forward to meeting the Area 16 boys soon to see their ideas in action.

Area Restructuring or Guidance: – the feeling is if the boys in the Areas want to merge then let them, but also offer as much help and support from the National Executive as possible i.e. steady guidance. Again, we must build on what we have got but make it a priority to see all the lads are part of it and know what is going on.

National AGM: – we are firing ideas about to try and fill that Hall for the AGM. If we can get Members to attend they should then be entertained and as always, all the business carried out in a professional, workmanlike and some times light-hearted manner. The secret is how to get the lads interested in the first place. Is an incentive required?

Area and Grass Roots Tabling: – we are currently getting feedback from a few struggling Areas. As stated before, the idea is to build on what we have got, to try and put

simple programmes into practice, from the Area meetings to specific Table meetings, things which many of us take for granted:-

1. Area Chairmen visiting and getting to know all their Tables in their Area.
2. Then in return Table Chairmen attending Area meetings.
3. Spending time getting to know one another.
4. Building on what we have got.
5. Areas supporting Table events and vice-versa.
6. If Areas are struggling seek inter-Area support from adjoining Areas.
7. National Executive support at events and with planning if so requested.
8. Giving value in all Tabling.
9. Ethnic Membership, we have few members from Minority groups.
10. Last but not least, I know we are all busy but it is the only way it works, try and give more than we take. TIME AND COMMITMENT.

PLEASE REMEMBER LADS, WE ARE ALL THERE TO HELP AND GIVE VALUE.

(c) Immediate Past President – Nick Lawton

Staff Review

On the 29th July 2002 a Review Document was presented to the Staff at Marchesi House outlining proposals for the future staffing of Marchesi House.

To assist in the process we have engaged the services of a Human Resource Consultant, Carole Hetherington, and on the 21st and 22nd August 2002 the Honorary Secretary and the Consultant met with the staff on a one to one basis to discuss the proposals and their implication for each member of staff.

The aim of the staff review is to improve the management of the Association, to increase the efficiency of Marchesi House, to move the function of Marchesi House to a more proactive footing and to set in place procedures to allow the Movement to fully embrace developments in Information Technology resources over the next decade.

In essence the proposal is to create 4.5 new positions at Marchesi House from mid February 2003, with the existing staff being offered the opportunity of applying for a new positions or taking a redundancy package.

The existing staff were issued with their Notice of Termination of Contract on the 20th September 2002 and, at the same time they were issued with application forms and job descriptions for the new positions.

The application forms are due for return on the 18th October 2002 and I will provide an update at the meeting.

The proposed new positions are:

General Secretary – responsible for all staff issues, management of the National Executive and National Council, liaison with Committees, liaison with other similar Associations, an active role in the marketing of the Association and seeking long term sponsorship.

Accounts Administrator - with responsibility for all financial matters including payment of suppliers, invoicing, payment of salaries, liaison with auditors, sales processing, debtor management, national events financial management and management of investments, together with responsibility for Website maintenance and development, IT policy and training and database development.

Membership Administrator - with responsibility for all matters in connection with capturing and managing the membership database, collating information for distribution to advertisers and preparation and distribution of the Annual Directory, together with management and development of the e-mail policy and management of all administration tasks associated with the Ex-Tablers' Clubs.

PA & Event Administrator - with responsibility for all general clerical and secretarial requirements within the office, responding efficiently to all enquiries from members, charities, the public and other similar organisations and production of documents for inclusion on the Website, together with the co-ordination and reporting role in respect of all National Events, including National Council and National Executive meetings.

Sales Administrator (P/T) - with responsibility for processing Sales orders, sourcing and managing suppliers, providing updated information for Website development, stock control and dispatch.

The overall outcome is anticipated to give Marchesi House a more proactive role in the affairs of the Association and a co-ordinated and forward looking approach to integrated IT management.

Marchesi House

The review of the options available in connection with the possible relocation of Marchesi House, given the decision by the Embassy Group Ltd., the leaseholder, is ongoing. However, it is unlikely that this matter will be finalised within this Table year.

75th Anniversary Appeal: Supporting Choice For Children

The Appeal Fund has now been closed with over £39,000 being distributed to the thirteen selected children centred charities.

(d) Honorary Secretary – Mark Newby

Well we are now through the first quarter of the Table year and I am pleased to be able to report progress on all key areas by the Administration Committee

Staff Review

I have continued to work very closely with Nick Lawton in developing and implementing the Staff Review and Nick in his report covers more extensively the current situation.

I would like to stress that the current situation is obviously sensitive so far as the staff are concerned. Can I please request that when contacting Marchesi House you do not discuss the situation with any member of staff and refer any issues concerning the current review either to Nick or myself.

Standing Orders for General Meetings of the Association - Amendments

At the National Council Meeting David Lumb (NC Area 40) from my Committee will present the proposed Amendments to these Standing Orders. Details of the changes are given as an Appendix to this National Council Notice and Agenda. You will see the proposals are again a mix of tidying and updating as well as introducing change to streamline the processes of the Association at General Meetings. I look forward to the debate these amendments should generate.

IT Development

All hardware and software at Marchesi House has now been upgraded and the new Opera II Accounting software has been installed, the system is being tested and staff are receiving training. We should shortly see a more responsive accounting system which will enable all National Executive Officers to manage their budgets more effectively.

It is intended to bring a proposal to the National Executive for the implementation of a new Microsoft Access based Membership Database to replace the old DOS based system. Although this has been on the agenda for discussion for some years, through the hard work of Martin Johnson (NC Area 33) we have now driven this project forward. Change has become essential now not least due to the withdrawal of support for DOS systems by Microsoft. The development of an Access based system should bring many advantages, not least the long-term aim of an electronic AMR, fully integrated with all other Marchesi House systems.

