

# **ROUND TABLE INDIA**

## **Handbook**



**HAND BOOK 2017**

**Motions up to 55TH NAGM BENGALURU 2016**

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## **Aims & Objects of Round Table India**

- To develop the fellowship of young men through the medium of their business and professional occupations and community service activities.
- To encourage active and responsible citizenship by cultivating the highest ideals in business, professional and civic traditions.
- To promote and further international understanding, friendship and co-operation.
- To promote the extension of the Association.

# Round Table India Song

## A Wonderful World

If we could consider each other  
A neighbour, a friend or a brother  
It would be a wonderful wonderful world  
It would be a wonderful world (Chorus)

If each little kid had fresh milk each day  
If each old soul had some place to stay  
If each working man had enough time to play  
It would be a wonderful world . . .

(Chorus)

If there were no poor and the rich were content  
If strangers were welcome wherever they went  
If each of us knew what true brotherhood meant  
It would be a wonderful world . . .

(Chorus)

If people all over would trust one another  
Not thinking about their race or their colour  
If they did agree to join hands altogether  
It would be a wonderful world . . .

(Chorus)

If Tablers of India can properly plan  
To do for their country whatever they can  
If FELLOWSHIP brings about SERVICE to man  
It would be a wonderful world . . .

(Chorus)

Oh Boy! It would be a wonderful world.

The Round Table India Song was composed in 1970 by Tr. Dipak Shah, a member of Bombay West Round Table No. 6

# 1. Introduction

## Round Table - What it is:

Round Table is a non-political and non-sectarian organisation offering young men between the ages of 18 and 40 the opportunity for serving their communities by encouraging high ethical standards in commercial life; by developing the acquaintance of men in all vocations and thereby a fuller understanding; and by stimulating individual interest in everything affecting public welfare.

The local club termed as “Round Table” or simply “Table” is the most important unit in the movement. The individual members of each Table decide how they will serve their community. What the Table does depends on the problems and challenges, which its community presents. These range from providing civic amenities, vocational training, conducting blood donation drives and health camps, performing corrective surgery, sponsoring underprivileged children in educational institutions and homes, providing shelters for the needy and helping out during times of natural calamities and tragedies like floods etc. The Table alone determines the scope and limit of its activities. There is no pattern limiting this scope.

It is said that the privileges of life are accompanied by equal obligations and it is a Round Table belief that they require effort and service in return. The community service performed by Round Tables is an instrument, which benefits both parties to the contract. Those who are helped are given an intimate friendly assistance. Those who help have the opportunity to give a return for the privileges they enjoy, not the least of which is their membership of Round Table.

## How it began:

The Round Table movement first came to India 1957. John Barton, a resident of Madras, when on home leave joined Hastings Round Table in U.K., which sponsored the Madras Round Table No. 1. This Table was inaugurated on November 14, 1957 by the then Rotary District Governor. The then RTBI President Dr. Peter Bush, chartered the Table in the year 1959. In the meantime, more Tables were started in Calcutta, Bombay and Delhi and the National Association of Round Tables of India with 6 Founder Members was inaugurated on May 5, 1962 at a meeting held in Madras. Tabler Ian Calvert was in the Chair and the WoCo President Dick Miller was present on the occasion. The movement then spread all over the country, though slowly at first.

## Aims and Objects

The Aims and Objects of Round Table are:

- a) To develop the fellowship of young men through the medium of their business and professional occupations and community service activities.
- b) To encourage active and responsible citizenship by cultivating the highest ideals in business, professional and civic traditions.
- c) To promote and further international understanding, friendship and co-operation.
- d) To promote the extension of the Association.

The basic objects may be summarised as the encouragement of high ethical standards in commercial life, the development of acquaintance among men in all vocations and the quickening of individual interest in everything affecting public welfare. Object c) is implemented by virtue of the fact that Round Table India (RTI) is affiliated to Round Table International whose history and activities are given in a later section of the Handbook. All Round Tables and individual members undertake to adopt the Aims and Objects as set out above.

## **The Badge:**

The Round Table Badge shows the Table with twelve spokes in alternate black and white segments and has the distinctive National Emblem of the Ashoka Chakra (this design is that of the wheel which appears on the abacus of the Sarnath Lion Capital of Ashoka and is part of the State Emblem of India) in the centre and King Arthur's head at the top. Other National Badges have in common only the twelve sections of the circular Table and vary with regard to the emblems in the centre and top.

The Badge is in its essential elements a copy of the reputed Round Table used by King Arthur and his Knights. According to legend this band created by King Arthur, met around the Table, so that no one was either greater or lesser than another. It is, therefore, a badge of equality. The Knights were pledged to a life or service, chivalry and loyalty to their cause. The chief function was to render service to other and to protect and defend their country.

To these principles, all people of goodwill of whatever nationality and whatever their religious, political or other differences, can subscribe.

## **The Motto:**

The motto of the Table - ADOPT, ADAPT, IMPROVE was taken from a speech by the Prince of Wales in 1927 when he said that young men should get together round the Table, ADOPT methods that have proved so sound in the past, ADAPT them to the changing needs of the times and wherever possible IMPROVE them.

## **Structure and Organisation:**

Round Table India is the National Association in which the local club termed as "Table" is a member. The Table is the most important unit in the Movement. The National Association is administered by the National Executive (NEX) composed of the President, Vice-President, Secretary, Treasurer and the Area Chairmen of the various Areas. Areas are regions into which Round Table India is divided for better administration, control and development of the movement and each Area is administered by an Area Executive (AEX). The National Association collects funds from each Table based on its membership. These funds are used towards the Extension of the Movement into new territories and for other administrative activities. The National Association does not run the Table in any way but merely guides and advises them. All activities of the Table are the Table's own prerogative. However, the National Association specifies certain minimum rules to be observed by the Tables as well as individual members.

Round Table India is unique in that it is the only service organisation in India to have a permanent home of its own. This has been made possible through the Round Table Foundation and the building is located at Madras. The monies earned as rent from the Round Table House along with other funds generated by the Foundation are utilized as grants given to various Tables for their community service projects. The Round Table House also houses the National Secretariat, which is called the Bob Chandran Centre.

Active membership of a local Table is completely open to any individual who has all the necessary qualifications. But, because there is a job to do, Round Table seeks as members only those young men who will give of their spare time to help Tables do their work. The member should be of good character, tolerant and able to work with other young men. The Table is run by a Board of Officers composed of the Chairman, Vice Chairman, Secretary and Treasurer who are elected annually. Each Table forms its own rules subject to the minimum provisions specified by the National Association and pursues its own type of activities though this is generally directed towards Fellowship and Community Service. Round Table India is a Full Member of Round Table International, which is a federation of young persons through out the world.

## Activities

- i) The Table meets at least 24 times a year, preferably twice a month. These meetings provide the opportunity for the members to meet and discuss current or vocational topics, plan community service activities and also provide an opportunity for building fellowship amongst members. Apart from these meetings the Table may hold other meetings and organise joint activities, such as get-together parties, picnics, ladies nights etc., to which wives and families are invited. Fellowship between members and friendship within their families are the firm columns on which the Tables are based and the wives' co-operation is essential for the success of the community service projects. Members are expected to attend all meetings and carry out a considerable amount of Table and service work.
- ii) Wives of Round Tablers have got together in many cities and have formed units called Ladies Circles, which are similar to the Tables. The members are called "Circlers" and some of the objects of the Circle are to assist Round Table and to participate wherever possible in community service activities. The National Association of the Circle Movement is called Ladies Circle India and this Association is affiliated to Ladies Circle International.
- iii) The individual members of each Table decide how they will serve their community. What the Table does depends on the problems and challenges, which its community presents. These range from providing civic amenities, vocational training, conducting blood donation drives and health camps, performing corrective surgery, sponsoring underprivileged children in educational institutions and homes, providing shelters for the needy and helping out during times of natural calamities and tragedies like floods etc. Round Table however, is not a charitable organisation. Its Objects make no specific mention of charity and each Table is left to decide to what extent and in what form, work of this nature shall be undertaken. The record shows that Round Table members have never hesitated to help commendable causes, and Association with the Movement has inspired many young men to give generously of their personal service in many valuable directions.
- iv) Social distinction is foreign to the nature of Round Table. Any legitimate job deserves respect provided that it is ably and sincerely done. As a corollary to this, a Tabler shall earn respect for his own occupation whatever it may be by the standards he upholds for himself and others in doing it. It is a common practice in Tables to encourage this by arranging for members to give vocational talks, so that other Tablers may learn about the work of their fellow members. All the varied activities of the Table imply working committees to organise them. If every member of a Table works on one of its sub-committees then the Table is so much the stronger and the Tabler himself feels closer and more linked with the Tables.

Fellowship and honesty of purpose are the roots from which the Aims and Objects of Round Table grow. They enrich and strengthen each other, for the Fellowship of Round Table is a social interchange based on that fundamental honesty of purpose which all Tablers share and these ideals are supported by its Fellowship. Shared pleasure and shared purpose give Round Table its vitality and strength and makes a whole out of many divergent parts just as its Aims and Objects cement together to make the solid base on which Round Table stands.



## 2. Constitution

### Article I: General

#### Section 1: Name

The name of the Association shall be “Round Table India”.

#### Section 2: Definitions

“Association” means Round Table India.

“Table” means any Round Table, which affiliates itself as an Associate or Full Member of the Association.

“Associate Member” means a Table which has been inaugurated.

“Full Member” means a Table which has been inaugurated and chartered.

“Tabler” means any person who is a member of a Table.

“Active Tabler” means a Tabler as specified in the Constitution.

“Honorary Tabler” is an honor bestowed on any person in recognition of their service to the movement and/or the Country.

“Square Leg” means any retired Tabler.

“Past Tabler” means any Tabler who was a member of a Table in the past.

“Area” means a set of Tables that fall within a geographical boundary.

“Dues” means any money owed to the Association / Area / Table.

“General Body” means all active Tables.

“Area Delegates” means the duly elected Active Tablers from Tables to represent it at Area General Meetings.

“National Delegates” means the duly elected Active Tablers from Tables to represent it at National General Meetings.

“C Form” is the mandatory yearly return to be filed by every Table to the Association.

“D Form” is the mandatory yearly return to be filed by every Table to the Area.

“Table Talk” means the official publication of the Association.

“Tabling Year” is the period starting from 1st of July of a year to 30th of June of the following year.

#### Section 3: Motto

The motto of the Association shall be “Adopt, Adapt, Improve”.

#### Section 4: Emblem and Symbol

The official Emblem of the Association shall be the following design: It has 12 alternate black and white segments with a wheel of 24 spokes in the centre. It has the figure of King Arthur at the top. The colors of the Emblem are black and white bordered by a ring shaded orange, white and green and the wheel of 24 spokes in blue as depicted below.

The Peacock as shown below is the Symbol of the Association.



## **Section 5: Aims and Objects**

The purposes of the Association shall be to promote amongst its Tables the following Objects:

- a) To develop the fellowship of young men through the medium of their business and professional occupations and community service activities.
- b) To encourage active, and responsible citizenship by cultivating the highest ideals in business, professional and civic traditions.
- c) To promote and further international understanding, friendship and co-operation.
- d) To promote the extension of the Association.

