



## **STANDING ORDERS for GENERAL MEETINGS OF THE ASSOCIATION**

1. Annual General Meetings and Special General Meetings (hereinafter referred to as Meetings unless the context otherwise requires) shall be convened in accordance with the provisions of the Association's Rules.

### **2. NOTICES**

- 2.1 Notices of the time and place of such Meetings and of business to be transacted shall be given in accordance with the provisions of the Association's Rules.

### **3. RECORDS**

- 3.1 The National Secretary shall keep or cause to be kept a record until after the next succeeding Meeting of those National Officers, National Councillors and delegates from constituent clubs attending a meeting, either in person or online.

### **4. PROCEDURE FOR CLUB DELEGATES**

- 4.1 Each fully constituted Club who is not in arrears of its capitation at the time of the meeting, may either send one voting delegate to a General Meeting **or** register that delegate to attend and vote online. They must be in possession of the relevant paperwork.
- 4.2 Every delegate entitled to vote at a Meeting shall sign the Register unless they have already registered to attend online.
- 4.3 No member of a constituent club may represent any other constituent club of which he is not a member unless appointed as a proxy voting delegate under Rule 17.3
- 4.4 Voting papers shall be issued only to delegates who have signed the Register immediately prior to the Meeting. Those voting online will have been issued with the necessary login credentials prior to the meeting.

### **5. TELLERS AND SCRUTINEERS**

- 5.1 The National Council shall appoint five tellers and, in the case of an Annual General Meeting, five scrutineers who shall not be delegates or nominees for office.
- 5.2 Tellers and scrutineers may be the same persons.

- 5.3 The tellers shall be responsible for reporting to the Chairman the result of a vote and the figures so reported other than those for an election shall be recorded in the minutes of the Meeting.
- 5.4 The scrutineers shall be responsible for checking the ballot papers for the election of National Officers.
- 5.5 All voting for the election of National Officers shall be confidential and all voting papers shall be destroyed immediately following the Annual General Meeting.
- 5.6 All votes cast by online voting will be added to the votes of those present at the meeting as soon as is practicable.

## **6. QUORUM**

- 6.1 The quorum at a Meeting shall be 5 per cent of the constituent clubs, whether in person or online.
- 6.2 The business of a 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.
- 6.3 If there shall not be a quorum present thirty minutes after the time appointed for the commencement of the Meeting the Meeting shall not take place.

## **7. ATTENDANCE**

- 7.1 Except with the consent of the Meeting only members of constituent clubs, paid servants of the Association, accredited members of the press and persons specifically invited by the National Board shall be admitted to a Meeting.

## **8. BUSINESS**

- 8.1 The business to be transacted at Meetings shall be conducted in accordance with the provisions of the Association's Rules. The Chairman shall determine the order of the Agenda.
- 8.2 The Chairman shall have absolute discretion as to what business he will admit under the item "any other business" except that such business shall be for discussion only and no resolution may be moved or adopted under this item.
- 8.3 No business shall be transacted at an adjourned Meeting except as set out in the notice concerning the Meeting of which it is an adjournment.

## **9. RESOLUTIONS (which shall include Motions)**

- 9.1 A resolution submitted by a constituent club shall be moved by a delegate representing that club unless the Club's Secretary has given

the written consent of that club for the resolution to be moved by a delegate from another constituent club.

- 9.2 No resolution or amendment thereto shall be put to the vote unless it has been proposed by a constituent club and seconded by a different constituent club except that a resolution or amendment may be proposed without a seconder on behalf of the National Council by a member of the National Board. Clubs who are in arrears of their capitation at the time of the meeting may not propose or second a resolution or amendment.
- 9.3 No resolution or amendment shall be withdrawn without the consent of the Meeting.
- 9.4 The following resolutions may be made without prior notice but must be duly proposed and seconded in accordance with these Standing Orders and, with the exception of (c), put to the Meeting without debate:
  - (a) That any of these Standing Orders should be suspended.
  - (b) That any subject on the Agenda should be given precedence.
  - (c) That any business should be adjourned.
  - (d) That the Meeting should be adjourned.
  - (e) That the Meeting should proceed to the next business on the Agenda.
  - (f) That the question be now put, provided that the Chairman shall have discretion not to accept such resolution if he considers that the question has been insufficiently discussed.