Fireworks

Neil Levitt (NC Area 17) has worked hard in updating the Firework information circular which is available on the Website. It is essential that Tables who do organise Firework and Bonfire events familiarise themselves with the details included. In addition we have carried out a survey of all of the Table regarding their involvement with Firework displays which has generated some interesting responses and given us for the first time a realistic view of the extent of Table's involvement. We have already been able to use this information in negotiations over this years Public Liability insurance premium .

Website

The Website has continued to be developed this year and you will have seen many pages updated. The Website is now a key communication tool and should be viewed regularly by all Tablers. However the Executive want to go much further and we are currently planning a much more fundamental revision of the site and discussions have already taken place with the current providers, Faze.

Office Procedures/ Event Management

Once the current Staff Review is completed the Administration Committee are ready to introduce Office Manuals which document the various procedures as well as documentation to assist in dealing with the introduction of in-house Event Management .

In addition the new staff base will be subject to the introduction to the “Investors in People” approach and regular performance appraisals to ensure maximum value. All of these systems will bring positive developments to the Association in terms of both cost and development and the Administration Committee is committed to introducing them.

Newcastle AGM

Chris Harness (NC Area 4) is currently revising the AGM Specification and we will continue to work with the Newcastle Conference 2003 team to bring you the best possible AGM facilities. We continue to consider as a whole the development of the AGM as a format and any input you have would be gratefully received.

Presidential Representations

I continue to be busy dealing with requests for Presidential Representations. May I again ask you to give me notification as early as possible so we can sort them out in good time and please remember they should only be directed to me. Going to the President or Vice-President gains you no advantage - all are simply referred to me for allocation – use the direct approach it saves on the e-mails!

I hope you will get a flavour from the above as to the busy portfolio the Administration Committee are currently undertaking on your behalf. We are committed to change and need your input as to the further development of the Association.

(e) Honorary Treasurer – Adrian Gibbons

Capitation 2002/2003

In June Irene Richards issued Capitation invoices to 853 Active Tables. So far 742 (87%) Tables have paid leaving 111 (13%) Tables who have not paid at the date that I am writing this report. For those Tables that have not yet paid, in accordance with the Rules of the Association, a letter will be sent to them shortly warning them that they have been suspended from the October Council meeting if their Capitation payment is not received in the next few weeks. Last year's experience suggests that a number of these Tables will pay leaving a hard core of Tables outstanding.

RTBI Accounts for the Year Ended 31 May 2002

The Association's Auditors have now completed their work on the year ending 31 May 2002 accounts. I will shortly be receiving a copy of the draft accounts for this year and will give the October National Council meeting an update on these accounts.

New Software/Procedures Manual

The upgraded Opera II accounts software has now been loaded and Irene and Tony Mace have now received some training on the new Windows based screens. The plan is to run the new software in parallel with the old system for a short period of time and then switch over to the new software once the process is proven. The new Opera software should allow much faster production of management accounts reports than at present, which will give me better control of the financial affairs of the Association.

Linked to this is the Accounting Procedures manual. I have issued Irene with some sheets to complete that set out the activities that she does daily, weekly, monthly, quarterly, half yearly and annually. This information should help me to pull together the procedures side of the accounting function.

National Events

Plymouth Conference Accounts

The accounts for Plymouth Conference 2002 are in the process of being finalised and I expect to be able to report on these accounts at the October National Council meeting.

National Sporting Weekend Birmingham

These accounts are also in the process of being finalised and again I hope to be in a position at the October meeting to report the draft position regarding this event.

(f) Media and Public Relations Officer – Fraser Skells

The first few weeks of the year has proved to be extremely hectic for the Media & PR Team. The new committee met at Marchesi House in May, and many thoughts and ideas were discussed. The team consists of;

James Day, NC Area 12.

James will be responsible for collation of Tabler reports from the following Areas and constituent Tables; 1,3,4,12,19,23,31,35,37,43,48,50,and 53. James will be continuing the work that he started last year, and is currently developing software programmes which any Areas and Tables can use to set up their own Websites in a standard format with links to Area and National sites.

James will also be working closely with the Administration Committee to redevelop the National Website.

Ross Woodall, NC Area 5.

Ross will be responsible for collation of Tabler reports from the following Areas and constituent Tables; 5,6,7,8,14,21,22,34,36,40,45,46,and 54.

As NSW 2002 Secretary, Ross will be our close liaison with the NSW Team, and will be ensuring that it gets full coverage in Tabler, both support before the event and coverage afterwards. Ross has experience in printing, which will be a great asset.

Stephen Ault, NC Area 15.

Stephen will be responsible for collation of Tabler reports from the following Areas and constituent Tables; 9,10,13,15,20,30,32,38,39,44,47,49,and 51. Stephen also has a background in publishing, which again will be of tremendous help to me and currently publishes three other Area Magazines. He will also be playing a roll in the production of the Conference Edition of Tabler in Newcastle 2003.

Tim Hanton NC Area 25

Stephen will be responsible for collation of Tabler reports from the following Areas and constituent Tables; 2,11,16,17,18,24,25,26,29,33,41, and 52. Tim will be our liaison with the Thames Walk, by Sir Steven Redgrave, Ken Donald and Area 25 Tablers to ensure we get maximum exposure on the day. He will also be covering the future features on The City of London Plaque.

Peter Walker NC Area 30.

Peter will be filling in the gaps whenever and wherever necessary. His wealth of contacts and experience nationally will be drawn upon to make things happen when things won't happen, and he will be a great asset to us all.

Tabler

At our meeting on 21st May, it was the view of the Committee that Tabler should be used both as a membership tool, and as a newspiece for the current membership. We felt that the current format is correct but should aim to have more "Grass Roots" articles. The present mix of 50/50 Editorial/Advertising was about right but feature led advertisements and the increased revenue from more copies being printed should increase advertising

income. These extra copies can then be used by the Membership Committee as one of their tools. Publication costs will also be reduced this year by an agreement to submit more than 75% of photographs in a jpeg format.