## **Section 6: Powers**

The powers of the Association shall be:

- a) to consolidate, co-ordinate, supervise and regulate the functioning of its Tables;
- b) to promote goodwill and co-operation between Tables;
- c) to formulate rules and regulations for Tables, to be oriented in their constitution for efficient and smooth functioning and uniformity;
- d) to direct, control and manage the organization, property, monies of the Association.
- e) to accept or reject Tables as Associate or Full Members of the Association and to issue and revoke Certificates of Charter;
- f) to promote and undertake such action as may seem desirable consistent with the Constitution to achieve its objects.

## **Section 7: Miscellaneous**

- a) There shall be no auxiliary bodies created or organized within the organization, or associated or affiliated with Tables without the permission of the National Executive. Any body so formed must submit its audited financial statements to the National Executive (NEX).
- b) The Association shall be non-sectarian and non-political.
- c) The Association may appoint a patron as decided by the General Body from time to time.
- d) All decisions taken either unanimously or by the requisite majority by the Association in any matter relating to the Association, Tables or Active Tablers shall be final and conclusive and binding on the Association, Tables and Active Tablers and the same shall not be subject to proceedings in a Court of Law.
- e) The Association shall be affiliated to the Round Table International.
- f) To further its objects, the Association and its Tables may raise monies or accept donations or bequests required for the Association and its Tables in executing any task undertaken by the Association or its Tables which is consistent with the objects of the Association.
- g) The Calendar year for National Executive of Round Table India will be between 1st July and 30th June

of every year. Accordingly on 1st July of every year the outgoing National Executive (NEX) will automatically cease to function and the incoming NEX led by National Vice President will assume charge of responsibilities. In other words all administrative responsibilities at the National level would transition from the existing board to the incoming board with effect from 1st of July, even though the National AGM will be held only in September.

### **Section 8 : Ownership Rights**

It is hereby resolved that the ownership/rights of any property in physical or electronic form, created or developed by any Office bearer/Convener/Floor tabler/ for Round Table India,area or his table, during his year in office / being a tablet, rests with Round Table India ,area or his table respectively. The office bearer/convener/floor tabler should hand over the ownership /rights along with documents /accounts/ source codes/data or any other relevant materials as applicable to Round Table India /area/table at the time of handing over office or ceasing to be a member of Round Table as applicable.

## Article II: Membership

### Section 1: Members

Members are all Tables who were affiliated to the Association as on 1<sup>st</sup> of January 1976, or since that date admitted as Members from time to time under the provisions of the Constitution provided the membership is not revoked. The Association shall have the sole discretion in admitting or refusing admission and its decision shall not be liable to be questioned in any Court of Law. The acceptance or rejection of Tables as Associate or Full Members of the Association, and the issue of Charters, is to be done with the written consent of the Area. The Association represented by the President shall have the sole discretion for acceptance or rejection of Associate Member to be admitted as Full Member and the issue of Charter.

### Section 2: Types of Membership

There shall be only two kinds of Membership—Associate and Full.

- a) Associate Membership: Any organized group of young men between the ages of 18 and 40 may be granted Associate Membership after fulfilling the requirements and after following the necessary procedures laid down for Associate Membership in the Extension Manual of the Association. Associate Membership shall be deemed to have been granted immediately on a Table being inaugurated.
- b) Full Membership: Any Associate Member may be granted Full Membership after fulfilling the requirements for Full Membership and after following the procedures laid down in the Extension Manual of the Association. Full Membership shall be deemed to have been granted immediately on a Table being presented with a Certificate of Charter.

### Section 3: Revocation of Membership

- a) Membership of the Association can be revoked at any Annual or Special General Meeting at which at least two-third of the National Delegates, including proxies, present and entitled to vote are in favor of such revocation for any of the following reasons:
  - i) Failure to effect payment of annual fees and other levies within six months from the date when they are due as set out in the Constitution.
  - ii) Failure to effect payment of any other dues within six months from the date of demand.
  - iii) Failure to file 'C' Form to the Association for three consecutive years.
  - iv) Action contrary to the Constitution of the Association.
  - v) Any other cause, which shall be deemed to include any action on the part of a Table which, had it been taken prior to its admission to Membership would have rendered it ineligible for Membership.
- b) Notices of motion of expulsion along with the grounds on which the motion is said to be proposed must be sent by registered post to the Chairman and Secretary of the Table concerned by the National Secretary/Treasurer on or before 75 days prior to the date of the meeting of the Association at which the resolution is proposed to be considered. Membership of the Association shall cease on passing of the resolution.
- c) Any Table may withdraw from the Association after giving 365 days notice to the Secretary/Treasurer of the Association and such Table shall cease to be a member upon expiration of the above period.
- d) Any Table who shall by any means cease its Membership of the Association shall nevertheless remain liable for and shall pay to the Association and Area all monies that may be due to the Association and

Area at the time of such Table ceasing its Membership.

- e) The winding up of the Table shall be under the supervision of a member of the National Executive, and the Table's Charter, Badges, Insignia, etc. shall be returned together with any funds held in trust for the Association. Any funds of such a Table raised for community service shall be disposed off by the Table only with the consent of the Association.
- f) Upon cessation of Membership, this group of persons shall not thereafter use the words "Round Table" or the name or emblem or symbol of the Association in any manner whatsoever.

#### **Section 4: Reinstatement of Membership**

- a) Membership of the Association which has been revoked may be reinstated at the discretion of the General Body, if the revocation was for non-payment of annual fees, levies, and other dues, upon payment of such monies within 30 days of such Table being advised of such revocation together with any further sums which may then be payable to the Association.
- b) Membership revoked for any other reason may be reinstated after a period of six months only at the discretion of the General Body upon receipt of satisfactory assurance as to the future conduct of the former Member in question.

#### **Section 5: National Honorary Tabler**

Honorary Membership of the Association may be bestowed on any Past Active Tabler who has rendered distinguished service to the Country and/or to the Round Table movement. This Honorary Membership may be granted only by the National Executive and its decision shall be final. Honorary Membership may also be granted to any other person provided the National Executive has the approval of the National Delegates at the AGM. No person may be an Honorary Member of the Association for a total period of more than two years cumulatively. Such Honorary Members enjoy all the privileges of Active Tablers but shall have no vote. Guidelines for appointment as National Honorary Tabler can be found in National Code.

#### **Section 6: International Membership**

International Membership shall be granted to all National Round Table Associations that are full members of Round Table International and that grant an equivalent status with equivalent rights to Round Table India on basis of strict reciprocity. Any proposed change in the constitution with respect to Article I - Section 1,4 , 5, 7 b), Article III - Section 1 i) and Article VII - Section 7 a) that is contrary to the relevant provisions in the Round Table International Constitution shall be informed in writing to the Round Table International President, Regional Chairman and International Members at least 3 months before the preceding Round Table International AGM. Only on approval by voting at such an AGM, the changes shall be proposed to the General Body. Except for the above the International Members shall have no other rights in the Association.

## Article III: National Executive

### Section 1: General

- a) Each Member of the National Executive shall be an Active Tabler during his term.
- b) The National Executive (NEX) shall comprise of the following:

President  
Vice President  
Secretary  
Treasurer  
Immediate Past President  
Area Chairmen  
Committee Convenors

The Vice President shall automatically take over as President, and shall be considered as a directly elected member of the National Executive. However, in the event of the elected Vice President not being able to take over, the President shall be elected at the AGM.

The President, Vice President, Secretary, Treasurer, and Immediate Past President are the Officers of the Association. The Vice President, Secretary and Treasurer shall be the officers elected by the National Delegates at the Association's Annual General Meeting. The Immediate Past President shall be a member of the National Executive by virtue of being President when he hands over the jewel of office to his successor.

The Area Chairmen are elected by the respective Areas, and will become Members of the National Executive after assuming the office of Chairman at the Area General Meeting. The Committee Convenors and such other persons the General Body may from time to time determine to be in the National Executive shall be the Appointed Officers and such appointments shall be made by the President.

- c) Only the Elected Officers (President, Vice President, Secretary and Treasurer) along with the Area Chairmen will have voting rights at National Executive Meetings.
- d) An Active Tabler shall be eligible for nomination and election as a member of the National Executive if he had held Office (any or the same office) for at least two complete years in any Table. A complete year in this clause means the duration between successive Table AGM's or from the date of Inauguration of the Table to the Table AGM.

An Active Table shall be eligible for nomination and election as a member of the National Executive if he had held office (any or the same office) for at least two complete years in any table. A complete year in this clause means the duration between successive Table AGM's or between Inauguration to Table AGM in case of newly chartered tables. The Charter Chairman of Tables are exempted from this rule and become eligible on handing over their Immediate Past Chairman jewel.

- e)
  - i) The Association shall at its Annual General Meeting elect the Vice President, Secretary and Treasurer for the subsequent tabling year. Each of them shall be elected only if more than 50% of the votes cast or votes cast and allocated are in their favor.
  - ii) All nominations for elective offices shall be sent to the Secretary/Treasurer on or before 15<sup>th</sup> of October preceding the Annual General Meeting at which such election shall take place and the Secretary, Treasurer shall acknowledge immediately on receipt of the nominations. The nomination shall be sent in any manner or form, but must contain the nominee's name, date of birth, date of joining Table, the post for which the nomination is made and details of his Table, Area, Association and Round Table International career. The nomination must be signed by any one of the Table Executive of the nominee's Table even when the nomination is made by another Table. The Officers

of the NEX shall scrutinize all the nominations and inform the eligibility of the same to the concerned Table. The eligible nominations along with any relevant bio-data of the candidates received with such nominations shall be included in the Annual Report.

- f) If no nominations are sent by the Tables on or before 15<sup>th</sup> of October, the National Secretary will inform the same to the Tables by the 25<sup>th</sup> of October and the Tables shall have a second opportunity to send in nominations on or before 15<sup>th</sup> of November.
- g) In the event of no nominations being received even under the preceding clause, the National Executive will at the meeting at which the election takes place, submit suitable proposals and these candidates shall be declared elected without a poll. There shall be no nominations from the floor.
- h) An Active Tabler can serve on the National Executive as a Convenor only for two cumulative years. Term as a National AGM Convenor should not be included while calculating years of service as a Convenor.
- i) An Active Tabler is eligible for nomination for elected or appointment as an elected officer of the National Executive, if he would not complete the age of forty on or before 30<sup>th</sup> of June in the Tabling Year he takes over office or is appointed. This rule will not apply to the Association President and Immediate Past President. For the purpose of this rule, "completed" means a person born on June 1<sup>st</sup>, 1950 will complete 40 years on June 1<sup>st</sup>, 1990.

**An Active Tabler is eligible for nomination of elected offices of National Secretary and National Treasurer if he would be an active Tabler for the Tabling year in which he would hold office. Members who remain active Tablers after turning 40 by virtue of being Imm past Table Chairman, Imm past Area Chairman or Imm past President in their 41<sup>st</sup> year will not be eligible.**

**An active tabler is eligible for nomination of elected office of National Vice President if he would be an active tabler for the tabling year in which he would hold office of the National President. Members who remain active tablets after turning 40 by virtue of being Immediate Past Table chairman or Immediate Past Area chairman or Immediate past President in their 41<sup>st</sup> year will no be eligible .**

Further only an Active Tabler is eligible for appointment as a convener or committee member of the Area Executive.