## **10. AMENDMENTS**

- 10.1 Any amendment to a resolution on the Agenda which seeks to amend the Association's Constitution, Rules or Standing Orders must be put in writing and submitted to the National Secretary at least seven days prior to the Meeting. Amendments must be proposed and seconded by a fully constitutional Club who is not in arrears of its capitation at the time of the meeting.
- 10.2 The Chairman may at his discretion require any amendment to a resolution on the Agenda (not covered by 10.1 of these Standing Orders) to be put in writing and handed to him.
- 10.3 An amendment may be moved by any delegate notwithstanding that he has already spoken in debate.
- 10.4 An amendment must require either the deletion of part of the original resolution or the addition of certain words to the original motion or the substitution of certain new wording for certain words in the original motion.
- 10.5 When an amendment has been moved and seconded in accordance with these Standing Orders, it shall forthwith be discussed exclusively and, until it has been put to the Meeting, no other amendment shall be accepted by the Chairman.

- 10.6 If an amendment is carried it shall replace the original motion and itself become the substantive motion for consideration and may be further amended
- 10.7 If an amendment is lost a further amendment to the original resolution may be moved but no delegate may move or second more than one amendment to a resolution.

## **11. RIGHT OF AUDIENCE**

- 11.1 All participants shall be expected to stand at the podium when speaking and address the Chairman and the meeting. No participant may speak for longer than five minutes unless he obtains the permission of the Chairman who may submit the request to the Meeting for decision without debate. At the discretion of the Chairman, online participants may submit questions and observations to be read out to the meeting.
- 11.2 When the Chairman rises any speaker shall resume his seat and remain seated until called upon by the Chairman.
- 11.3 No participant shall speak more than once on each resolution proposed except in the following cases:
- (a) The proposer of a resolution or amendment shall have the right of reply:
  - (b) A participant may speak to a point of order.
  - (c) A participant may give an explanation if asked by the Chairman to do so.
- 11.4 Participants shall confine their remarks to the question before the Meeting unless explaining any matter at the request of the Chairman. No participant shall speak before another speaker has finished speaking except with the permission of the Chairman.
- 11.5 The seconder of a resolution or amendment may reserve his right to speak until later in the debate.
- 11.6 (a) The proposer of an original resolution shall, if no amendment be moved, have a right of reply at the close of the debate on such motion.
- (b) If there shall be an amendment, the proposer of the original resolution shall be entitled to speak upon such amendment or any subsequent amendments before the proposers of those amendments exercise their right of reply.
- (c) The proposer of an original resolution shall be entitled to reply after an amendment has been carried before the substantive resolution is put.
- (d) After the proposer of a resolution or amendment has exercised his right of reply the resolution or amendment shall be put from the chair without further debate.

## **12. DUTIES AND POWERS OF THE CHAIRMAN**

- 12.1 Subject to these Standing Orders the ruling of the Chairman on a point of order or on the admissibility of a personal explanation or on any matter or question before the Meeting shall be final and shall not be open to discussion.
- 12.2 The Chairman may call the attention of the Meeting to continual irrelevance, tedious repetition, unbecoming language or any breach of these Standing Orders on the part of a participant and may direct such participant to discontinue his speech.
- 12.3 If the votes cast on any question or election be equal the Chairman may have a casting vote.

## **VOTING**

- 13.1 All questions (other than elections) shall be determined by a show of voting cards, along with online votes. The tellers shall be instructed to count voting cards if directed by the Chairman or if requested forthwith by a simple majority of voting delegates on a motion duly proposed and seconded. The result of the vote as counted by the tellers shall be reported to the Meeting by the Chairman and added to the votes cast online. If in the opinion of the Chairman the difference in the votes For and Against is marginal an immediate ballot shall take place. The total balloted votes For and Against shall be reported to the Meeting by the Chairman.
- 13.2 Whenever there is more than one nominee for any National Office the vote shall be taken by ballot. A simple majority will suffice for two candidates. This will include online votes.
- 13.3 Whenever there are more than two nominees for any National Office the ballot conducted shall be on the single transferable vote system whereby delegates shall cast votes for the candidates in order of preference. If no candidate has an overall majority of votes cast those votes cast for the candidates with the least number of votes are re-allocated to the remaining candidates in accordance with the indicated preference. This process shall continue until a candidate with an overall majority emerges and such candidate shall be declared elected. This will include online votes.
- 13.4 Whenever a ballot is required the National Secretary shall provide voting slips which shall be issued to each delegate registering immediately prior to the Meeting.
- 13.5 Except as otherwise provided in these Standing Orders or in the Constitution and Rules of the Association a resolution shall be carried by a simple majority of votes cast in its favour.

## **14. SUSPENSION OF STANDING ORDERS**

14.1 No suspension of these Standing Orders shall be effective unless carried by the votes of not less than two-thirds of the delegates present and voting at any Meeting.

