

**STANDING ORDERS  
FOR AREA COUNCILS**

## STANDING ORDERS FOR AREA COUNCILS

**1. NAME AND NUMBER**

The Area shall be known as (insert number and name as approved by the National Council) (National Rule 11 (b)).

**2. OBJECT AND RESPONSIBILITIES**

The objects and responsibilities of the Area Council shall be in accordance with National Rule 11 (f).

**3. AREA OFFICERS**

The Area Officers shall comprise:-

The Area Chairman, Vice-Chairman, Honorary Secretary, Honorary Treasurer, Membership and Development Officer and Media and PR Officer (National Rule 11(c)).

**4. AREA EXECUTIVE**

The Area Executive shall consist of the Area Officers, the National Councillor and such other Executive members as the Area Council shall appoint, plus (subject to National Rule 18) the Immediate Past Area Chairman. It is recommended that Area Councils appoint the following Executive members: Community Service Liaison, International Relations, Sales and Sports.

**5. AREA COUNCIL**

The Area Council shall consist of the Area Executive together with one Area Councillor representing each constituent Chartered Table and elected in accordance with National Rule 11 (c).

**6. MEETINGS**

(a) **Number**

The Area Council shall meet not less than four times in any Table year including the Annual General Meeting at such times and places as the Area Council shall determine (National Rule 11 (d)).

(b) **Special Meetings**

Tables representing at least twenty-five percent of the number of Tables in the Area may demand by written notice to the Area Honorary Secretary, a special meeting of the Area Council within 28 days of such notice. Such business as it is proposed to transact must be included in the written notice to the Honorary Secretary. No other business shall be transacted at the meeting.

(c) **Additional Meetings**

The Area Executive shall be empowered to call additional meetings of the Area Council at its discretion.

(d) **Notice**

The Area Honorary Secretary shall convene and make arrangements for all meetings of the Area Council and shall give not less than 21 days written notice thereof, such notice to include an Agenda of the business to be transacted, to all Constituent Tables in the Area and to each member of the Area Executive.

(e) **Attendance**

Any Active Member of any Table in the Area, including inaugurated Tables, who is not an Area Councillor may attend meetings of the Area Council subject to accommodation being available but shall not take part in any discussion except at the invitation of the Chairman and shall not have any voting rights.

6. (f) **Quorum**

The quorum at ordinary meetings shall be not less than fifty percent of Constituent Tables. The quorum at the Annual General Meeting or at a Special General Meeting shall be not less than two-thirds of the Constituent Tables in the Area. If at the expiry of sixty minutes after the time at which any meeting is appointed to be held there shall not be a quorum present no meeting shall take place, but the names of those present shall be entered in the Minute Book.

(g) **Points of Order**

Subject to these Standing Orders any ruling by the Chairman on procedure or on interpretation shall be final and not open to challenge.

7. **VOTING AND VOTING RIGHTS**

(a) Each Area Councillor (or an Active Member from and authorised by his Table if a Councillor is absent) shall have one vote. The members of the Area Executive shall have no vote except that the Chairman shall have a casting vote only. Voting shall be by show of hands or as otherwise determined by the meeting.

(b) At the Annual General Meeting the outgoing Councillors shall be entitled to vote. The Councillors elected at the Annual General Meetings of Constituent Tables immediately prior to the Area Annual General Meeting may attend but shall have no vote, unless acting as deputy for an outgoing Councillor.

(c) Except as otherwise provided for in these Standing Orders the outcome of any vote will be determined by a simple majority.

(d) Any Constituent Table which has not paid capitation fees approved at the Area Annual General Meeting each year by the 15th July next following to the Area Treasurer shall with effect from that date lose its entitlement to vote at meetings of the Area Council. These voting rights shall not be re-instated until such capitation fees have been paid.

8. **MOTIONS FOR CONSIDERATION**

Motions for consideration of the Area Council must be submitted in writing to the Honorary Secretary not less than 28 days prior to the Area Council Meeting at which it is intended that such motion shall be considered. No motion or amendment thereto shall be discussed or put to the vote unless seconded at the meeting by a Councillor representing a Table other than the proposing Table, except that a motion or amendment proposed on behalf of the Area Executive shall not require to be so seconded.