- j) No person shall at any one Annual General Meeting be nominated for more than one office.
- k) The Area Chairman becomes a member of the NEX on assuming office at the Area Annual General Meeting. The Immediate Past Area Chairman shall be the only other Area Officer who can also be a member of the NEX.
- l) In case any member of the National Executive may resign or die or be unable or unwilling to continue in office, the other members of the National Executive may appoint another person in his place or share his duties.
- m) Elected Members of the National Executive shall assume office at a joint National Executive (NEX) meeting of the incoming and outgoing teams in the 2<sup>nd</sup> weekend of July succeeding the declaration of their election and shall serve until their successors take office at the first constitutional moment.
- i) All members of the National Executive shall serve without any remuneration whatsoever. But the National Executive may authorize payment out of the budgeted fund of the Association, all reasonable expenses incurred by any member of the National Executive or member of any Committee or any Sub Committee of the Association.



- ii) The National Executive may engage, dismiss and remunerate any person not being an Active or Honorary Tabler in the capacity of general secretary, clerk, servant or organizer to assist in the activities of the Association.

## **Section 2: Duties**

### ***President:***

The President shall preside at all meetings of the Association. He shall appoint the Convenors and Members of all the Committees of the Association. He shall be the Chief Executive Officer exercising general supervision over the working and activities of the Association. He shall perform such other duties as usually pertain to the office of President and be the ex-officio member of all Committees. He may create any additional Committees as deemed necessary in the interest of the Association and shall appoint Convenors of such Committees. He may also change the duties of Convenors for a better working of the Association. He shall supervise and be responsible for the National Convention. He shall also be in charge of Extension at the National level. He shall be the Senior Voting Delegate at the RT International Convention. The President in consultation with the Officers of NEX shall appoint members of the NEX as National Observers to Area AGMs and Scrutineers to the National AGM.

### ***Vice President:***

In the event of the inability of the President to perform his duties, the Vice President shall preside and perform the duties of and have the same authority as the President and shall also perform the duties as usually pertain to that office or as may be assigned to him by the President and be the ex-officio member of all Committees. If a separate Publicity Convenor has not been appointed, he shall be the Convenor of the Public Relations Committee and in-charge of all publicity and public relations activities of the Association. If a separate Projects Convenor is not appointed, he shall be the Convenor of the Community Service Committee that may be constituted of members from each Area and preferably the Convenors of such Area Committee. He shall present the budget of the Association for the ensuing tabling year at the AGM.

### ***Immediate Past President:***

As the International Relations Officer of the Association, he shall be the Convenor of International Relations Committee and Forward Planning Committee, which may be constituted of members from each Area and preferably the Convenors of such Area Committee. He shall be the Convenor of Past Members Travel Fund (PMTF) and Convenor for Past Member Extension Fund (PMEF).

### ***Secretary***

Receive minutes of all Tables and take follow up action in each Tables activity where necessary. He shall convene all General Meetings of the Association and National Executive, prepare agenda papers for the Executive Meetings and General Meetings, and also prepare and circulate minutes of such meetings. He shall be responsible for organizing business session of AGMs.. He shall be Convenor of the Rules Committee, unless a Convenor has been appointed by the President, in which case he shall be the ex-officio member of the Rules Committee. He shall be the Chairman - National Secretariat.

### ***Treasurer:***

He shall oversee the financial records of the Association and shall be responsible for receipts and payments of all accounts and expenses including annual fees and levies. He shall make a financial report to the General Body at each Annual General Meeting, or more often if required. He shall circulate the un-audited accounts of the Association and Trust every quarter within 30 days from the end of the quarter. He shall have the right to withhold any payment and refer it to the appropriate committee, President or the General Body .He shall be entitled to call for any explanation from Officers and Convenors and others on any matter concerning the financial aspects of the Association's affairs with which they may be or have been concerned. He may perform such other duties as may be assigned to him by the President and NEX.

He shall assist the Vice President in preparation of Budget for the following financial year and shall present at each AGM un-audited accounts of the Association for the period between the 1<sup>st</sup> of July and 15<sup>th</sup> of August. Immediate Past National Secretary / Treasurer shall present at the each Annual General Meeting the accounts of the fiscal year immediately preceding.

#### ***Area Chairmen:***

The duties of the Area Chairmen in the National Executive will be to represent the Area at the National Executive level and to act as the bridge between the National and the Tables. They will try to implement all decisions taken at National level in their respective Areas and they shall also give effect to Tables' views at the National level. They form part of the decision making body at the highest level. They are responsible for the publication of the activities of the members in their Area in every alternate issue of Table Talk.

## **Article IV: Finance and Administration**

### **Section 1: Fiscal Year and Budget**

- a) The fiscal year shall begin on the 1<sup>st</sup> of July each year and shall end on the 30<sup>th</sup> of June following.
- b) The Treasurer shall be responsible for the preparation of the Income and Expenditure Statement and assist the incoming President in the preparation of an Annual Budget which shall be subject to the approval of the General Body.
- c) The General Body may from time to time create separate funds and may draw up the guidelines for the same to be administered by the National Executive. The President's Emergency Fund, the Past Members Travel Fund (PMTF), Past Member Extension Fund (PMEF), the Convention Reserve Fund, the Bob Chandran Fund, Anoop Reddy Memorial Fund, Atsumari Travel Grant, RTI Staff Welfare Fund and the Round Table India Handbook Fund are deemed to have been created.
- d) A Savings Bank Account, Fixed Deposit Account or Current Account in the name of the Association / Area / Table be operated in any branch of a reputed public / private sector bank.

The said bank(s) be and is hereby authorised to honour and comply with all cheques, drafts, bills, promissory notes, acceptances, negotiable instruments, deposit receipts and orders expressed to be drawn, accepted, endorsed, made or given on behalf of the Association / Area / Table at any time whether the Banking Account or accounts of the Association / Area / Table are overdrawn by any payment of or in relation thereto or are in credit or otherwise and to act on any instructions relating to the accounts, affairs or transactions of the Association / Area / Table provided they are signed by any two of the persons who are holding the following offices from time to time and whose specimen signature have been furnished to the bank in the appropriate forms.

- i) President, Vice President, Secretary, Treasurer for the Association
- i) Area Chairman, Area Vice Chairman, Area Secretary/Treasurer for the Area
- ii) Table Chairman, Table Vice Chairman, Table Treasurer for the Table

### **Section 2: Audit**

- a) An audit of the books and accounts of the Association and the auxiliary bodies associated with it shall be done for each Fiscal Year by auditors appointed by the General Body. A report and statement of accounts i.e., Receipts & Payments and Income & Expenditure Account for the Fiscal Year and a Balance Sheet as on the last day of the Fiscal year shall be presented to the General Body at each Annual General Meeting.
- b) The statement of affairs of the income and expenditure account of the Association for the period starting from 1<sup>st</sup> of July till 15<sup>th</sup> of August to be presented to the General Body during the Annual General Meeting.
- c) The audited accounts of the Association and its auxiliary bodies shall be presented by the Secretary/Treasurer for approval by the outgoing National Executive at the joint board meeting.
- d) The accounts will be presented to the General Body at the Annual General Meeting for approval by the Immediate Past Treasurer with the assistance of the previous National Executive.

### **Section 3: Winding up**

A decision to wind up the affairs of the Association shall be made only at a General Meeting at which not less than two-thirds of the full Members of the Association vote in favor of such a decision. After the payment of all debts and liabilities, the realized assets shall be given only to another organization whose

Aims and Objects and activities are similar to that of the Association.

#### **Section 4: Fees and Levies**

- a) Entrance Fees of Rs. 3000/- (includes the cost of a New Member Kit). A Table which is yet to be inaugurated shall pay the Association, Entrance Fees for every one of its members. Associate and Full Members shall pay the Association, Entrance Fees for every new member before inducting him into the Table.

Tables will not have to pay Entrance Fees for Active Tablers transferred to their Table from another. Any Active Tabler ceasing his active membership within a Table will not be required to pay the Entrance Fees if such a Tabler rejoins within a period of two years from the date of cessation of membership.

- b) All Tables who are members of the Association on 1st of July shall pay the following annual levies:
- i) Membership fee at Rs.3100/- per Active Tabler based on the strength of the Table on 1st of July (Tablers retiring on 30th June need not be included).
  - ii) President's Emergency Fund (PEF) Levy at Rs.100/- per Table. This levy which is meant for use as per the guidelines given separately and is to be kept in a separate bank account along with the monies received on this account and shall not be merged with the General Fund.
  - iii) Past Members Travel Fund (PMTF) Levy of Rs.200/- per Table. This levy which is meant for use as per the guidelines given separately and is to be kept in a separate bank account along with the monies received on this account and shall not be merged with the General Fund.
  - iv) Peacock Award Levy of Rs.100/- per Table payable only by Full Members.
  - v) Staff Welfare Fund Levy of Rs.1000/- per Table. This levy is meant for the benefit of the staff at the National Secretariat. Monies received on this account shall be kept in a separate bank account and shall not be merged with the General Fund.
  - vi) National AGM Levy of Rs.10000/- per Table. The amount collected through this levy will be paid to the Host Table(s) organizing the NAGM by the 1st of December of the year in which the collection is made and any subsequent collection will be paid as and when the dues are received.

If such Active Tabler has previously paid, the excess amount, if any, shall be refunded during the NAGM itself. Un-adjusted amount (due to nil registration from a table) will be retained by the host table.

- vii) Table Talk Levy of Rs. 200/- per Active Tabler based on the strength of the Table on 1st of July (Tablers retiring at their Table AGM need not be included).
- c) The General Body may impose from time to time any other levies after giving adequate notice as provided in the Constitution.
- d) The following shall be sent to the National Secretariat of the Association on or before 15th of October each year.
- i) Form 'C' duly filled up.

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- ii) All the annual fees and levies mentioned in above clause b) and its sub clauses.

- iv) A copy of the audited financial statements of each of the Table's accounts (separate

- statements for charity and administrative funds) and any other auxiliary body created or organized by the Table for the Table financial year immediately preceding. However, in the case of an auxiliary body being created jointly by more than one Table, then the Tables so forming this auxiliary body shall nominate one Table who shall submit the audited accounts of this auxiliary body along with their 'C' Form.
- v) The table shall submit along with its c form a copy of its rules as passed at their AGM along with the annual report. The rules adopted by the association as its model rules shall be deemed to be accepted unless specified by the rules of the table and confirmed by the national rules convenor/committee .
- e) i) Failure to comply with any of the requirements under clauses d) and its sub-clauses within the due date will result in the Table losing all its rights for the immediately following Annual or Special General Meeting of the Association and Area.
- ii) If the requirements as per clause d) i), ii) and iii) are fulfilled past the due date, the penalty is Rs. 500/- for each non-compliance.
- iii) On payment of all fees, levies and penalties before / at the immediately following National AGM and on fulfilling all other requirements specified in the above clause d) and its sub-clauses, all rights of the Table will be restored. Rights will be restored immediately if the payment is by cash. But, if the payment is by a cheque or demand draft, all rights of the Table will be restored only on realization of the instrument. Tables that have not complied with the above clause d) and its sub-clauses by the end of the National AGM shall automatically be suspended from the Association and the National Secretary / Treasurer shall inform such Tables of suspension.
- After complying with the clause d i), ii) and iii) along with penalties, the suspension can be revoked only by the National Executive at their Meeting after the defaulting Table gives a suitable explanation. If the Table fails to give a reasonable explanation, it shall automatically come up for De-charter at the immediately following National AGM.
- iv) Tables that do not submit 'C' Form (which includes duly filled 'C' Form accompanied payment for all fees and levies and signed copies of the audited statements for all Tables Accounts) by the due date, will not have the right to submit nominations for Area or National positions and no other Table will also have the right to nominate any Tabler from the defaulting Table for any Area or National position.
- f) At each Annual General Meeting, the Association may allocate to each Area finances required for its operation.
- g) All funds and levies received by the Association under this section shall be utilized for its operational expenses for the fiscal year starting on 1st of July.