## **15. PURPOSES AND OBJECTS**

15.1 The Association's Purposes and Objects shall be read at the commencement of the meeting. This should if possible be by the newest member of a local Club.

### **APPENDIX UNDER RULE 7.3**

The following notes define in broad terms the commitments undertaken by the National Officers and Members of Council to interested members of all affiliated Clubs.

#### **The objectives are:-**

- i) To remove some of the "mystique" that prevails regarding these appointments
- ii) To encourage rank and file members to offer their services and seek nomination
- iii) To ensure, as far as is practicable, that a potential applicant is able to become aware of the commitment he would incur if successful.

#### **Eligibility for National Office**

Any member of an Affiliated Club may seek nomination provided his Club's capitation fees are not in arrears.

It should be noted that in accordance with Rule 6.5 nominations for National Vice President must be from a member who has been on National Council during the preceding three years.

#### **Election for National Officers**

These elections are held annually, balloting taking place at the A.G.M. Nomination forms are circulated to all affiliated Clubs with the statutory notice convening the A.G.M.

Video presentations or similar as whole or part of an election address shall not be allowed, any deviation of this rule can only be approved by a majority vote of the National Council. Presentations must be given from the Podium.

#### **Election for National Councillors**

These are for a three-year term and balloting is confined to Clubs of the appropriate Region. Nomination forms are circulated to all clubs in the appropriate Region with subsequent postal balloting being supervised by the National Secretary.

#### **Pre-amble**

All National Officers and Members of Council are required to act within the rules, byelaws or standing orders as applicable of the Association in the execution of their duties. Individually they are responsible to Council, reporting to four meetings per year with The National President presiding as "Chief Executive".

It is vital to the continued success of the Association that the National Council actively encourages candidates for National Office to come forward. Fresh enthusiasm and new ideas are vital to the wellbeing of our organisation.

## **NATIONAL COUNCIL OF THE ASSOCIATION CONSISTS OF: -**

National President  
National Vice President  
Immediate Past National President  
National Secretary  
National Treasurer  
National Communications & IT Officer  
National Membership and Round Table Liaison Officer  
National Fellowship Officer  
International Relations Officer  
National Councillors' Liaison Officer  
All National Councillors

## **JOB DESCRIPTIONS AND LISTS OF DUTIES.**

### **National President**

- Shall: 1) Be Chairman of the National Council, The Executive Committee and of every General Meeting of the Association.
- 2) Be an ex-officio member of all Committees of the National Council.

### **National Vice President**

- Shall: 1) In the absence of the National President preside at meetings of the National Council, the Executive Committee and at General Meetings of the Association.
- 2) Be an ex-officio member of all Committees of the National Council.

### **National Secretary**

- Shall 1) Give notice of all meetings of the National Council and General Meeting of the Association.
- 2) Make all arrangements for the elections of National Officers and National Councillors.
- 3) Be responsible for interpretation of the Rules and Standing Orders of the Association in consultation with the Honorary Solicitor.
- 4) Supervise all activities of the General Secretariat and manage the Administration Contract.

- 5) Cause to be prepared and kept all Minute Books and records of the Association, except financial records.
- 6) Provide Minutes of all meetings in a timely manner, posting them on the Association website, SharePoint and providing copies to the Honorary Archivist for safe keeping.
- 7) In consultation with the National Board, have power to act in all matters regarding legal proceedings by or on behalf of the Association.
- 8) Update SharePoint with all relevant records.

#### **National Treasurer**

- Shall
- 1) Be responsible for the maintenance of the financial records of the Association, the collection of capitation fees and other income, and the control and disbursement of all expenditure.
  - 2) Present Annual Audited Accounts and a Budget Statement for the following year to the National Council and to the Association at the Annual General Meeting.
  - 3) Recommend to the Association the annual capitation fee.

#### **National Communications & IT Officer**

- Shall
- 1) Be responsible on behalf of the Association for the production of any regular publication of the Association.
  - 2) Be the Press Officer of the Association.
  - 3) Be responsible for publishing the activities of the Association.
  - 4) Manage the IT requirements of the Association.
  - 5) Maintain the Office 365 system to ensure all information is correct.

#### **National Membership & Round Table Liaison Officer**

- Shall provide the development of the Association by:
- 1) Assisting bona-fide groups of ex-Tablers to form new 41/Ex-Tablers' Clubs in affiliation with the Association.
  - 2) Encourage existing unaffiliated Clubs to affiliate to the Association.
  - 3) Liaise with Round Table with regard to membership matters.
  - 4) Attend and participate in Round Table Family Meetings and Round Table national events.
  - 5) Help to manage the accuracy of CAS II using National Councillors to ensure data is accurate.

