

STANDARD RULES FOR

CONSTITUENT TABLES

Post March 2002

STANDARD RULES FOR CONSTITUENT TABLES

1. TITLE AND STATUS

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

2. OBJECTS

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

3. MEMBERSHIP

(a) Kinds of Membership

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

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

(b) Procedure for Admission to Active Membership

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

- (v) Any Tabler who has objected to the application shall attend the next meeting of the Table Council, and shall be interviewed by the Council; and the Council shall then or at
- (vi) an adjourned meeting decide whether or not the candidate should be admitted to membership, and for this purpose if three or more members of the Council shall vote against admission of the candidate he shall not be admitted to membership.

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

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

(d) **Transfer of Membership**

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

(e) **Leave of Absence**

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

(f) **Cessation of Membership**

- (i) If an Active Member shall cease to be a member of any Table his membership of Round Table shall cease for all purposes.
- (ii) An Active Member shall cease to be a member of Round Table on the 31st March following his 45th birthday or if his 45th birthday falls on 31st March then on that day but he shall be entitled to attend all Table Meetings up to and including the Annual General Meeting immediately following his retirement without voting rights and if he is an Officer (including a Regional Officer) of the World Council of Service Clubs or Round Table International or of his Table, Area or National Council he shall be entitled to continue in that office until the constitutional moment when his successor should take over.
- (iii) Unless an Active Member shall make an explanation to the satisfaction of the Table Council, his membership of Round Table shall cease if in any Table year he shall have failed to attend sixty percent or fifteen

meetings, whichever is the less, of the Ordinary Meetings of the Table provided that the Table Council shall disregard any absences in a period during which the Tabler is on leave of absence in accordance with paragraphs (d) (ii) and (e) of this Rule and provided further for the purposes of this paragraph attendance by the Tabler within fourteen days before or after a meeting of the Table from which he was absent at a meeting of the National Council, National Executive, National Council Committee, Area Council, Area Executive, another Table of which he is not additionally a member or a Table in process of inauguration shall be deemed to be attendance at his own Table unless fewer than fifty percent of his actual attendances have been made at his own Table.

- (iv) A member, Active, Honorary or International, shall cease his membership of Round Table if he shall have failed to pay his subscription for thirty days after such omission has been notified to him and the Chairman of any Constituent Table of which he is additionally a member. Such notification shall be in writing and sent by the Honorary Secretary of the Table to the Tabler at his last known address.
- (v) An Active Member shall cease to be a member of Round Table if he fails to join another Table in accordance with paragraph (d) of this Rule except if he is already and continues to be an Active Member of another constituent Table, as permitted by rule 3(a)(i) hereof.
- (vi) If any member shall be expelled from membership in accordance with paragraph (g) of this Rule his membership of Round Table shall cease and that member shall be barred from membership of any Constituent Table.

(g) Expulsion of Members

- (i) If any member of Round Table shall disregard any rule or regulation of the Table or the Association or shall be guilty of any conduct which in the opinion of the Table of which he is a member is inimical to the interests of that Table or the Association, he may be expelled from Round Table under the provisions of this paragraph.
- (ii) Written notice (without specifying reasons) of a proposal to expel a member from Round Table shall be given by the Honorary Secretary of the Table, to every member of the Table, including the member sought to be expelled and to the Chairman of any other Constituent Table of which the member sought to be expelled is additionally a member, at least fourteen days before the meeting at which the proposal is to be considered.
- (iii) At least fourteen days before such meeting the Honorary Secretary shall invite in writing the member sought to be expelled to attend and speak at the meeting or to make prior written representations to the Table Chairman or himself and shall also advise him in writing of his right of appeal under the provisions of this paragraph.
- (iv) A motion to expel a member of a Table shall only be passed at a meeting of the Table convened in accordance with the preceding sub-paragraphs of this paragraph by a two-thirds majority of those Tablers present and entitled to vote at the meeting.
- (v) Within twenty-eight days of the meeting at which a motion for expulsion of a member was passed the expelled member may give notice in writing to the National Honorary Secretary of his intention to appeal against expulsion.
- (vi) On receipt of such notice of appeal the National Honorary Secretary shall give written notice to the Honorary Secretary of the Table of which the appellant was a member requiring him within twenty-one days to submit in writing full details of the circumstances surrounding the decision to expel the appellant and shall give written notice to the appellant requiring him within twenty-one days to submit in writing the grounds of his appeal.