## **Section 5: Traveling Expenses**

Each member of the National Executive (NEX) including the Convention Convenor shall be paid actual travel expenses to attend all meetings of the National Executive. This shall be limited to the Air-conditioned 2-tier return train fare for distances below 500 Kms and economy class airfare above 500 Kms calculated by the most direct route. The above fare will also be paid to members of the NEX who attend Area AGM's as National Observers. No travel expenses shall be paid to the National Executive for National board meetings if held outside India.

In case of the Area Chairman being unable to attend the NEX Meeting, the Area Vice Chairman shall attend the same and he shall be paid travel expense as above. The Area Vice Chairman of the Area shall also be paid traveling expenses as above for attending the Change Over NEX Meeting in July, if he attends the meeting on both the days. Travel expenses shall however not be paid for attending the NEX meeting held along with the National AGM in the city of the AGM.

## Article V: Convention Procedure

### Section 1: Order of Business

The Agenda for Annual General Meetings may include:

1. Reading of notice convening the meeting
2. Preliminaries, communications and greetings
3. Reading of Aims & Objects and singing Round Table India Song
4. Appointment of Scrutineers and Sergeant-at-arms
5. Confirmation of minutes of the previous meeting (if not already done by circulation)
6. Matter arising (not covered elsewhere)
7. Reports of the members of the National Executive (Immediate Past)
8. Presentation of Annual Report for the previous year
9. Approval of Audited Accounts and Balance Sheet for the year ended 30<sup>th</sup> of June
10. Presentation of Awards and Trophies
11. Address by President (Immediate Past)
12. Report of Workshop discussions.
13. Motions:
  - a) Affecting the Constitution
  - b) Other Motions
14. Venue for Convention
15. Presentation of Half yearly report of Activities
16. Presentation of Accounts for the period 1<sup>st</sup> of July to 15<sup>th</sup> of December
17. Presentation of Accounts of RTIT for the period 1<sup>st</sup> of April to 15<sup>th</sup> of December
18. Election of Officers
19. Announcement of Team for the next Tabling year by Vice President
20. Budget for the next Tabling year beginning 1<sup>st</sup> of July
21. Appointment of Auditors and Bankers of the Association for the next Tabling year beginning 1<sup>st</sup> of July
22. Address by the President
23. Any other business

### Section 2: Meetings

- a) Annual General Meeting of the Association shall take place at a venue decided by the General Body and such meeting should be held at any time between nine and eighteen months from the date of the previous Annual General Meeting. The National Executive shall decide the date of each Annual General Meeting. If the date of the Annual General Meeting has been informed to Tables either by incorporation in the previous meeting minutes or through any publication of the Association or by any other means, it shall not be necessary for the Secretary to give notice convening the Annual General Meeting. Otherwise, the notice shall be sent at least 105 days prior to the date of the meeting.
- b)
  - i) The venue of each Annual General Meeting shall be decided two Annual General Meetings in advance. The National Annual General Meeting of Round Table India be held in September. It will include all AGM agenda as well as installation function of the office bearers. There would be no separate Change Over Banquet. This event be called as the National Annual General Meeting of Round Table India.
  - ii) The National Executive in conjunction with the Tables acting as hosts shall be responsible for all arrangements and make the necessary financial provisions out of the funds of the Association as authorized by the General Body in respect of such meeting.
  - iii) Any Table wishing to invite the Association to hold the Annual General Meeting in its territory may do so by a written invitation to the respective Area Secretary/Treasurer. On the Area accepting the invitation at its Area AGM, the Area Secretary/Treasurer shall forward the same to the National Secretary/Treasurer on or before 15<sup>th</sup> of October.

- iv) If no invitations have been received as per the previous clause, the National Secretary / Treasurer will inform the same to the Tables by 25<sup>th</sup> of October and the Tables shall have a second opportunity to route invitations through their respective Area Chairmen so as to reach the National Secretary/Treasurer on or before 15<sup>th</sup> November.
- V) In the event of no invitation still being received, the National Executive will, at the time of the meeting, submit a suitable proposal and this venue shall be accepted. There shall be no invitations from the floor.
- vi) The NEX shall on the basis of the information available with them regarding the arrangements and budgets for the convention and considering the time schedule be empowered to cancel the convention at the host venue and instead, immediately arrange for convention venue to be changed to such place as in the opinion of the NEX is capable of gearing up for the convention considering the time available. In such an event, if loss is incurred by the original AGM Convention Centre, it shall be borne by the hosts city Tables solely and they shall not be eligible for any grant from the convention reserve fund.
- vii) Cancellation-In the event the convention is cancelled either on account of force majeure conditions or by the decision of the NEX in terms of Clause b vi) referred above, the convention committee shall within one month of the receipt of the intimation of cancellation by the NEX cause to transfer all amounts received by way of registration to the Association who will thereafter disburse the amounts to the new Convention Committee of the changed venue. In the event of the registration of the new venue being lesser than that of the cancelled venue the difference shall be refunded to the registered Tablers. However, in the event of there being an increase in the registration charges, the same shall be borne by the Tablers who have registered.
- c) Quorum for any meeting of the General Body shall be 40% of the Full Members entitled to vote. For purposes of quorum, a Table will be considered present even if only one of its National Delegates is present or if it is represented by proxy.
- d) Either on the written request of at least 50 per cent of Full Members or at the discretion of the National Executive, a Special General Meeting shall be called by the President. The National Executive shall fix the date and venue of such Special General Meeting and a notice convening the same shall be circulated to all Tables on or before 105 days prior to the date of the meeting.
- e) Motions may be submitted by the National Executive, Area Executive or any Full Member.
- f) The Chairman of the Workshop Discussion Group or of any other Committee shall come forward with relevant motions arising from the discussion to be considered for adoption at the very same meeting, provided these resolutions neither amend the Constitution nor involve any obligatory financial levy or fees on Tables or Active Tablers.
- g) All motions, constitutional amendments put forth by the Tables and/or Area Executive shall first be approved at the respective Area Annual General Meetings before being placed on the National Agenda. However, in the case of non-approval at the Area level, the aggrieved Table/Area Executive shall have a right of appeal to the National Executive, whose decision concerning placing the matter on the Agenda shall be final. Motions, constitutional amendments put forth by the National Executives can be placed on the National Agenda once they are approved at their executive meeting.
- h) All motions for consideration at the Annual General Meeting shall be sent to the National Secretary/ Treasurer on or before 15<sup>th</sup> of October and such motions together with other agenda papers shall be circulated at least 21 days prior to the date of the meeting. All motions for consideration at a Special General Meeting shall be sent to the Secretary/Treasurer at least 60 days prior to the meeting and these together with the other agenda papers shall be circulated at least 21 days prior to the said meeting.

- i) All motions proposed by the Tables or the AEX or the NEX for consideration at the Annual or Special General Meetings of the Association will have to be forwarded by the National Secretary/Treasurer to the Rules Committee for scrutiny. The Rules Committee should check if the changes conform to the constitution of Round Table India and do not contradict any other rule. They should suitably append their comments on the above points and return the motions to the National Secretary/Treasurer who will include the same in agenda papers. The rules committee should however desist from giving its opinion on the subject of the motion.
- j) All amendments to Rules or Motions etc. be accepted in general principle and the proper wording and all consequential amendments arising there from be made by the Rules Committee subsequently.
- k) Any surplus which may accrue out of any National or Area Conventions or any other convention of the Association shall be to the account of the host Tables only. It need not be shared with the National Association or the Area. The surplus emanating out of such activity, shall be shared by the host Tables. Any loss at any such convention or meetings under any circumstances will not be subsidised by Round Table India or the Area.
- l) Party politics and sectarian problems shall not be discussed at any meeting.
- m) Any Table or Tables hosting any National/Area Conventions or Meeting should submit audited accounts within 180 days from the conclusion of the meet to the National/Area Executive failing which the concerned Table/Tables will in addition to submitting the audited accounts pay a penalty of Rs. 500/- for every month of default upto a maximum of Rs. 2,000/-. They will also lose their voting rights until such time.

### Section 3: Representation and Voting

- a) i) Each Full and Associate Member shall be represented on the General Body by two National Delegates who must be Active Tablers. Only Delegates of Full Members are entitled to vote. Each Delegate will have one vote except where provided for otherwise in the Constitution. If a Full Member is represented by only one Delegate instead of the normal two Delegates, then such Delegate shall have two votes even if he carries no proxy. In the event of a tie, the Chairman of the meeting shall have a casting vote.
- ii) All other Active Tablers and Honorary Tablers of the Tables and Honorary Members of the Association may attend the Annual General Meeting and shall take part in all discussions with the permission of the Chairman, but without the right to vote.
- iii) At each Annual General Meeting, the Delegates should present their credentials (Attendance Record Form which is part of the Annual Report) to enable them to act as official Delegates on behalf of their Tables. Any Table that is unable to send Delegate to a meeting may in writing, duly authorized by the signature of any one of its National Delegates or Executive, confer its privilege of vote or votes upon any Active Tabler belonging to it.
- b) At any meeting of the Association, a motion put to the vote shall be decided by a show of hands, each National Delegate or his proxy having one vote. On any motion affecting the annual fees and levies as provided for under the Constitution and any other compulsory levies on each Table or Active Tabler of the Association that may be proposed, a poll may be demanded (either before or immediately after it has been put to vote by at least four Full Members eligible to vote). On a poll, each Table shall have as many votes as its number of Active Tablers on the 1<sup>st</sup> of July immediately preceding. The poll vote decision will supersede any previous vote taken by a show of hands.

24 **CONSTITUTION** For the election of Officers the following system shall be adopted:



- i) A ballot paper (duly signed by the scrutineers) for each office shall be provided for each Delegate entitled to vote which shall contain the title of the office and the names of all candidates for that office in alphabetical order, but shall contain no other material.
  - ii) Each Delegate entitled to vote shall record his vote for each candidate in order of preference. He shall place the figure 1 by the name of the candidate who is his first choice, shall place the figure 2 by the name of the candidate who is his second choice and shall place the figure 3, 4 or 5 (and so on as the case requires) by the name of all remaining candidates to indicate his order of preference, but no ballot paper shall be treated as spoiled by reason only of the fact that the voter has failed to record successive preferences for all candidates.
  - iii) The scrutineers shall count the number of first preference votes cast in favor of each candidate. If more than 50% of first preference votes cast shall be cast in favor of one candidate, he shall be declared elected.
  - iv) If no candidate is declared elected under the preceding subparagraph, the candidate in whose favor the least number of first preference votes shall have been cast shall be excluded from the poll and the ballot papers recording that candidate as first preference shall be allocated to the remaining candidates in accordance with the second preferences recorded therein. If more than 50% of votes cast shall have been cast or allocated in favor of one candidate he shall be declared elected.
  - v) If no candidate is declared elected under either of the two preceding sub-paragraphs, the procedure outlined in sub-paragraph iv) shall be repeated as often as may be necessary excluding from the poll on each repetition the candidate with the lowest number of votes and allocating those votes and ballot papers in accordance with the next preference recorded thereon until more than 50% of the votes cast shall have been cast or allocated to one candidate who shall be declared elected.
  - vi) If at any time two or more candidates have the same number of cast and allocated votes and are together lowest on the poll, the candidate in whose favor the least number of first preference votes shall have been cast shall be excluded. If equality of first preference votes shall be found, the number of second and subsequent preference votes shall be considered and treated in like manner until one candidate may be excluded under this subparagraph. If the scrutineers shall find equality of number of total, first and all subsequent preference votes, they shall exclude all the candidates being considered under this sub-paragraph.
  - vii) If at any time the scrutineers shall find that all candidates then remaining in the ballot shall have an equal number of total, first and all subsequent preference votes, the President shall have a casting vote.
- d) For all other motions requiring a decision, a simple majority shall prevail except where otherwise specified in the Constitution.