Website

More coverage of News will be posted on the National Website this year. After each edition of Tabler has been delivered the Media & PR section will be updated with many of the contents from the Magazine together with articles that couldn't be included due to lack of space or where it was deemed not suitable for public reading e.g. Membership statistics etc. The Media & PR Committee will be responsible for the front page of the Website and it's own section in the Members Area. We strive to prepare ourselves for the day when enough use of the Website allows us to cease production of the Magazine, as we know it, but we have a long way to go.

(g) International Officer – Arawn Johnson

Round Table International (RTI)

RTI has concentrated on the formation of new Associations around the world with the possibility of yet more extensions happening in Greece, Macedonia and Indonesia. Opinion is being sought by way of a letter to each Table Chairman as to whether they would like to see a supplementary budget granted to enable RTBI to act as a joint sponsoring Association (along with RT Cyprus) for the charter of Athens RT 1. Anyone with business, family or friends in these places that could be interested please contact me. In an attempt to make international events more attractive to floor members mechanisms are being worked on to ensure the lowest price possible is being offered for both registration and accommodation. There is a clear commitment to promote fellowship and understanding between different RT Associations and this means more affordable events.

Communication throughout the RTI family is also an important issue. The RTI Website has pages devoted to events (www.roundtableintl.org/events.htm) and a separate site where you can register to participate in children's exchange programs for children, homes or services (www.rtexchange.com). Links to these can be found from the home page of our own Website.

Travel Bingo

We will be carrying out another draw during the National Council meeting but this time the IRO from the winning Area will be asked to carry out a similar draw from the Tables in his own Area. The Table can then nominate someone to take the prize and they should be asked to contact me as soon as possible to sort out arrangements. The prize will be free registration and accommodation to attend the next AGM of RT Austria. Flights will have to be met personally by the winner. I would ask that Tables try and encourage one of their newer members who has not previously taken part in any international Tabling to take the prize, if at all possible. It is important to get younger members into international Tabling as soon as possible.

Overseas AGM's

Please continue to contact Andrew Wayth (NC Area 39) for banners and greetings if you or anyone you know is planning to go to an overseas AGM. We are still trying to monitor those Associations where no attendance is likely. It is unlikely that RTBI will be represented at all overseas AGM's, but we would like to see how many we do get to and steer interested Tablers to visit those smaller Associations we believe will not otherwise have anyone from RTBI.

To the best of my knowledge, by the time of the JLM we will have already attended the French, Finnish, Polish, Romanian Czech Republic and San Marino AGM's. Our international relationships continue to flourish thanks to the efforts of those that travel, so please keep up the good work.

Charters

Moscow proved a very popular destination for RTBI with 14 of us at the charter of Moscow RT 1 back in July of this year, all determined to drink a toast to Round Table in Red Square, but the police put a stop to our celebrations! We expect around seven (including President Ken Donald and myself) to go to the charter of Istanbul RT 1 which will have taken place by the time you read this report.

Mass Tours

Mass Tours are usually extremely good value for money due to the hospitality of local Tablers and their willingness to home host. We would encourage you to join one before you lose the opportunity once you leave Table. Esa Pirttijarvi (NC Area 34) is very happy to be approached for further information on Mass Tours. He currently has information on about five pre WOCO 2003 tours, the Peacock Tour in India, the Owen Frye Tour in South Africa and the Ice and Fire Tour in Iceland.

Hosting Register/Twinning

Without the willingness of people to home host, things like Mass Tours would lose much of their value. It is only right therefore that we continue to encourage Tablers from RTBI to offer home hosting to visiting Tablers from overseas. Hitesh Pandya (NC Area 16) has taken over the upkeep of the register and will be looking for new names at any time, but more importantly for feedback of successful hosting (with pictures please). This is as much a part of International Tabling as attending overseas AGM's and can be achieved at a fraction of the price.

He can also be contacted on Twinning matters. So, if you are looking to get in touch with a particular Table he will have an International Directory and would be more than pleased to help. We have already helped many Tablers to get in contact with overseas Tables and to re-unite number clubs who had lost touch with each other. We have also managed to put a number of RTBI clubs into contact with overseas clubs looking to form a new twinning arrangement.

RTBI Welcome Tour

Flyers were taken to the EMATM where, upon discussion with next years Owen Frye tour leader, we made a slight alteration to offer a package price of 480 Euros that includes attendance at the AGM in Newcastle. I managed to present the alteration during the regional AGM. New flyers were prepared for distribution at the WOCO AGM. Andrew Wayth (NC Area 39) has been in touch with the Areas in the North of England and South of Scotland where the circular tour from Newcastle will take place and has had some very positive reactions from those Areas and I would like to thank them for their help and kind generosity that helps to make the price attractive to floor members. We have had some good feedback from overseas Tablers who were attracted by the overall package.

Newcastle Conference

Some rooms have been reserved at the infamous "Scottish Embassy" hotel and the bookings will now be co-ordinated by Andrew. We plan to join in the alternative Area dinner put on by the Conference Team ie the "Carry on Cowboy" night and have all asked our respective Areas if they would like to join the international guests and which support will hopefully ensure that this event does actually take place! At the IRO's forum at the JLM the Area IRO's asked us if they could help look after the international guests and we plan to take them up on their offer. We also hope to be able to offer a tour on the Saturday and our thanks go to Area 20 who are being extremely helpful in this regard.

European, Mediterranean, Americas Tablers Meeting (EMATM)

The Annual Regional Meeting of the European, Mediterranean, Americas Region (EMA) of RTI took place back in June in Verona, Italy. It was the first time a Community Service Market has taken place and in view of this was deemed a success. Mainly African service projects were presented and we hope that some clubs within RTBI will be able to contribute to those projects, some of which are detailed on the CSLO pages of our Website.