#### **National Fellowship Officer**

- Shall:
- 1) Be responsible for the Regalia policy of the Association, and in particular the range of products and the pricing and policy.
  - 2) Direct and supervise the duties of the General Secretariat relating to Regalia and involve himself in those duties when necessary.
  - 3) Control the use of the insignia of the Association.
  - 4) Manage all aspects of National events including National Conference and specialist group events.



- 5) Select for the approval of the National Council the venues for all National Conferences and such other functions as the National Council may direct.
- 6) Attend all Conference local committee meetings to advise and direct.
- 7) Manage the Association's Affinity Schemes.

#### **International Relations Officer**

- Shall:
- 1) Be responsible for directing the international policy of the Association, and for representing the Association at International meetings as the Council may from time to time approve.
  - 2) Represent the interests on the Council of those Overseas Clubs which are members of the Association.
  - 3) Be responsible for the position of (YAP) Young Ambassador Program convenor to liaise with his international counterparts. As from 2020 UK& Ire will host these events.

#### **National Councillors' Liaison Officer**

- Shall
- 1) Manage the day to day activities and objectives of the National Councillors.
  - 2) Motivate the National Councillors to provide a supportive culture to the Clubs.
  - 3) Ensure the welfare of the National Councillors.
  - 4) Represent the National Councillors on the National Board.
  - 5) Liaise regularly with the National Councillors encouraging feedback of issues raised at Club and Regional level.
  - 6) Manage the implementation of the Operational Objectives of the Association.
  - 7) Determine the 'focus' for the three months following a Council Meeting.
  - 8) Work closely with the Membership Officer in supporting membership initiatives in the Clubs and Regions.
  - 9) Encourage close liaison between the Round Table Family at Club and Regional level.
  - 10) Provide regular articles and notices for the National Communications Officer for inclusion in the Association Website, Newsletter and Magazine.
  - 11) Update CAS with data in the Directory Section
  - 12) Work through the Councillors to ensure prompt payment of Capitation.
  - 13) Collate the Councillors Report for each National Council Meeting and National Board Meeting.
  - 14) Encourage the formation of local committees within each Region to assist the Councillors in their activities.
  - 15) Chairman of the Operations Committee.
  - 16) Carry out regular meetings with the National Councillors ensuring good communications within Clubs. Promote a pro-active approach to Regional activities.

- 17) Consider manpower planning for future Councillor vacancies.
- 18) Attend Regional Forums to encourage good communication between National level and Club level
- 19) Participate in and attend all National Council & Board Meetings providing a written report to the National Secretary of activities prior to each meeting.
- 20) Carry out all reasonable requests as determined by the National Board

#### **National Councillors**

- Shall:
- 1) Seek to establish and maintain contact with Clubs in the Region for which he has been elected.
  - 2) Encourage Clubs to arrange inter-club visits and joint functions.
  - 3) Seek to identify and encourage the establishment of new Clubs in his Region and the affiliation of established Clubs presently outside the Association in liaison with the National Membership & Extension Officer.
  - 4) Represent the interests on the National Council of the affiliated Clubs in his Region.
  - 5) Submit a brief written factual report to the National Council for discussion at National Council Meetings.
  - 6) Carry out all reasonable requests as determined by the National Board

#### **Applicable to all National Officers and Members of Council**

- 1) To act within the rules, bylaws or standing orders, as applicable of the Association in the execution of individual duties.
- 2) To make best endeavours to attend all Council Meetings per year.
- 3) To consult with the appropriate National Officers on any contentious issues which may arise, when the subject matter is not clearly defined by the Rules.

#### **Applicable to all National Officers**

- 1) To submit articles to the National Communications & IT Officer for inclusion in the National magazine, Newsletter and Website from time to time on issues pertinent to the individual office held in furtherance of the objectives of that office.
- 2) To be responsible for all activities in his office to the National Council.
- 3) To submit a brief written factual report to the National Secretary prior to each Council Meeting.

#### **CONFIDENTIALITY - Collective Responsibility**

All National Council Meetings are conducted in accordance with established democratic procedures.

Open discussion is encouraged and robust debate ensues.

Opportunity is always given for minority opinion to be expressed and receive due consideration.

Sensitive issues do arise and following debate voting takes place and National Council policy decisions are made.

The debate leading to these policy discussions is sometimes held to be strictly confidential and limited to members of National Council.

All members of National Council are expected to give their full support to all National Council decisions: as is normal with the "simple majority" system. Only by strict observance of these common courtesies can the credibility of National Council be maintained.

**April 2022**