## Article VI: Area Rules

### Section 1: General

- a) Each Area will have an identifying number, approved by the General Body at the Association's Annual General Meeting based upon the recommendations of the National Executive.
- b) The National Executive, at the time of inauguration of a new Table, will confirm the Area in which the new Table is to be situated.
- c) Transfer of a Table from one Area to another will be possible by the approval of the concerned Areas, such approval to be obtained at the AGM of the respective Areas, failing which the issue will be voted upon by the General Body at the Association's AGM.
- d) Round Table India will be divided into Areas as follows: Area I, II, III, IV, V, VI & VII, VII, IX , X , XI, XII, XIII, XIV ,XV and XVI or as many approved by General Body from time to time.

### Section 2: Definitions

All definitions in the Constitution of Round Table India will have the same meaning in these Rules.

### Section 3: Motto, Emblem & Aims

Shall be that of Round Table India.

### Section 4: Objects & Responsibilities

- a) to be in charge of extension;
- b) to co-ordinate the working of Tables;
- c) to administer the Supply House;
- d) to encourage inter-Table social and other functions, projects and joint meetings;
- e) to promote fellowship within the Association by promoting inter-Area travel;
- f) to implement National decisions at Area level;
- g) to promote in general all kinds of Table activity within the Area.

### Section 5: Members

The Area shall be composed of all Tables that fall within the geographical boundaries of the Area.

### Section 6: Area Executive

- a) **General**
  - i) Each Member of the Area Executive shall be an Active Tabler during his term.

#### **Eligibility Criteria for Area Executives is mentioned here under**

- a) **An Active Tabler is eligible for nomination of elected offices of Area Secretary Treasurer if he would be an active Tabler for the Tabling year in which he would hold office. Members who remain active Tablers after turning 40 by virtue of being Imm past Table Chairman, Imm past Area Chairman or Imm past President in their 41<sup>st</sup> year will not be eligible.**

- 26 **CONSTITUTION**
  - b) **An Active Tabler is eligible for nomination of elected offices of Area Vice Chairman if he would be an active Tabler as per age rule for the Tabling year in which he would hold office of the Area Chairman. Members who remain active Tablers after turning 40 by virtue of being Imm past**

**Table Chairman, Imm past Area Chairman or Imm past President in their 41<sup>st</sup> year will not be eligible.**

**c) An Active Tabler is eligible for appointment as a convener or committee member of the Area Executive.**

An Active Tabler shall be eligible for nomination and election as a member of the Area Executive if he had held office (any or the same office) for at least two complete years in any table. A complete year in this clause means the duration between successive Table AGM's or between Inauguration to Table AGM in case of newly chartered tables. The Charter Chairman of Tables are exempted from this rule and become eligible on handing over their Immediate Past Chairman jewel.

Age Rule for Eligibility of Area Executives

ii) The Area Executive (AEX) shall comprise of the following:

AREA Chairman  
AREA Vice Chairman  
AREA Secretary / Treasurer  
AREA Immediate Past Chairman  
Table Chairmen  
AREA Conveners

The Vice Chairman shall automatically take over as Area Chairman and shall be considered as a directly elected member of the executive. However, in the event of the elected Vice Chairman not being able to take over, the Chairman shall be elected at the AGM.

The Vice Chairman and Secretary/Treasurer shall be elected by the Area delegates at the Annual General Meeting of the Area. The Area Chairman shall appoint the Committee Conveners.

The Immediate Past Chairman shall be a member of the Area Executive by virtue of being Chairman when he hands over the jewel of office to his successor. The Chairman, Vice Chairman, Secretary / Treasurer, and Immediate Past Chairman are the Officers of the Area.

The Chairman, Vice Chairman, Secretary/Treasurer and Table chairmen shall have voting rights at Area Executive Meetings. Quorum will be established only if 40 percent of the combined strength of Area chairman, Area Vice Chairman, Area secretary treasurer and table chairmen are present in an AEX meeting. In the absence of a table chairman any other elected representative of the respective table be it VICE chairman/ Secretary/ Treasurer can represent the table chairman in the AEX meetings.

- iii) The Area Chairman becomes a member of the NEX on assuming office at the Area Annual General Meeting. The Immediate Past Area Chairman shall be the only other Area Officer who can also be a member of the NEX.
- iv) In case any member of AEX resigns or dies or be unable or unwilling to act, the members of the NEX may in consultation with the AEX appoint another person in his place or ask the AEX to share his duties with the exception of the post of IPC.
- v) The Area Executive is authorised to appoint one person per every 200 Active Tablers or part thereof (whether a past Active Tabler or not) whom it desires to honour for having rendered special and distinguished service to the country and/or to the Round Table Movement and/or to the local community as an Honorary Tabler / Tablers of the Area for one year only. The appointment of the number of Honorary Tablers will be based on the official number of Tablers in the Area on 1<sup>st</sup> of July of that year.

b) **Duties of the Area Executive**

i) **Chairman**

1. As a member of the National Executive, he is primarily responsible for translating and implementing the ideas and objectives of the National Executive within the Area. He is responsible for upholding and promoting the good repute of Round Table within the Area.
2. The Chairman shall preside at all meetings of the Area Executive and the AGM. He should have thorough knowledge of the Constitution and Meeting Procedure. In his absence, the Vice Chairman will preside. In their absence, the meeting will select a Chairman from the remaining members present, except a member of the National Executive.
3. He should ensure that all members of the Area Executive work together as a team and that they carry out their duties efficiently and effectively.
4. He shall try to visit every Table in the Area during his tenure and shall encourage other members of his Executive to visit Tables.
5. The Chairman is in charge of publicity and should maintain close contact with each Table to ensure that news and photographs of Area function and projects reach the local press and National Magazine in an accurate and acceptable form.
6. If the Area has a magazine, he should assist the editor in passing on all information.
7. He will supervise the Area AGM.
8. He will encourage and promote inter-Area travel.
9. The Area Chairman in consultation with the Officers of the AEX shall appoint members of the AEX as Area Observers to Table AGMs.

ii) **Vice – Chairman**

1. In the absence of the Chairman, he shall assume all responsibilities assigned to the Chairman. He should have thorough knowledge of the Constitution and Meeting Procedure.
2. He should plan for his year of Chairmanship and also visit all Tables in the Area.
3. He is in charge of extension in the Area and should keep a constant vigil on the membership of all Tables, attendance at meetings, transfers etc.
4. He should keep under constant review the possibility of extension within the Area and advise Sponsor Tables regarding extension.
5. He will oversee the Area AGM Hosting Committee.
6. He will be responsible for coordinating National events such as RTI Week, Quiz, Blood Donation etc.

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iii) **Secretary / Treasurer**

1. He shall convene and make arrangements for all Area Meetings.

2. He shall prepare the agenda for and keep minutes and recordings of all meetings of the Area and circulate such minutes as decided by the Area. A copy of the minutes of each Area Meeting must be sent to the headquarters of the National Association.
3. He shall send such records and returns as are required by the National Rules in force to the headquarters of the Association.
4. He should assist and advise the Chairman on all matters concerning the conduct of Area Meetings.
5. He should advise the Area Executive on the procedure of the AGM.
6. He should advise the Tables within the Area on submission of the annual returns i.e., 'C' forms and 'D' Forms to the Association and Area respectively.
7. He should advise the Tables on the procedure for making nomination for Officers and Executive Members to both Area and National.
8. He should ensure that all motions for National consideration are dealt with in accordance with the rules.
9. He should be familiar with the National Constitution, the Area Rules and all amendments, if any, as also the Table Rules. He should be aware of formal meeting procedure.
10. He should deal with all correspondence promptly and ensure that each member of the Area Executive is aware of correspondence being sent to Tables by other members or the National.
11. He must maintain close liaison with all Table Secretaries of the Area.
12. He must maintain a file of all correspondence from National Association including agenda and minutes of all National AGMs.
13. He should place the order for all Area or Table requirements, Past Chairman's jewel, name bar for Chairman's Jewel etc., from the National Supply House and will maintain and keep the stocks.
14. He shall advise the Area Executive on all matters of finance.
15. He shall record all financial transactions made by the Area and bank all monies received in the name of the Area.
16. He shall make payments in accordance with resolutions of the Area Executive and present audited accounts and financial report together with a budget for the ensuing year to the General Body at the AGM.
17. He is responsible for the collection of all fees (for Area) from the Tables.
18. He should pass on to his successor legible and properly kept files and records.
19. He should send to the National Secretary/Treasurer the Annual Report, signed copy of the audited accounts of the Area, motions passed at the Area AGM, and invitations to hold National AGM and nomination for National Honorary Tabler for the subsequent year on or before 15<sup>th</sup> of October.

iv. **Immediate Past Chairman**

1. He is in charge of the International Relation and should assist Tables to establish International

contacts with clubs abroad.

2. He should be able to advise Tables on all grants and events which are available to further International contacts.
3. He shall encourage the holding of the International Table Functions.
4. He will keep Tables Informed on Round Table International matters.

## Section 7: Meetings

- a) The Area Executive shall meet **at least 4 times spread over the year** at cities where the Tables are in need of consolidation and guidance. Minutes of these meetings will be circulated to all Tables of the Area and National Executive.

The minutes of the last AEx meeting of an Area Board will be circulated by the existing Board of that year itself. The same is to be done in the interim period between the last AEx meeting of the outgoing Board and the 1<sup>st</sup> AEx meeting of the new Board. The corrections, if any, should be communicated to the new AST for formal recording before adoption at the 1<sup>st</sup> AEx meet of the new Board.

In the event of both the referred board meetings being held back to back at the Area AGM, then the same process is to be followed for adoption at the 2<sup>nd</sup> AEx meet of the new Board.

- i) **The Area Secretary / Treasurer will be issuing a notice and Agenda for the AEX meeting 21 days in Advance of the Meeting date.**
- b) **Annual General Meeting**
  - i) **Shall be held before Between 01<sup>st</sup> of August and 31<sup>st</sup> of August and the Secretary/ Treasurer shall circulate the notice for the meeting at least 60 days prior to the date of the meeting. Along with the AGM notice, the Secretary/Treasurer shall call for nominations for office, motions or amendments to the National Constitution or the Area Rules, invitations to host Area or National convention etc. The same notice period shall apply to any Mid-term or Extraordinary General Meeting.**
  - ii) The last date of nominations for office, motions or amendments to the National Constitution or the Area Rules, invitations for Area or National Convention etc. shall be a minimum of 30 days before the Area AGM. The Secretary/Treasurer shall circulate the agenda papers minimum 15 days before the Area AGM.