The forum on small Associations concentrated on identifying those Associations that need support. It is harder for them, than for the big Associations like us, to fund travel to overseas AGM's due to the lower numbers of members. Some would love to be active but have no money whilst others need to be encouraged to be active once again. It is usual for mothers to look after their children even when they are grown up, and so it was agreed that the mother Associations would make sure the contacts are kept alive by going to the daughter Associations AGM's and where possible to invite them back to their own AGM's free of charge. Other links were identified such as RTBI's link with RT Czech and RT USA whose AGM's we have attended for a number of years now.

We are the mother association to RT Gibraltar, RT Malta and RT Bermuda and I feel we should try to find some kind of financial support to bring them to our AGM. Chris Horsfall is planning to go to the next AGM of RT Gibraltar and I have been told that someone is going to the Maltese AGM, so that just leaves Bermuda!

Danish Axe Award

The lucky winner of this award will receive a contribution towards the cost of flights, accommodation and registration at an international event next year. The award is for the Tabler, Table or Area that does the most to further international Tabling during the coming year. All applications should be made in writing to Esa. Please feel free to nominate someone you know if you feel they have been making a difference on the international scene.

John Watts Travel Fund

The purpose of the fund is detailed in the RTBI Directory and further guidance can be found on the Website. Applications for this also need to be made in writing with as much detail as possible to Esa. Please keep those applications coming in.

World Council of Service Clubs (WOCO)

Held in Mauritius in September, RTBI did win the Greenland Cup for the greatest number of delegates and I won an award for the most effective delegate at the WOCO AGM. RTI became a member of WOCO and we will be members through RTI but will retain our voting rights in an attempt to re-unite Associations that had previously left WOCO. An International Service Board (ISB) was formalised and can now plan, co-ordinate and support the service activities of WOCO especially in relation to contact with Development Space, a funding agency within the global social capital market. RTBI was thanked for the fundraising efforts of its clubs in response to the Gujarat earthquake. Much more detailed information can be found on the International pages of our Website.

Website/E-mail/Tabler Magazine Liaison

Finally, Neil Dashfield (NC Area 37) is responsible for keeping the Website updated in respect of the above. He has also been trying to put together an e-mail distribution list. Please help him out if you know that an Area doesn't have an IRO, or the IRO does not have an e-mail address, by providing Neil with an e-mail address of a deputy. We intend to supplement the Website with e-mails to Areas, so that they can in turn be passed on to Table IRO's. Content for *Tabler* magazine should come from all Committee members and so far *Tabler* magazine has had plenty of copy of an International nature.

(h) Membership and Development Officer –Andrew Hornby

Onward & Upward

The M&D Committee continues to communicate with Area Membership Officers to find out about Tabling in RTBI so that the best can be shared with the whole Association. At the same time they are making the Area Membership Officers aware of the whole range of guidance and best practice available on membership issues, as covered within my Membership News pages of the Website (in the Members Area under Current News).

This information will help you in your quest for new members in your own Table and could be the key to the ultimate success of some Tables. Anyone who reads this report should

visit these pages, which provide further details on the items covered in the rest of my report.

New Members

388 new Tablers have joined the Association since the beginning of this Table year, and they're getting younger. You will have seen that each new member now receives a public welcome in *Tabler* magazine.

The free New Members' polo shirt is now ordered when the New Membership Application is made so that it comes as part of the New Members Kit. The free Conference voucher that also comes as part of the New Members Kit can be redeemed for a 2-day pass for Newcastle, which is worth £43.

It is of concern however that some Tables still do not register their New Members with Marchesi House until after they have been inducted. These new Tablers therefore do not receive their New Members Kits at their induction. Not only does this do a disservice to the new Tablers, it also distorts the figures.

VC Forums

Bookings are now coming in thick and fast, with already four times as many received as at this time last year. Again I would urge every Tabler who reads this report to ensure that every Table Vice Chairman he knows is booked into one of these forums. In Sheffield I hope to be able to present a significant cash prize to the first Area to have 100% of its Table Vice Chairmen booked into one of our Forums. It will be close.

Membership & Development Plans

To plan for their future every Table needs to draw up a suitable M&D Plan and get it down on paper; all those submitted to me this year best of these will again be competing for The Acton Trophy, which will be awarded at the AGM in Newcastle.

Promotional Materials

Table/Circle leaflets and beer-mats are still freely available from Marchesi House, while the poster is now obtainable from the Downloads section of the Website. The entire range of promotional material is currently being updated and the new range will emphasise the personal development aspects of Tabling. Additionally, Tablers should recognise *Tabler* magazine as a very useful marketing tool. Extra copies can be ordered from Marchesi House and their distribution can form part of a local awareness campaign

Guidance

The Membership News pages of the Website contain plenty of guidance and best practice on membership issues.

Essentially a successful Table will have documented its way forward in the form of a Membership Plan and will ensure that its Vice Chairman attends a Vice Chairmen's Forum. It will have in place a well-balanced pre-planned programme and good internal communications. It will allow its members opportunities to get involved with other Tables

and in Area, National and International Tabling activities. The Table will be creating awareness by being seen enjoying their Tabling in the local community; by getting involved in (not necessarily organising) high profile social, civic, community or fundraising events; by getting local media coverage; by undertaking activities like leaflet drops, posters, distribution of *Tabler* magazine, direct mail to local businesses, etc.

The successful Table will attract guests to every Table event and extend a very warm welcome to them so that they'll want to come again. It will present Round Table as something that local young men aspire to join, and will eventually convert many guests to prospect members once they know what their membership would involve. The successful Table will process new membership applications properly so that every new Tabler receives his New Members Kit at the time he is inducted, and so that the records at Marchesi House can be updated accurately. The successful Table will continue to provide good value Tabling to its new and existing members and maintain their interest and enthusiasm until they reach 45.