9. **TABLE REPORTS**

On the agenda for every Area Council Meeting there shall be an item entitled Reports from Tables. These may be presented as the Council may decide, either in writing or verbally. Each Table shall report through its Councillors and the report shall contain the following information:-

(a) The number of Active Members on the date of the Council Meeting.

(b) Increase or decrease since the last meeting and distinguishing between new members and Tablers transferred in and out.

(c) Number of meetings held to date in the Table year.

(d) Percentage attendance at meetings.

(e) Details of any special activities held.

(f) Details of changes in particulars affecting Table Office Bearers or venues of Table Meetings.

**10. NATIONAL COUNCIL REPORT**

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

**11. AREA EXECUTIVE REPORTS**

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

**12. ANNUAL GENERAL MEETING**

**(a) Date**

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

**(b) Order of Business**

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

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

**13. DUTIES AND RESPONSIBILITIES**

**(a) Area Executive**

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

**(b) Area Chairman**

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

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

13. (k) **Area Sales Officer**  
The Area Sales Officer is responsible for all Area sales and shall maintain such stocks as are necessary to provide an efficient service to Tables. Where a separate sales account is maintained, he is responsible with the Area Treasurer for preparing an independently inspected financial statement and report for the Area Annual General Meeting.
- (l) **Area Sports Officer**  
The Area Sports Officer is responsible for organising sporting activities within the Area or in which the Area is involved.

14. **ELECTION OF AREA EXECUTIVE**

The Area Council at its Annual General Meeting shall elect from Tablers who have either been members of Round Table for at least three years or who have held an office namely Chairman, Vice-Chairman, Secretary, Treasurer, Membership and Development Officer, Media and PR Officer or Area Councillor in a Table within the Area or any other Area and are members of Constituent Tables in the Area and who will be Active Members of such during the succeeding year: a Chairman, Vice-Chairman, Honorary Secretary, Honorary Treasurer, Membership and Development Officer and Media and PR Officer who shall be the Area Officers (National Rule 11 (c)) and other Executive members as defined in Standing Order 4 above. The Area Council shall also elect, subject to the same provisions as to eligibility, a National Councillor. The Officers and Executive members so elected shall take office from the date of election and shall remain in office until the next Annual General Meeting, or in the case of the National Councillor the taking and relinquishing of office shall be determined by the date of the Annual General Meeting of the National Association (National Rule 10 (b)).

15. **NOMINATIONS FOR AREA EXECUTIVE**

- (a) All nominations for the Area Executive must be seconded by a Table other than the nominating Table and must be submitted in writing to the Area Secretary not less than 28 days prior to the Annual General Meeting. The particulars of those nominated shall appear on the circulated agenda for the Annual General Meeting.
- (b) If no nominations are received for any position the Area Council may fill any such vacancy or may instruct the Area Executive to co-opt a member to fill such vacancy. The co-option of any member must be ratified by the Area Council at its next meeting.
- (c) The Area Executive shall have power to co-opt a member to fill any vacancy which may occur during the year and any such co-option shall be subject to ratification by the Area Council at its next meeting.
- (d) Any eligible member may be nominated for more than one Area office (as defined by Standing Order 3) but he shall not hold more than one such office at the same time.
- (e) In addition, any eligible member who is an Active Member of more than one Constituent Table where such Tables are situated in different Areas may be nominated for the same Area Office (as defined by Standing Order 3) within each Area but he shall not hold office of either Area Chairman, Area Vice-Chairman, Area Treasurer, Area Secretary or National Councillor in both Areas at the same time.

16. **FINANCE**

- (a) **Area Capitation Fee**  
Each Chartered and Inaugurated Table in the Area shall pay to the Area Treasurer an annual capitation fee of such amount as shall be determined at the Area Annual General Meeting in respect of each Active Member of the

Table as at 1st April in each year and such capitation fees shall be due immediately and must in any event be paid by 15th July next following.

(b) **Honoraria and Expenses**

The Area Officers and Executive shall serve without any remuneration whatsoever save for such allowances or reimbursement of expenses as shall be granted to them by the Area Council.

**16. (c) Bank Account**

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

**(d) Auditor**

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

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

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

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