If no invitations have been received to host the Area AGM as per the above clause, Tables shall have a second opportunity to send an invitation to the Area Secretary / Treasurer on or before 15 days prior to the meeting. In the event of no invitations still being received, the Area Executive will at the time of the meeting submit a suitable proposal and this venue shall be accepted and there shall be no invitations from the floor.
  - iii) Special Meetings of the Area shall be called on the written request of at least 50% of the number of Tables in the Area or at the discretion of the Area Executive or National Executive and notice of at least 30 days shall be given.
  - iv) Quorum for any Area Meeting will be 40% of the Tables entitled to vote.
  - v) Non-payment of Area or National fees and levies will entail penalty and loss of voting rights at the National and Area Meetings.
  - vi) Each Full and Associate Member shall be represented at the General Meeting by 2 Area Delegates who must be Active Tablers. Representation and voting, voting procedures, eligibility for election

to Area Executive or appointment for Convenorship and all Convention Procedures shall be the same as provided in the RTI Constitution except where otherwise provided in these Rules.

vii) At each Area Meeting, the Table Delegates should present their credentials to enable them to act as official Delegates on behalf of their Tables.

viii) An Active Tabler is eligible for nomination for elected office or appointment as an elected member of the Area Executive, if he would not complete the age of forty on or before June 30<sup>th</sup> in the Tabling Year he takes over office. This rule will not apply to the Area Chairman and Immediate Past Area Chairman. For the purpose of this rule, "completed" means a person born on June 1<sup>st</sup>, 1950 will complete 40 years on June 1<sup>st</sup>, 1990.

Further only an Active Tabler is eligible for appointment as a convener or committee member of the Area Executive.

ix) An Active Tabler shall be eligible for nomination and election as a member of the Area Executive if he had held Office (any or the same office) for at least two complete Table years in any Table. A complete year in this clause means the duration between successive Table AGM's or from the date of Inauguration of the Table to the Table AGM.

x) The order of business for Area Annual General Meeting may be as follows:

1. Notice convening the meeting
2. Establish quorum
3. Minutes of the Last AGM
4. Presentation of audited accounts and Treasurer's report by the AST
5. Reports of other members of the Executive
6. Resolutions submitted by the Area Executive
7. Election of the Executive
8. Installation of incoming Chairman and other members of the AEX
9. Presentation of the budget for the year by the new Area Chairman
10. Resolution regarding operation of bank accounts and appointment of auditor by the AST.
11. Any other business

## **Section 8: Voting and Voting Rights**

- a) Each Table shall have 2 votes; the members of the Area Executive shall have no vote except the Chairman who shall have a casting vote only. Voting shall be by show of hands or as determined at the meeting except for elections which will be by secret ballot.
- b) Except as otherwise provided by the RTI Constitution or these Rules, the outcome of any vote will be determined by a simple majority except in the case of elections with more than two contestants, where the preferential system will apply.

## **Section 9: Finance**

- a) The fiscal year of the Area shall be taken as the 1<sup>st</sup> of July and shall end on the 30<sup>th</sup> of June following.
- b) The Area shall receive funds from the National as decided by the General Body of the Association at each National AGM. In addition, each Area shall be at liberty to raise additional funds from Member Tables as it deems fit.
- c) Apart from loss of voting and other rights at the Area and National meets, non-payment of Area or National fees, non-submission of audited balance sheet and income & expenditure accounts will also result in ineligibility for the travel allowance payable to the Area Delegates.
- d) The statement of affairs of the income and expenditure account of the Area for the period starting

from 1<sup>st</sup> of July till 15<sup>th</sup> of August to be presented to the general body during the Annual General Meeting.

- e) Membership fees per Active Tabler as fixed by the General Body will be based on strength as on 1<sup>st</sup> of July.
- f) The annual fees and levies as decided by the General Body shall be sent to the Secretary/Treasurer of the Area by 31<sup>st</sup> of October each year along with Form 'D' duly filled up.

## **Section 10: Miscellaneous**

- a) Any amendments to these Rules must first be approved at the AGM of the Area and then submitted for approval by the General Body at the National AGM.
- b) In case of any inconsistency between the National and Area Rules, the National Rules shall prevail. All other procedures not covered in Area Rules shall be those followed by the National Association.
- c) Areas can adopt their own additional rules and codes to suit each Areas convenience, which should not contradict or override the above rules as given in the Article VI (Area Rules) of the Constitution. Areas are at liberty to make their rules stricter, but may not relax them.
- d) All motions that are carried at the AGM of the area, that affect the Area Rules, have to be sent separately to the National Secretary Treasurer, to be printed as a part of the Annual Report/Agenda Papers of Round Table India of that year.



## **Article VII: Table Rules**

### **Section 1: General**

Each Table shall provide in its rules the obligatory provision set out under Section 2 to 16 of this Article and shall adhere to the same. Tables are at liberty to make these rules stricter but may not relax them. However, Tables are advised to implement them as far as possible only as per the provisions given below.

### **Section 2: Definitions**

All definitions in the Constitution of Round Table India will have the same meaning in these Rules.

### **Section 3: Name**

Each Table shall designate itself by the name of the City in which it is located along with a word describing the geographical location (or any other name to distinguish it from another Table in the same city), followed by the words "Round Table No." For example:

Madras Mylapore Round Table No. 3  
Coimbatore Round Table No. 9  
Bombay North Round Table No. 19  
Calcutta Metropolitan Round Table No. 41

In the case of the first Table to be formed in a city this geographical description is not mandatory.

### **Section 4: Motto and Emblem**

The motto of the Table shall be "Adopt, Adapt, Improve". The emblem of the Table shall be the same as that of the Association.

### **Section 5: Affiliation**

The Table shall be a member of Round Table India.

### **Section 6: Aims and Objects**

The Aims and Objects of the Table shall be:

- a) To develop the fellowship of young men through the medium of their business and professional occupations and community service activities.
- b) To encourage active, and responsible citizenship by cultivating the highest ideals in business, professional and civic traditions.
- c) To promote and further international understanding, friendship and co-operation.
- d) To promote the extension of the Association.

### **Section 7: Membership**

There shall be only three kinds of membership.

- a) Active: Any man between the age of 18 and 40 and resident in the vicinity of the Table shall be eligible for election as an Active Tabler. Such persons shall be elected according to the Rules of the Table.

- b) Honorary: Any man (whether a past Active Tabler or not) whom it is desired to honor may be elected as an Honorary Tabler. Honorary membership is the highest mark of esteem a Table can bestow and shall only be given to those who have rendered special and distinguished service to the country and/or to the Round Table Movement and/or to the locality in which the Table is situated. The total number of Honorary Tablers in a Table shall not exceed one for every ten Active Tablers or part number thereon. Honorary Tablers shall be elected according to the Rules of the Table and may attend meetings and enjoy all the privileges of membership, but shall have no vote. No person shall be an Honorary Tabler of the same Table for more than a period of two years cumulatively.

Tables or Areas desiring to appoint as Honorary Tabler any Past Member who has resigned or has been expelled from another Table can do so only after obtaining a No Objection Certificate from the Table he last resigned or was expelled from. Tablers who have been expelled by the Area General body or NEX under Article VII Section 13 b)viii) shall not be admitted as Honorary Tabler of Table, Area or Round Table India.

- c) Temporary Associate: In order that Round Table may make contacts with similar organizations in other countries, make known and further its ideals, overseas visitors shall be eligible for election as Temporary Associate Tablers according to the Rules of the Table.

## **Section 8: Membership of more than one Table**

- a) Membership of more than one Table is permitted only in cases where a Tabler has played an active part in the formation of a new Table.
- b) He can become a member of the new Table any time after it is inaugurated, but before it is chartered, and he will be allowed to retain the dual membership for a period of one year from the date of joining the new Table after which he shall resign from one of the two Tables.
- c) Such dual membership is subject to the approval of both the Tables concerned.
- d) He shall have to fulfil his mandatory 60% attendance in both the Tables. For this purpose, attendance at one of the Tables cannot be considered as attendance for calculating the attendance at the other as permitted in Section 12e) of this Article.
- e) Both the Tables concerned shall take his membership into account for all purposes such as quorum for meetings, elections, eligibility to vote etc.
- f) No such Tabler shall be member of more than 2 Tables at any one time.
- g) Membership of such Tablers in the new Table shall not be considered for fulfilling the minimum membership requirements for Associate and Full Membership as stipulated in the Extension Manual.
- h) At any one time not more than 50 per cent or 10 persons whichever is lower shall be allowed to retain dual membership in the same two Tables. The new Table shall not be liable for payment of Annual Fees, Levies or Entrance Fees for such Tablers holding dual membership.

## **Section 9: Active Members on Transfer**

- a) A Tabler who have resigned or who was expelled from a Table or an Active Tabler wishing to join another Table shall be accepted into membership of the new Table only on obtaining and producing a no objection certificate from his parent Table.
- b) Entrance fee is not payable if the Tabler rejoins the Tabling movement within a period of 2 years from the date of his resignation or dismissal.
- c) The Table into which the Tabler gets transferred into shall be liable for the Annual Fees, Levies and other dues owed to the National Association for this Tabler after the date of joining this Table.

## Section 10: Classification

- a) As far as possible Tables should endeavor not to have more than 2 Active Tablers from the same-profession.
- b) In the event of a Tabler leaving one city to another, he shall, notwithstanding that his classification is filled, be eligible to become a member of another Table.

## Section 11: Leave of Absence (LOA)

- a)
  - i) An Active Tabler changing his residence from one city to another shall be entitled to Leave of Absence for a maximum period of six months from the Table in which he is in current membership and at the expiration of this period his membership of Round Table shall cease if he has not been accepted into membership of other Table. Meetings for which an individual has been given LOA under this sub-clause shall be excluded from the total meetings while calculating the attendance of the individual.
  - ii) Leave of Absence (Warn Out) may also be given for Table meetings at the discretion of the Table in cases of Active Tablers being out of station or for personal illness. Leave of Absence (Warn Out) granted under this sub-clause shall be at the discretion of the Table and shall be included in the total meetings while calculating the attendance of the individual.
- b)
  - i) All Active Tablers on Leave of Absence are considered to be on the roll of the Table and the Table is liable to the Association for all Annual Fees, Levies and any other dues for such Tablers.
  - ii) Tablers on Leave of Absence are entitled to vote by proxy.

## Section 12: Cessation of Membership

- a) An Active Tabler ceases to be one on the 30th of June of the Tabling Year in which he completes the age of forty. He shall have voting rights at his Table meetings till the 30th of June. He is eligible to attend all Table meetings upto the Table Annual General Meeting, and Exceptions to this are listed below. For the purpose of this rule, “completed” means a person born on June 1<sup>st</sup>, 1950 will complete 40 years on June 1<sup>st</sup>, 1990.
- b) The Table Chairman, Area Chairman, and National President hand over their jewel to their successors at the first constitutional moment and become the Immediate Past Table Chairman, Immediate Past Area Chairman, and Immediate Past President respectively. If the Table Chairman or the Area Chairman or the National President completes the age of 40 by the 30th of June of the Tabling Year, they would cease to be an Active Tabler on the 30th of June of the following year and have voting rights at their Table till such time. They shall have voting rights that their portfolio entails till they hand over office to their successor.
- c) If the Immediate Past Table Chairman or Immediate Past Area Chairman or Immediate Past President completes the age of 40 by the 30th of June of the Tabling Year, they shall have voting rights in their Table till the 30th of June of the Tabling Year and cease to be an Active Tabler on the 30th of June of that Tabling Year. They shall have voting rights that their portfolio entails till they hand over office to their successor.
- d) If an Active Tabler of Round Table India is an Officer of Round Table International and completes the age of 40 by the 30th of June of the Tabling Year, he shall have voting rights in his Table till the 30th of June of the Tabling Year and cease to be an Active Tabler on the 30th of June of that Tabling Year.
- e) An Active Tabler ceases to be one after less than 60 percent attendance (at the end of the Tabling Year) at all meetings of the Table including the Ordinary, Special and Annual General Meetings held during the Tabling Year, unless explanation for such absence shall be made to the satisfaction of the Table or the Table Executive. For the purpose of calculation of attendance under this rule, the total number of Table meetings taken for calculation shall not exceed 24.