41 Club

On a local level Tables are being encouraged to ensure good relationship with their 41Clubs, to get them involved in Table activities and to bring guests along or recommend potential members. Any Tabler over the age of 40 may join 41 Club, and an increasingly large number are now members of both. This is to be encouraged as it helps the individual through the transition.

Membership Initiative Awards

Money available to Tables to help them attract new members comes this year in the form of a reward rather than a grant. Tables that bring guests along to their meetings and events can apply for this cash prize simply by answering the \$64,000 question: "How do you get local young men to attend your meetings?"

Any Table or Area that fulfils the pre-qualification criteria can apply for this award, simply by stating what they do to get people along. All entries are to be sent to mia@townandcountry.fsnet.co.uk before 31st December 2002; the cheques will be sent out the following month. All the information that comes in on the applications will be collated and shared with the membership at the beginning of 2003. Full details were published on the Membership News pages of the Website in July and are also in the Autumn edition of *Tabler*, yet there have been surprisingly few applications.

Membership Recruitment Awards

Dunstable & District RT 400 (Area 54) was the winner of this year's first Quarterly Membership Trophy for their 75% increase in members. You can read how they achieved this in the Autumn edition of *Tabler* magazine. The trophy will be presented again at the Sheffield National Council meeting, but at the moment it is a close run thing.

(i) Community Service Liaison – Mark Gray

Firstly can I say it is an honour to be your National CSLO and I hope you will be able to support one of the causes below as part of my OMOC initiative "One Member, One Cause."

Our theme this year is "Community Service, the Heart of Table" and CS Gas will be renamed Heartbeat.

I have reduced Round Table's commitment to a small number of National Charities to ensure that they get maximum support from our movement during the year and we don't overstretch ourselves trying to support too many causes. You as Tablers can support as many as you like but I would ask you to consider doing your bit for just one whether it's a marathon, a sponsored slim, an abseil, jail & bail or rattling tins. Please complete the OMOC form in Tabler or contact a member of the CSLO Committee and we can put the heart, back into your Tabling.

Anthony Nolan Trust

The CSLO team literally hit the ground cycling! The first event organised by my predecessor Mark Bonham starts on 1st June 2002 and this is the "Save a Life" Big Bike tour from John O' Groats to Lands End. Tablers the length of Scotland and England are supporting this by hosting our team of riders, organising donation clinics and generally ensuring we get maximum publicity for both organisations as the riders pass through to their finish on 11th June. An update of how the event went will be provided at the National Council meeting.

The Trust will also be the beneficiary of our involvement in the Golden Jubilee 10K Race in London on the 21st July. Entry forms are available from myself and we are now actively recruiting 30 runners so if you think you can run six miles in around two hours or know someone who can, we would love to hear from you.

Whizz Kidz

On the 7th June the Round Table China trekkers will be on their way raising serious money for the charity. My team will be continuing to work with Whizz Kidz for a third challenge in 2003 again an updated report will be given to the National Council on how we got on.

Sir Steven Redgrave Charitable Trust

The first of what will be the start of our links with Sir Steven's charity is the Thames River walk from Cirencester to London on the 31st May to 8th June. Ten Tablers from Marlow and District RT 575 will be walking with him on parts of the route. I am hoping to organise at least one more event for the Trust giving a bit more notice later in my term of office.

RTCW

With more wishes than ever being granted each year Round Table Children's Wish is in just as much need of our help as before. The first thing you can all do is refer to the charity by its full title or as RTCW to avoid confusion with an American Charity now located in the UK called Children's Wish Inc.

We are looking for a team of intrepid cyclists to cycle the Sahara for the RTCW Challenge in February 2003. Round Table Children's Wish have already put this in Tabler Magazine and details can be found on their Website.

As usual we need runners for all the big races like the London Marathon and the Great North Run so if you fancy a challenge we can offer you plenty.

My own area, Area 14 are again going to undertake another Fire Walk "Walk of Fire II" they enjoyed it so much and we'd welcome more Tables to get hot feet for a terminally ill child.

We will also draw attention to a selected list of additional charities.

RNIB

Their National & Local fundraising teams have a range of big and small events for Round Tablers to get involved in either as hosts or participants in aid of Blind and partially sighted adults and children throughout the UK. They want Tablers to abseil tall buildings, run Marathon's, do a Jail & Bail, bungee jump or Look Loud for a day on 14th June by going to work in your most outrageous clothes. The team of national fundraisers are looking to us doing a Joint Challenge in Mid 2003. I am particularly interested in Tables from Northern Ireland, Scotland and Wales getting involved with their RNIB National teams to raise money specifically for their countries. For full details read our section on the Website or in Tabler magazine.

TOFS

TOFS (Tracheo-Oesophageal Fistula Support) is a charity we tried to support a few years back with limited success. My own Area is taking the lead on this one as it's in our back yard based in Nottingham. TOFS support children who cannot swallow because their windpipe and oesophagus share the same route. Imagine constantly choking on your food or it going down the wrong way. TOFS don't have a big fundraising team but they need our help in sponsoring their awareness. There are leaflets for parents that go into every hospital and virtually every GP's surgery around the UK and I want them all to have a "Sponsored by Round Table Great Britain & Ireland" strap line and phone number.

We are not looking for a huge amount of money possibly around £30,000 but the publicity could be potentially very useful. I hope to have more details at the Council meeting.

Round Table Lottery

The remaining focus of our activity will be organising the 12 Events between now and Conference 2003 in Newcastle to raise the profile of our Round Table Lottery. Although it has grown considerably since the 2000/2001 CSLO Andy Holyoake started it we wish to increase its profile within the membership. The draw will be coming to a Charter or Council event near you and we need more of you to sign up for it. All new Councillors and Committees be warned, you will be the first to set an example and then spread the word. You could win money and one of our causes will get a healthy dose of much

needed cash. We will be sending forms to each Area CSLO with their OMOC returns so we hope to get a substantial increase in the take up.

