

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

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

1. MEETINGS

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

2. AGENDA

A copy of the agenda for each meeting of the National Council shall be sent to each member of the Council and the National Executive and every Area Chairman, Secretary and Table Chairman not less than 21 days before the date of the Meeting.

3. QUORUM

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

4. MOTIONS AND AMENDMENTS

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

5. VOTING

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

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

be received by the General Secretary of the Association within 28 days of the posting of the Notice.

In order for the question to be carried and implemented the majority as required by National Rules and Standing Orders for voting at a General Meeting of the Association will be deemed necessary (e.g. If National Rules require a two-thirds majority of those voting for a resolution

5. (e) to pass then this will be the case; the quorum for a General Meeting is 10% of Tables). The result to be reported and recorded in the minutes of the next National Council Meeting.

6. **MINUTES**

A copy of the Minutes of every National Council Meeting shall be sent to each member of the National Council and the National Executive, every Area Chairman and Secretary and every Table Chairman, not more than 35 days after each Meeting.

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

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

8. **THE STANDING COMMITTEES**

- (a) Each Standing Committee shall be convened by a member of the National Executive.
- (b) The Standing Committees shall be constituted as follows:-
- (i) **The Administration Committee**
The National Honorary Secretary, and the National Councillors allocated to it by the National Executive.
 - (ii) **The Conference Committee**
The Conference Officer, the Local Conference Chairmen of the next two ensuing Annual Conferences and the National Councillors allocated to it by the National Executive.
 - (iii) **The Community Service Liaison Committee**
The Community Service Officer and the National Councillors allocated to it by the National Executive.
 - (iv) **The Finance Committee**
The National Honorary Treasurer and the National Councillors allocated to it by the National Executive.
 - (v) **The Forward Planning Committee**
The Vice-President and the President, the Immediate Past President and the National Councillors allocated to it by the National Executive.
 - (vi) **The International Committee**
The International Officer and the National Councillors allocated to it by the National Executive.
 - (vii) **The Magazine and Public Relations Committee**
The National Media and PR Officer and the National Councillors allocated to it by the National Executive, one of whom shall be specifically appointed by the National Media and PR Officer as Business Adviser.
 - (viii) **The Membership and Development Committee**
The National Membership and Development Officer and six National Councillors allocated to it by the National Executive.
 - (ix) **The Sales Committee**
The Sales Officer and the National Councillors allocated to it by the National Executive.
 - (x) **The Sports and Social Committee**
The Sports and Social Officer and the National Councillors allocated to it by the National Executive.

- (xi) **The Marketing and Sponsorship Committee**
The Marketing and Sponsorship Officer and the National Councillors allocated to it by the National Executive.
- (c) Any Standing Committee shall have power to co-opt not more than two additional Tablers.
- (d) The terms of reference of the Standing Committees shall be as follows:-
 - (i) **The Administration Committee**
 1. To assist the National Honorary Secretary with his duties as specified in the Constitution and Rules - 7(c);
 2. To administer the Association's property and Headquarters and staff establishment, including terms and conditions of employment;
 3. To review and negotiate the Association's insurances;
 4. To arrange meetings of the National Executive and National Council.
- 8. (d) (ii) **The Conference Committee**
 1. To oversee and assist in the organisation of the current and next following National Conference;
 2. To supervise and control the finances of the current and next following National Conferences;
 3. To investigate and report on the venues and preliminary arrangements for subsequent National Conferences;
 4. To arrange registration and accommodation for members of the National Executive, National Councillors and International and Official Guests at the current Conference;
 5. To co-ordinate and direct the Conference policy of the Association.
- (iii) **The Community Service Liaison Committee**
 1. To consider all possible outlets for the Community Service endeavours of the Movement and in connection therewith to institute investigations and to recommend schemes to Tables for their individual consideration;
 2. To encourage support for existing schemes of service including the Inter Club Aid scheme and such other schemes as are from time to time chosen for support by the Association;
 3. To encourage co-operation between service organisations and with official agencies;
 4. The Community Service Liaison Committee shall not put forward to the National Executive, the National Council or the National A.G.M., projects of a national fund raising or community service nature except in circumstances of particular emergency or on occasions of exceptional celebration.
- (iv) **The Finance Committee**
 1. To prepare Accounts and maintain the financial records of the Association;
 2. To supervise the finances (to include the monitoring and control of expenditure against budget) and investments;
 3. To collect Entrance and Capitation fees and pay all accounts and expenses within budgetary limits;
 4. To prepare the Annual Budget of the estimated expenditure and income of the Association including recommendation of Entrance and Capitation fees and Public Liability Insurance premiums;
 5. To maintain and review the Association's reserves.
- (v) **The Forward Planning Committee**
 1. To consider and report on such matters relating to the future policy and administration of the Association as are referred to it or approved by the National Executive.
- (vi) **The International Committee (and the International Officer)**
 1. To advise the Association on all matters relating to the World Council of Service Clubs and Round Table International and their Member