When an Active Tabler has less than 60 percent attendance as described above, attendance during the same Tabling Year at a Round Table International Conference, other Regional or Special Meetings of Round Table International, Meetings of the National or Area Executive, Annual or Special General Meetings of Round Table India or any Area of Round Table India, Ordinary or Special or Annual General Meetings of any Round Table (or of any proposed Round Table consent for the formation of which has been given by the Association) shall be taken into account.

- f) An Active Tabler ceases to be one on death, resignation, criminal conviction involving moral turpitude, insanity of any member, or is expelled as described in Article VII - Section 13, Clause a).

### **Section 13: Conduct of Members**

- a)
  - i) Any Tabler disregarding any rule or regulation of the Table, or being guilty of conduct inimical to the interest of the Table, Area or the Association or who does not take part and show sufficient interest in Table activities may be expelled from membership at a meeting of the Table of which at least 30 days prior written representation to the Table Chairman or Secretary has been given.
  - ii) On a motion for expulsion being passed, the Tabler shall cease to be a member of the Round Table Movement. The Table shall then inform the AEX, NEX and the National Secretariat of the expulsion of the Tabler.
  - iii) Such expelled Tablers shall not have a right to appeal to the Association.
- b)
  - i) Any grievance of any member of the Association relating to the activities of the Association shall be referred to the NEX who shall thereafter appoint an Arbitration Committee in the immediately following meeting of the NEX.
  - ii) The Committee shall consist of 3 persons who are Active Tablers or have been Active Tablers.
  - iii) The Committee shall thereafter make necessary inquiries and submit its ruling to the NEX at the next meeting of the NEX or 60 days from their appointment, whichever is later.
  - iv) The procedure to be followed at the inquiry shall be determined by the Committee so appointed.
  - v) Any party aggrieved by the ruling of the Committee shall have a right of appeal to the General Body and such appeal shall be submitted to the NEX within 30 days from the receipt of the ruling. In the event no appeal is preferred within the stipulated time, then the decision of the committee shall be final and binding on all parties concerned.
  - vi) The appeal so received shall be listed for discussion at the National Annual General Meeting immediately following therefrom notwithstanding any rule or provision in the Constitution of the Association.
  - vii) The decision of the General Body at such Annual General Meeting shall be final, conclusive and binding on all parties to the dispute and no court of law shall have jurisdiction and entertain any dispute in connection therewith.
  - viii) Notwithstanding anything contained in Article VII Section 13 clause a) of the Constitution, any action by a Member of the Association contrary to the priorities outlined above shall be deemed to be a conduct inimical to the interests of the Association and such members shall be subject to expulsion from the membership of the Association by the Table, Area or NEX.

## Section 14: Officers and Management

- a) The Officers of the Table will be Chairman, Vice Chairman, Secretary, Treasurer and Immediate Past Chairman. They shall be Active Tablers and the first four shall be elected by the Table and the Immediate Past Chairman shall be an officer by virtue of having handed over the Chairman Jewel to his successor. They shall take office at the Annual General Meeting and shall continue till their successors take Office at the first constitutional moment.
- b) The business of the Table shall be conducted by the Table Executive (TEX) consisting of the Officers and Convenors of the Table, all of whom shall be Active Tablers.
- c) The Table may from time to time appoint the other Active Tablers to hold such Offices as may be desirable and the Table Executive at its discretion may invite them permanently for the period of their office or temporarily as it may otherwise decide to serve as members of the Executive.
- d) A Tabler cannot serve for more than two consecutive years on the Table Executive as a Convenor, unless specific sanction for the same has been given by the Table at the Table AGM in which the candidate takes over office.
- e) A Tabler cannot be elected or re-elected to an Office for more than two consecutive years.
- f) All members of the Table Executive (subject to voting rights as dealt in Section 12) of this Article shall be entitled to exercise a vote on all matters decided by the Table Executive and the presiding Chairman shall only have a casting vote.
- g) The Table shall have power to fill vacancies in the Table Executive occurring between Annual General Meetings.
- h) The Table Executive shall have powers to form all necessary sub-committees and to co-opt Active Tablers to serve thereon. Such sub-committees shall report regularly to the Table Executive. Under no circumstances shall the Table Executive commit the Table to any act of service or to support financially or otherwise for charitable or other projects without the approval of the majority of the Active Tablers present at a Table meeting at which such project or projects shall have been previously discussed.
- i) An Active Tabler is eligible for nomination for elected office or appointment as a elected officer of the Table Executive, if he would not complete the age of forty on or before June 30<sup>th</sup> in the Tabling Year he takes over office. This rule will not apply to the Table Chairman and Immediate Past Table Chairman. For the purpose of this rule, “completed” means a person born on June 1<sup>st</sup>, 1950 will complete 40 years on June 1<sup>st</sup>, 1990.
- j) Any member of the National Executive, Area Executive, Table Executive and members of committees and sub-committees shall serve without any remuneration.
- k) The Table shall elect according to its rules two Active Tablers to serve as its National Delegates to represent the Table at Association meetings.
- l) The Table shall elect according to its rules two Active Tablers to serve as its Area Delegates to represent the Table at Area Meetings.
- m) The National and Area Delegates, if they are not already in the Table Executive, shall attend Executive meetings.
- n) Officers of the Table for the subsequent year shall be elected before 15th of May of every year. The names of the elected officers should be communicated to the Area Executives and the National Secretariat before 31st of May following.

## Section 15: Meetings

- a) The Table shall meet at least 24 times each year including the Annual General Meeting.
- b) The Table financial year shall be from 1<sup>st</sup> of July to 30<sup>th</sup> of June following.
- c) **The Annual General Meeting of the Table must be held on or before 10<sup>th</sup> August and should not coincide with the dates of the Area Annual General Meeting. The Table AGM must be completed before the Area Agm.**
- d) At any meeting of the Table or Table Executive or at any of its subcommittees only Active Tablers of the Table shall be eligible to vote.
- e) The quorum for Ordinary, Special or Annual General Meetings of the Table must be at least 40% of the Total Active membership of the Table.
- f) On all matters except those pertaining to approval or election of new members, the Chairman of the meeting shall have a casting vote only.
- g) Party politics and sectarian religion shall be excluded from all Table discussions.
- h) Ladies shall only be permitted in the capacity of Speakers at any meeting. However, they may be admitted as guests at AGM's and Special Occasion meetings.
- i) Guests including past Active Tablers shall be admitted to Table meetings only with the permission of the Chairman presiding.

## Section 16: Miscellaneous

- a) The Table shall maintain separate books of accounts as well as separate bank accounts for charity and administrative funds. Separate financial statements shall be prepared and submitted to the Table at each Annual General Meeting and shall be forwarded to the Association along with Form 'C' on or before 15<sup>th</sup> of October each year.
  - i) **the Accounting year for Project/Society/Charity of Trust Accounts of the Table is 1st April to 31st March. The Outgoing Table Executive team is responsible to submit the Audited Accounts and file Income Tax returns (if registered) as on 31st March. Interim accounts for the period of 1st April to 30th June of the year to be presented at the table AGM and adopted by the Floor.**
- b) All Annual fees payable by the Table shall be paid only from the administrative funds. However, payments to the Association for the President's Emergency Levy, or any other levies, or requests made by the Association for funds required to be spent on projects or community service activities, the Table may make such payments from its charity funds.
- c) The Table shall have its banner and its rules approved by the Area/Association. The same should be submitted along with the C form and form part of the Annual Report of the Table.
- d) On a Tabler ceasing his membership of a Table, he shall not be entitled to wear the lapel badge. However, Tablers ceasing to be members due to age rule (retiring) can wear the lapel badge, if they desire.

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- e) In the event of a Table not forming or adopting its Table Rules, the Model Table Rules specified in the Handbook of the Association will automatically be deemed to be implemented.

- f) In order to safeguard Table's interests, Tables are recommended to provide the following clause in their rules:

"All decisions taken either unanimously or by majority by the Table in any matter relating to the Table or Tabler shall be final and conclusive, binding on the Table and the Tablers and the same shall not be subject to proceedings in a Court of Law".

- g) The following clause shall also be included in the mandatory Table Rules of all Tables in the Association. "In the event of revocation of Full or Associate Membership of ~~the~~ Table in the Association, the President and Secretary/Treasurer of the Association are authorized to operate the Table's bank account(s) jointly."
- h) In case of any inconsistency in the Table rules, the National Rules shall apply.
- i) Any amendments to the foregoing obligatory provisions of the Table Rules will automatically be deemed to be incorporated in each Table's rules from the date of the amendment by the General Body of the Association.

## Article VIII: Miscellaneous

### Section 1: Circulation of Papers

- a) Minutes of Table AGM, Area AGM, and the National AGM shall be circulated within 45 days of the event. Minutes of any General Meeting may be passed either by circulation or at the next General Meeting. In the event of passing by circulation, such minutes shall be deemed to have been passed if after sixty days from the date of circulation by the Secretary/Treasurer, no corrections or dissents are received. In the event of any corrections being received, the same shall again be circulated and similar time periods given. Non-receipt of a reply from a Table shall be considered as assent for this purpose. Any Table may request that the confirmation be made only at the next General Meeting and it shall then not be confirmed by post.
- b) Any motion proposed by a Table or the National Executive not involving amendments to the Constitution or any compulsory levies or fees on Tables or Active Tablers may be passed in circulation. The Secretary shall circulate the motion to all Tables by registered post/courier post, and after a period of sixty days the same shall be considered as passed if 40% of the Full Member Tables respond to the motion and two-thirds of the same are in favour of the Resolution, such confirmation being received by post/courier/e-mail or in writing.
- c) Minutes of the National Executive Meeting and Area Executive Meetings should be circulated by the Secretary / Treasurer within 30 days of the meeting to members of the respective Executives. Corrections, if any should reach the Secretary / Treasurer within the next 15 days. The minutes of the Executive meetings should be circulated to the Tablers at the expiry of this deadline, after making corrections, if any.

### Section 2: Procedures

- a) Any procedural matters not covered in the Constitution shall be decided by the General Body at any meeting of the Association.
- b) The National Executive shall have the right to propose and introduce such other administrative procedures/standing orders for the running of the Association's affairs and for the execution of their responsibilities, provided that all such procedures/standing orders shall be submitted for ratification at the next immediate General Meeting. Provided further that in the event of non-ratification, the actions taken under this clause remain valid ab-initio.
- c) In the Constitution where any matter in writing has to be sent or circulated either to the Association or to a Table or to an Active Tabler, it shall be considered to have been sent or circulated if it was posted or handed over on or before the specified date.

The post mark on the envelopes shall be the criterion for deciding the compliance to the time limit. Where the post mark is not legible, the benefit of doubt shall be given to the addresser.

### Section 3: Amendment to Constitution

All amendments to the Constitution shall be made only at an Annual or a Special General Meeting of the Association at which at least two-thirds of the National Delegates including proxies present and entitled to vote are in favour of such amendments or if a poll is demanded at least two-thirds of the votes cast are in favour of any such amendment.