Children in Need

Having taken a break from this event for several years we will be looking to organise a UK wide effort for Children in Need on 29th November 2002.

To start with, my experience says keep it simple, the Round Table Toddles were a lot of effort for minimal return, so my team are looking at a "Take Pudsey to the Pub" campaign to get a pub crawl and cash into the coffers for the night and a "Take Pudsey Clubbing" for our under 30 year old Tabler's to encourage young Clubbers to give money and see that Round Tabler's are not all balding middle aged men who they only see at Christmas or before they go off clubbing!

We shall continue to award grants from The Denis Tizard Fund that we will publicise more widely in Tabler and on the Website.

It is also my intention to increase the sale of Christmas Cards to get the WoCo Club to Club fund into a healthier state and of course we will keep a watching brief on those Tables doing innovative fundraising projects for the annual Community Service Awards.

(j) Conference – Paul Jay

Plymouth 2002

I am hoping to be able to report at the National Council meeting that we have the accounts, they have been submitted to the Association auditors and we have the financial result of Plymouth Conference. I would like to thank Andy Holton the Conference Treasurer for all the time and hard work he has put in over the last six months to get the Plymouth accounts sorted for this timescale. This has been especially difficult with the Accommodation Convenor going ill right after the event, which has made it very difficult to reconcile disputes between delegates, hotels and Conference.

Newcastle 2003

The Newcastle team are working steadily under the Chairmanship of Len Aitchison but bookings are slow, which is becoming the norm. We have lots of rooms booked by Area Vice-Chairmen which indicates that you are coming to Conference. The team does need you to book in ASAP because that Nasty National Conference Officer will start cutting their budgets and if 300/500 of you book in during the last three weeks the team will not be able to put the things back into the Newcastle package which they have worked on over the last three years. Gavin Parkes (NC Area 22) will be chasing National Councillors for their bookings. To book in you need the following Hotline number - 08700 111336 or via the Website www.newcastle2003.org.uk. **Can I also remind you that it is your responsibility to book your own accommodation.**

Southend on Sea 2004

Under the Chairmanship of Richard du Bois the team has come together now and are meeting regularly. Southend on Sea will be our second two-day Conference and they already have

different formats for this Conference. If you want to see things done differently at Conference my team and I would love to hear from you and we will see what can be done.

Future Conferences

The Conference Committee now have a date for the Scottish regions bid weekend for them to host Conference 2005 either in Glasgow or Edinburgh. We still have Area 43,14 and 16 that are still interested in bidding for future Conferences. They have all had the Conference Manual and are confirming their interest to Simon Govier (NC Area19)

(k) Marketing and Sponsorship – Mark Tipping

The Committee

This year's Marketing & Sponsorship Committee will comprise three National Councillors and myself: Howard Joseph (NC Area 46); Jeremy Saunders (NC Area 23); and Ron Shea (NC Area 26). The first Committee meeting took place at Marchesi House on Wednesday 29th May and we will progress the various issues soon.

The Marketing & Sponsorship Challenge

I see the role of this year's Committee as threefold:

- to provide appropriate marketing support to other functions within the Association;*
- to identify sponsorship deals that will benefit the Association; conclude negotiations with the sponsors and develop a Sponsor management process which satisfies their requirements;*
- and to identify sponsorship or affinity deals that will benefit individual Tablers, conclude negotiations and develop a Sponsor management process which satisfies their requirements.*

The allocation of Committee members to each of these tasks will be undertaken at the first Committee meeting.

Marketing

I believe that one of the first tasks to be performed by the marketing function is to develop an up to date demographic profile of Tablers as this will form as key tool for the sponsorship function to exploit in its discussions with potential sponsors. This task was last carried out in 1997 and needs updating. Initial discussions have already taken place regarding the possibility of using Mosaic profiling methods.

Sponsorship

There are two initial tasks for the sponsorship function. The first of these is to gain a better understanding of what we are allowed to offer potential sponsors and the value of these offers.

The second is to get up to speed with the activities of the last incumbent, Andrew Kennedy, which will involve introducing ourselves to active sponsors, gaining their views of the association and seeking to enhance future relationships.

Mg Rover Group

The sponsored Rover 75 has been passed to Ken Donald and his PLC. The sign writing on the car has been changed to reflect him being National President.

(I) Sales- David Ellis

The first Sales Committee meeting of the year has been held and the work for the year has been set out. By the time of the National Council Meeting, wheels will be well and truly in motion to make things happen.

Committee Tasks

a) Area Liaison

Robert McCall (NC Area 51) Areas 13,44,49,38,51,39,47,11,52,29

David Ellis (Sales Convenor) Areas 21,32,34,8,46,40,22,5,35

Martin Shewring (NC Area 43) Areas 53,36,43,4,23,50,12,37

Mark Boersma (NC Area10) Areas 20,10,15,9,7,30,14,6,41,45,24

Lloyd Thompson (NC Area 2) Areas 25,17,18,26,16,2,3,1,48,19,31,54

b) National Events

In addition to the above Liaison responsibility for National Events was allocated

Newcastle Conference 2002: Mark Boersma

Southend Conference 2003: Lloyd Thompson

Cardiff NSW 2003: Martin Shewring

Financial Controller: Robert McCall

Sales Officers

The number of Area Sales Officers shown on the National Database so far has shown an increase on last year. All ASO's will be invited to attend a meeting on the afternoon of the JLM at Marchesi House. It is our hope that a significant number of Sales Officers will be in attendance.

Debtors

After the success of the Committee last year there will be a continuation of the effort to keep outstanding debt to the Association to a manageable level. The 60-day stop rule will still apply and no Area will be supplied with goods if they have debts older than two months, although it must be realised that the standard payment terms are 30 days. Now that the long-term debt problems have been in the main resolved, the Sales team will have a less difficult task.