Associations and for this purpose the International Officer shall attend the Annual General Meetings and Regional Meetings of the World Council of Service Clubs and Round Table International and such other meetings as the National Council shall from time to time approve;

2. The dissemination of information of an international character;
 3. The administration and promotion of meetings and contacts with other associations including all tours;
 4. The promotion and supervision of the Association's arrangements for the Annual Conference organised by the World Council of Service Clubs and Round Table International;
 5. To administer and advise on overseas extension;
- (vi) 6. The arrangements for hosting international guests at annual conferences of the Association;
7. To advise on and make arrangements for the Presidential tour.
- (vii) **The Magazine and Public Relations Committee**
1. To produce and distribute the Association's Magazine;
 2. To administer, co-ordinate and promote the Public Relations of the Association and liaison as necessary with the media;
 3. To organise and promote the Annual Bulletin Competitions and such other similar Competitions as shall from time to time be arranged.
- (viii) **The Membership and Development Committee**
1. Supervision of all matters relating to the membership of the Association and its expansion;
8. (d) (viii) 2. To consider and report on all projects for the furtherance of the Aims and Objects of the Association;
3. Approval of inaugurations and the granting of charters of affiliation;
 4. The arrangements for joint forum meetings and any other meetings required for similar development and information purposes.
- (ix) **The Sales Committee**
1. To supervise the Sales Department of the Association;
 2. To control sales finance, stock and Area debtors;
 3. To promote new products and to control the use of the insignia of the Association.
- (x) **The Sports and Social Committee**
1. The supervision of the National Sporting Weekend; National Family Weekend;
 2. The supervision of National Sailing regattas and other similar national events;
- (xi) **The Marketing and Sponsorship Committee**
1. To co-ordinate the national marketing of the Association in liaison with other Standing Committees;
 2. To co-ordinate the national sponsorship in liaison with other Standing Committees.
- (e) Each Committee shall meet as often as shall be necessary in the opinion of the Convener to transact the business assigned to it having due regard to the annual budget.
- (f) No Officer shall allow his Committee to incur any unbudgeted expenditure without the prior approval of the National Council.
- (g) The quorum of each Standing Committee shall be fifty percent of its members.
- (h) The Minutes of all meetings of each Standing Committee shall be prepared in the following form:
- A. Minutes of previous Meetings and approval thereof.
 - B. Recommendations which require the approval of the National Council.
 - C. Delegated matters for report only.
 - D. Matters for report only which may be included in the Report to the National Council and the National Annual General Meeting.

E. Any other Business.

- (i) A copy of the minutes of every meeting of each Standing Committee shall be sent to each member of the Committee, each member of the National Council and National Executive, each respective Area Officer (e.g. Membership and Development Committee Minutes, to be sent to Area Membership and Development Officers) and, when not issued by the General Secretary, to Headquarters as soon as practicable.
- (j) It shall be the duty of each Officer to keep or cause to be kept adequate permanent records of all meetings, correspondence and other matters relative to the business of his Committee and to pass such records on to his successor and to Headquarters.

9. APPEAL SUB-COMMITTEE

- (a) In the event of the National Honorary Secretary receiving notice of appeal from a member of a Constituent Table under the provisions of Rule 3 (g) of the Rules for Constituent Tables a Sub-Committee of the National Council shall be convened to hear and determine such appeal.
- (b) The Sub-Committee shall comprise two members of the National Executive and three members of the National Council who shall be appointed by the National Executive provided that no member of the Sub-Committee shall be a member of the Area in which the Table is situate. The National Honorary Secretary shall appoint a Chairman who shall be a member of the National Executive.
- (c) The quorum of the Sub-Committee shall be four and it shall meet as soon as possible and shall report its decision to the next meeting of the National Council. The decision of the Committee shall be final and binding on all parties.

10. OFFICERS OF COMMITTEES FOR NATIONAL EVENTS

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

11. ALTERATION OF STANDING ORDERS

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