- (vii) Pending the outcome of such appeal the membership of any Constituent Table of the appellant shall be deemed not to have ceased but shall be suspended until such time as the Appeals Committee had made its decision and communicated that decision to the appellant and each Table of which the appellant was a member.
- (viii) The National Honorary Secretary shall give fourteen days' notice in writing of the meeting of the Appeals Committee to the appellant and the Honorary Secretary of the Table and shall explain to the appellant and the Table that they are entitled to attend and make oral representations.

4. MEETINGS

(a) Ordinary Meetings

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

(b) Special Meeting

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

4. (c) Annual General Meeting

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

(d) General

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

5. OFFICERS AND MANAGEMENT

(a) Officers

- (i) The Officers of the Table shall be the Chairman, Vice-Chairman, Honorary Secretary, Honorary Treasurer, Membership and Development Officer and Media and Public Relations Officer who shall all be Active Members.

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

(b) The Table Council

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

(c) Delegates

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

6. SUBSCRIPTIONS AND ENTRANCE FEES

- (a) The subscriptions for Active Members shall be such sum as shall be determined by the Table.
- (b) A Table may at its discretion levy a subscription from Honorary or International Members.
- (c) A Table may at its discretion levy a reduced subscription from members who are also Active members of another constituent Table.
- (d) The subscription shall become payable at the Annual General Meeting or in the case of a new member at the date of his induction.
- (e) If an Active Member transfers from one Table to another he shall pay his subscriptions to the Table of which he was a member on the 1st April preceding the date of his transfer.

- (f) The Treasurer of the Table shall collect from every new member excluding those members who are already Active Members of another Constituent Table on his induction as an Active Member of Round Table an entrance fee the amount of which shall be decided by the Annual General Meeting of the Association, and the Treasurer shall account to the Association for the entrance fees so collected.

7. **FINANCE AND ACCOUNTS**

- (a) The financial year of the Table shall commence on the 1st April and end on the 31st March.
- (b) The Table shall maintain an adequate record of all financial transactions undertaken by the Table and minutes of all business transacted by the Table; and any Active Member of the Table shall be entitled to inspect at any reasonable time the financial records and minute books; and it shall be the duty of the Treasurer or Honorary Secretary to produce such financial records or minute books on request.
- (c) The Table shall account separately for any funds which are raised by the Table for charitable purposes . Such funds shall be kept in a separate Bank Account or shall be invested separately from funds which the Table has raised for its own purposes. If required to do so in accordance with rules laid down by the Charity Commission (or other appropriate body) a Table shall register its Charity Account with such body and comply with all requirements in that regard.
- (d) If a Table proposes to raise monies which are not intended to be used for charitable purposes then those monies shall be sought specifically for that purpose from Tablers, Ex-Tablers and their guests or through sponsorship provided the non-charitable purpose is stated to the sponsor or made known to the persons from whom the money is to be raised.
- (e) An Annual Report and independently inspected Financial Statement shall be presented for adoption to the Annual General Meeting of the Table.
- (f) The Table may agree to contribute towards certain expenses incurred by members of the Table but no member shall be entitled to be refunded any expenditure which he has incurred without prior express approval of the Table.

8. **GENERAL**

- (a) **Party Politics and Sectarian Religion**
Party politics and sectarian religion shall be excluded from all Table discussion.
- (b) **Ladies**
No lady shall be admitted to any meeting of the Table, other than a joint meeting, except in the capacity of a speaker.
- (c) **Joint Meetings**
The Table may designate no more than four meetings in any one year as joint meetings with ladies.
- (d) **Visitors**
Any member may invite a guest to any Ordinary Meeting of the Table but the same guests shall not be invited more than four times in any one year unless he be a prospective member and no lady shall be eligible for admission to a meeting under this paragraph.
- (e) **Legal Proceedings**

- (i) Neither the Table nor any member of it shall institute any legal proceedings on behalf of or in the name of the Table or the Association without the prior written leave of the National Honorary Secretary.
 - (ii) If any legal proceedings are commenced against the Table or any member of the Table in his capacity as a member of Round Table, or in relation to a Table activity in such circumstances that either the Table or the Association are likely to be called to account in the defence of such proceedings, the Honorary Secretary of the Table or the member of the Table, as the case may be, shall immediately inform the National Honorary Secretary, and such proceedings shall be conducted under the direction of the National Honorary Secretary.
- (f) **Insurance**
It shall be the duty of the Honorary Secretary of the Table to ensure that the Table is cognisant of any risks in relation to its activities against which it ought reasonably to insure; and the Table shall ensure that adequate Insurance Cover is arranged for any such risks not covered under the Association's master policy.

9. STANDING ORDERS

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