Suppliers

The review of Suppliers will continue to ensure optimum quality and value. Despite promises of the details of “cheaper” sources of sales Items from Tablers these have not as yet been forthcoming. The team is aware that we have to maintain a regular, reliable Sales department and we believe we do provide this in the existing portfolio.

Stock Items

The reduction in the number of Sales items at Marchesi House is continuing. A “Sale” of past stock lines is being held to assist with this. It must be recognised that some stock must be kept in hand to allow us to provide personal Items for sale.

Website

The launch and development of the Sales Website is the Sales team’s first objective for this year. It is our plan to have the Shop on line for the Council Meeting in Birmingham. Whilst the “shopping basket” format will not be running it is hoped that the on-line catalogue will be a significant step forward.

New Products

We are all aware that promotional goods are available nationally from various suppliers. It is the task of the Sales Committee to identify good quality items, which will present a defined image for the Association and be of good quality.

General

The Sales team got the year off to a flying start with a 100% attendance at the first meeting, it is hoped that the enthusiasm and drive of the team continues over the coming year.

(m) Sports and Social – Shaun Redman**National Competitions 2002-2003**

I am delighted to report that in excess of 80% of RTBI Area’s replied to the letters requesting them to register for the National Competitions and of these most are taking part in more than one of the competitions.

National 11 a side Football

The response to the registration letter was very good (after some chasing up) and I can confirm that we have 28 Areas registered for the Football Competition. Bob Minto (Area 44 National Councillor) from my team is managing this competition. The draw has been completed and the fixture list has been sent out to the Area’s. This includes the timescales for the preliminary and first round ties to give maximum flexibility for the football during the autumn and winter but will line up nicely with Newcastle for the finals. The draw has been posted on the Website along with the rules, which have also gone to every Area Sports Officer involved. This year, following problems last year, we have chosen to organise the Semi-finals at neutral venues.

National Quiz and Debate

The response for the Quiz and Debate has been similarly heartening and we have 35 Areas registered for the Quiz and 13 Areas for the Debate. Jon Sockett (Area 8 National Councillor) will once again be running these events. The draws have been made and have been posted out to the Areas with the rules. I have also published the draws and the rules on my Website pages. I do hope the Areas will support the Debate competition this year as the final was greatly missed at Plymouth Conference.

National Events

NSW2002 Birmingham

Birmingham NSW2002 was very well received and over 500 attendee's had a great time with the Sports and Social side of Tabling. Despite a number of serious challenges during the weekend David Fathers and the NSW team delivered an excellent event. I can report that initial findings are that, as a minimum, we have achieved a break-even financial position.

There has been a lot of great feedback from the attendee's thanking the Committee for their work and a great weekend, I commend the efforts of the NSW team and their Liaison Officer Neal Porter (Past Area 9 National Councillor more times than anyone can remember). We will be holding both a de-brief and hand over meeting during the coming weeks and will be looking to close the event books as soon as possible after the end of the VAT quarter.

NSW2003 Cardiff

The Cardiff team under the leadership of Mike Tully are meeting regularly and the plans are in place for a Sporting Weekend to remember. You certainly will not forget the Committee jackets, they will certainly stand out.

In an effort to obtain early bookings, Mike and his team will be running a system by which the first 300 booking in to Cardiff will be entered into a prize draw. The first 100 drawn will get the weekend for £99! This will not put the NSW at financial risk and I will update the National Council on the number of current bookings received.

The payment dates have also been changed (again at no financial risk to the event or to the Association). You can be sure that the Cardiff team will be looking for National Executive members and National Council to lead by example when it comes to booking in to Cardiff.

The Website is up and working and a link has been provided to the site from the RTBI home page. All the important issues are in hand and the team will start visiting the Area's during the October Area Council meetings.

Future Events

Despite many questions, expressions of interest and copies of the Manuals being sent out, there are currently no bids for NSW 2004 or for future National Family Weekends. I will be writing again to all the Area's requesting bids for future events.

Event Manuals

The NFW Manual will be posted on the Website as a downloadable document by the time the National Council meets in Sheffield.

Trophies

Of the missing National Trophies I am now down to three outstanding, I propose to replace these out of event profits before the next NSW.

The current missing trophies are:-

The National Tennis trophy.

The National Novelty Trophy

The National Individual Golf Trophy.

Further Events

During the Sports Officers forum at the JLM it was requested that next year we should arrange a National Ten Pin Bowling competition. This would be run on the same lines as the National 11 a side football and would be run by a Sports and Social team member. I would like to know National Council's thoughts on this and I do realise the final will be another event to fit onto the Friday at Conference.

If National Council approves this suggestion there will be no financial implications or change to the Sports and Social budget this year, but provision would need to be made next year to cover the organisation of the competition. It would also give the National Sports & Social Officer the job of tracking down the National Ten Pin Bowling Trophy that was last awarded at NSW 1998 in Huddersfield.

**Proposed Amendments to the Standing Orders
for General Meetings of the Association**

a) 3. RECORDS

Amend wording as shown:

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

Rationale

This amendment reflects the actual situation as it exists. Currently it is the General Secretary who maintains these records and the Standing Orders should be amended to reflect this.

b) 4. PROCEDURE FOR TABLE DELEGATES

Amend wording as shown:

- (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.**

Rationale

Over a number of years clarification has had to be repeatedly given that only Active Members may be voting delegates. It is also inappropriate for current members of the National Executive to play any part in the voting process even if they are the only representative of their own Table present .

c) 4.(d) Delete clause

~~(d) Where it becomes necessary for a substituted Delegate to be appointed in place of a Delegate, details of whom have already been notified to the General Secretary, the new Delegate shall present the authorisation form to the General Secretary for the name to be amended prior to the meeting.~~

and amend 4. (b) as follows:

4. (b) Tables shall send the name of their Table Delegate to the General Secretary not less than 14 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.

Rationale

In the interests of tidying the rules and removing excess words this merging of the AGM Registration procedure is proposed. It again reflects the reality of the AGM procedure.

d) 6. QUORUM

Delete all words after **is present**.

(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.~~

Rationale

It is an impossible task for the Chairman to track if the meeting is quorate at all times. In reality the Chairman will not commence the meeting until advised by the Honorary Secretary that the Meeting is quorate. In addition in all key resolutions the meeting will be quorate in any event.

e) 6(d) Delete clause

6 (d) ~~If there shall not be a quorum present fifteen minutes after a meeting shall have adjourned the Chairman shall declare the meeting at an end.~~

Rationale

Experience at the Plymouth AGM clearly showed it took more than 15 minutes after the stated time for the meeting to re-adjourn after the lunch break. This Standing Order is therefore inappropriate. The meeting will clearly only restart once it is quorate and therefore the current Standing Order should be deleted

f) 7. ATTENDANCE

Include the words **or Past** after Honorary

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.

Rationale

To tidy up those class of Attendees who may attend an Annual General Meeting of the Association, currently the Standing Order as drafted precludes Past Members from attending the AGM.

g) 10.AMENDMENTS

Amend wording as follows.

(b) The Chairman may in his discretion require any amendment to any motion on the agenda to be reduced to writing and handed to the ~~him~~ **Honorary Secretary.**

Rationale

The Honorary Secretary deals with all motions and amendments. Accordingly whilst the exercise of the discretion remains with the Chairman, the practical recipient is always the Honorary Secretary and the Standing Order should be amended accordingly.

h) Add New subparagraph 10. (h)

10. (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.

Rationale

At last years AGM a number of similar amendments to the Budget Resolution were combined into one amendment of the motion which enabled the meeting to deal with the issues more efficiently. This amendment reflects this practical situation by putting it into Standing Orders form

i) 11. RIGHTS OF AUDIENCE

Amend wording as follows:

(b) When the Chairman rises ~~any standing speaker shall resume his seat~~ **addresses the meeting any speaker shall resume his place.** ~~and remain seated~~ until called upon by the Chairman.

Rationale

This continues a theme in last years Rule amendments to amend the Rules to reflect the Association's compliance with the Disability Discrimination Act, which requires us to guard against both positive and negative discrimination.

j) 11. (c)

Amend wording as follows:

No Delegate shall speak more than once on each separate question proposed except in the following cases:

- 1) The mover of a motion or amendment shall have a right of reply
- 2) A Delegate may speak to a point of order
- 3) A Delegate may speak to a point of privilege
- 4) A Delegate may give an explanation if asked by the Chairman to do so
- 5) A Delegate may speak more than once on the same question when the Meeting has resolved itself into committee

Further no other Member of the proposing or seconding Delegate's Table may speak to the motion, nor similarly may any more than one Member from each Table speak against the motion (such expression shall be construed in accordance with the amendment to Rule 7)

Rationale

The Meeting in considering any motion or amendment must hear the widest possible debate. There is a danger that if several members of the same Table speak either for or against the motion or amendment they will stifle such debate. It is considered equitable therefore that the Table's Delegate should be the sole representative in either moving or opposing a motion or amendment

j) 15. VOTING

Amend the wording as follows:

A (i) All questions shall be determined by a show of Voting Cards which shall be counted by the Tellers ~~provided that~~ **unless that** in the event of a

clear majority it shall be sufficient for the Chairman to declare the result of the question put.

Rationale

The practice of declaring the number of votes cast for and against a question has died out, possibly due to a number of reasons. Current practice is for the Chairman to announce the result of any vote only without recording the votes for and against and this change seeks to bring the Standing Orders into line with what occurs.

- l) 15(iii) Delete whole sub paragraph

~~In all cases where votes have either been counted by the Tellers or recorded by ballot where applicable the numbers cast for and the numbers cast against shall be declared immediately~~

Rationale

This amendment removes an unnecessary Clause. The current practice on any vote using Voting Cards means the Tellers ascertain the result of the ballot and report this to the Honorary Secretary who communicates the result to the Chairman. This change to the Standing Orders reflects current practice.

- m) 16. MINUTES

Amend 63 to 42

A copy of the Minutes of every General Meeting shall be sent to every National Councillor, Area Chairman and Secretary, Table Chairman and every member of the National Executive not less than 63 42 days after the Meeting.

Rationale

This reflects progress now made in converting the record of the meeting into an electronic format which allows earlier distribution to the membership.

Additional Amendment to Constitution and Rules of the Association

10. THE NATIONAL COUNCIL

Add wording as shown:

(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 **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.**

Rationale

This further develops the amendment to Standing Order 4 (a) by preventing members of the National Executive representing their Area at all National Council Meetings.

These amendments respond to received criticism of the National Executive representing their Areas at times of shortage of an Area delegate . If these amendments are adopted the membership must realise the additional responsibility of ensuring that the Area and Table is represented by a qualified voting delegate so as to avoid any difficulties over meetings and in particular the National Council being quorate

16. GENERAL MEETINGS

Add wording as shown:

(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.

Rationale

It is inappropriate for current members of the National Executive to play any part in the AGM voting process even if they are the only member of their own Table present .

DISTRIBUTION (1 copy for each):

National Executive

National Council

Area Chairmen

Area Vice-Chairmen

Area Secretaries

Table Chairmen (for the attention of the Table members)

Chairmen of National Events – (Conference, Sporting Weekend, Family Weekend)

This Notice and Agenda can also be downloaded from the Website for electronic distribution to all Members. – www.roundtable.org.uk

Published by the National Association of Round Tables of Great Britain and Ireland,
Marchesi House, 4 Embassy Drive, Edgbaston, Birmingham, B15 1 TP