#### **Section 4: Suspension of Constitution**

- a) Sections 1,2,3,4,5 and 6 of Article I cannot be suspended. Any other Article in the Constitution can be suspended at any Annual or Special General Meeting of the Association at which at least two-thirds of the National Delegates including proxies present and entitled to vote are in favour of such suspension.
- b) No notice period is required for such motions for suspension. Such a suspension will be valid only for the duration of the meeting at which it is made or for any other length of time specified in the motion, whichever is less.
- c) Any decisions made during the period of suspension shall be valid.
- d) Any decision taken in violation of the Constitution at any meeting of the Area or Table by suspending the constitution or otherwise will not be valid and the National Executive can intervene to ensure that the rules laid in the Constitution of Round Table India is adhered to.

## 3.Meeting Procedure

### Notice of Meetings

1. The meetings of the Association shall be convened in accordance with the constitution.
2. A notice convening the meeting shall not be issued by the Secretary of the Association if the date and place of the meeting has been decided at any previous meeting of the Association and the same has been circulated in the minutes of the said meeting or through any other publication of the Association.

**The National Secretary will issue a notice and Agenda for the NEX meeting 45 days in Advance of the Meeting date & IN CASE OF EMERGENCY 21 DAYS**

### Quorum

3. Subject to any Rule to the contrary, a **quorum** shall comprise **at least 40% of the Full Members** of the Association who are entitled to vote. For this purpose, the member Table shall be deemed to be present if its proxy is held by any Active Tabler.
4. A quorum shall be present at the commencement of a meeting and shall be maintained throughout the meeting.
5. If during a meeting a quorum is not present, the Chairman shall close the meeting or adjourn it for such period as he shall think fit.
6. When a meeting is adjourned for lack of quorum, at least 30 days due notice of the adjourned meeting shall be given to all persons entitled to be present; the adjourned meeting shall be empowered to transact business even though a quorum be not present.

### Minutes

7. The minutes of any meeting of the Association shall be read and confirmed at the next meeting of the Association unless the same shall have been circulated to all member Tables and confirmed through post as provided in the Constitution.
8. When minutes have not been confirmed by post and where they have been circulated prior to the meeting, the meeting may resolve that the minutes be not read.
9. A motion confirming the minutes shall not require a proposer or a seconder, but may be put by the Chairman in the following manner: "You have heard the minutes of the last meeting read; is it your wish that I sign them as a correct record of the proceedings?"
10. Any inaccuracy in the minutes shall be indicated prior to the result of the motion being declared; any discussion shall be confined to the particular point.
11. After the minutes have been confirmed and signed by the Chairman they shall not be altered. The Chairman of the meeting in which any minutes are passed shall sign such minutes and not the Chairman who presided at the meeting to which these minutes relate.

### Business and Correspondence

12. The business to be transacted at an Annual General Meeting shall include those set out in the constitution of the Association. The Chairman shall have an absolute discretion as to what business he may admit under 'Any other business' save that such business shall be for discussions only and no resolution may be moved or adopted under such item.

13. The business to be transacted at a Special General Meeting shall be in accordance with the provisions of the Constitution.
14. The Chairman may direct that correspondence be read without requiring a motion to that effect. Each letter or other communication may be dealt with after having been read and the appropriate action taken by resolution, but no motion shall be required if no action is desired.

### **Reports**

15. The Chairman may determine whether a report shall be given to a meeting without requiring a motion to that effect.
16. After a report has been given, the meeting may deal with it by motion for its adoption, rejection, reference back for future report, or for such other action as may be desired but no motion shall be required if no action is desired.

### **Motion and Amendments**

17. Only National Delegates of Full Members shall have the right to propose and second motions or amendments.
18. No motion or amendment shall be discussed or put to the vote unless seconded by a National Delegate of a Full Member other than the Full Member represented by the mover. If there is no seconder, the motion or amendment shall lapse.
19. The following motions may be made without notice on motion duly moved and seconded and put to the meeting without debate:
  - a) for the meeting resolving itself into a committee.
  - b) suspending any Article or Clause in the Constitution or in the rules of Meeting Procedure.
  - c) for precedent of any subject on the agenda.
  - d) for the adjournment of any business.
  - e) for the adjournment of the meeting.
  - f) for the meeting proceeding to the next business on the agenda.
  - g) that the question be now put: provided that this motion shall not be put unless the Chairman in his discretion considers that the question has been sufficiently discussed.
20. A person may second a motion or an amendment proforma in order to permit discussion; he need not support or vote for the motion.
21. A motion shall be clear and unambiguous, shall be couched in precise and definite language, shall comply with any prescribed Rule as to form and notice, and shall be affirmative in form.
22. A motion or an amendment may be withdrawn by a proposer with the consent of the seconder, and with the agreement of the meeting.
23. An amendment shall not except with the Chairman's permission, be moved by the proposer or the seconder of the motion or any other speaker previous to the proposer of the amendment.
24. An amendment can be proposed even though the motion is one of which due notice has been required and given.
25. An amendment shall relate to the matter involved in the motion and shall not be a direct negative of the motion.
26. A right of reply is exercisable by the proposer of a motion, but not by the proposer of an amendment.
27. The seconder of the motion or amendment may reserve his speech for a later period of the debate.
28. Upon conclusion of the consideration of any matter in Committee, the meeting shall resume and the resolution or resolutions passed in Committee shall be put from the Chair without further discussion.

29. The debate shall be terminated when the proposer of the motion has replied.
30. An amendment shall be voted on or before the original motion is put.
31. If the amendment is lost, the original motion is revived and is subject to further amendment until all amendments have been disposed of.
32. Amendments may be dealt with in any order provided each subsequent amendment differs from the motion and the defeated amendments.
33. If the amendment is carried, the amended motion becomes the motion and may be further amended.
34. If no further amendment is proposed, the amended motion as carried takes the place of the original motion and becomes the motion. It is then put to the meeting as a motion.
35. One amendment only shall be discussed at a time, but a person may inform the chairman that he foreshadows an amendment and may state the form of the foreshadowed amendment, but shall not propose or discuss it until the amendment before the meeting has been dealt with.

### ***Points of Order***

36. Any person may at any time rise and address the Chairman on a point of order, but shall at once state he is taking a point of order and shall confine his observations to the point of order raised which shall be taken immediately the breach of order occurs.
37. A point order may be taken in regard to any irregularity in the proceedings, for example:
  - a) that the motion before the meeting lies outside the scope of the notice calling the meeting;
  - b) that there has been a failure to comply with some Rule;
  - c) that there is no quorum present;
  - d) that improper language has been used.
38. A speaker called to order shall be given an opportunity to explain.
39. The Chairman shall rule on the point of order taken, but may, before doing so, permit others to speak briefly provided no new matter is introduced.

### ***Motion of Dissent***

40. Any person who disagrees with the Chairman's ruling be dissented from. This motion shall be seconded and may be discussed, but the discussion shall be brief and to the point and no new matter shall be introduced.
41. The Chairman shall not be required to vacate the Chair while the motion of dissent is being discussed or voted on.
42. The decision of the meeting will be final. Such a challenge does not constitute an indication of no confidence in the Chairman.

### ***Motion of Recommittal***

43. When a motion has been dealt with, a motion of recommitment may, at the Chairman's discretion, be moved to permit the meeting to re-discuss the original motion. If the motion of recommitment is carried, the original motion stands in the same position as immediately prior to being put and may be further discussed and amended.

### ***Personal Explanation***

#### **44 CONSTITUTION**

44. A previous speaker who feels he is misrepresented or misquoted by a subsequent speaker may on request to the Chairman be given permission to make a personal explanation which must be brief.

## **General**

45. Discussion shall not be permitted unless there is a motion before the meeting.
46. Discussion shall be relevant to the matter before the meeting, whether it be a motion, an amendment, a point of order or a personal explanation.
47. Speakers at a meeting shall rise and shall address the Chair.
48. The Chairman may at any time rise to address the meeting and any person then speaking shall resume his seat.
49. No person shall speak more than once to a motion, except the proposer of a motion who is entitled to reply.
50. A previous speaker to a motion may again speak on an amendment, or a motion for the adjournment of the debate, on a point of order, and by permission of the Chairman, in personal explanation of his previous remarks.
51. The Chairman shall decide which speaker is entitled to priority provided that the meeting may by resolution determine that a particular person shall or shall not be heard and a motion to that effect shall be moved and seconded but not debated.
52. The Chairman may require a speaker to resume his seat if he exceeds the time prescribed or if no time is prescribed, a reasonable time for speaking.
53. The meeting may by resolution, determine that a speaker be no longer heard. This motion shall be moved and seconded but not debated.
54. The Chairman shall have the power to terminate a debate after a reasonable discussion.
55. The Chairman of a meeting shall be impartial, provided that he may take part in a discussion, and may move or second a motion or an amendment provided that he vacates the Chair after appointing a temporary Chairman.
56. The business of the meeting shall be conducted in the order of the agenda, unless the meeting determines to take the items in some other order.
57. The Chairman shall not adjourn a meeting of his own accord in order to avoid its coming to a decision on a matter before the meeting. The Chairman may, to preserve and restore order, adjourn a meeting for a short period or until another day.

## **Voting**

58. Voting on motions and amendments shall be by a show of hands. The Chairman shall appoint two scrutineers who are not Delegates or proxy holders or nominees for offices, to count the votes.
59. If the Chairman is doubtful as the counting of the votes he may forthwith take another vote, even though he has declared the result of the vote.
60. The Chairman shall not be required to determine the voting by a poll (the recording of votes by writing).
61. Elections shall be determined by written secret ballot.

## **Formal Motions**

### **The Closure**

62. The closure is moved to terminate discussions and bring a matter to a vote. The form of the motion is: "That the motion be now put".
63. The closure shall be proposed and seconded but not discussed, amended or adjourned.
64. If the closure is carried the main motion must be put to vote without further discussions or amendment.
65. If it is lost, discussion continues on the main motion.
66. The closure may be applied to an amendment as well as a motion.
67. The Chairman has discretion as to whether he accepts a closure motion or not. He should be satisfied that the matter has been reasonably discussed and that the views of the minority have been heard.
68. The closure may be moved while another person is speaking.
69. It may not be moved or seconded by a person who has already moved, seconded or spoken on the main motion or any amendment.

### ***The Previous Question***

70. The previous question is moved in order to prevent a vote being taken on a motion. The form of the motion of the previous question is: "That the motion be not now put".
71. The previous question can only be moved upon a motion, not while an amendment is being discussed.
72. It can be moved after the disposal of an amendment and takes priority over all other amendments.
73. The previous question may be discussed and during the discussion the main motion which is desired to be shelved may also be debated.
74. If the previous question is carried, the main motion cannot be brought forward at the same meeting but may be proposed at a subsequent meeting.
75. If the previous question is lost, the main motion must be put without further discussion.

### ***The Meeting Proceed to the next business***

76. The object of the motion "That the meeting proceed to the next business" is to shelve the matter before the meeting.
77. The motion can be moved at any time other than while another person is speaking, provided however, each item on a printed Agenda must be heard to the point of the mover of the motion having the right to speak on his motion if the motion has been seconded unless the mover be absent or withdraw the motion, before the Chairman can accept a motion: "That the meeting proceed to the next business".
78. It may not be moved or seconded by a person who has already moved, seconded or spoken on the main motion or any amendment or the matter then being discussed by the meeting.
79. This motion shall be moved and seconded, but there shall be no discussion or amendment.
80. If it is carried, discussion on the matter before the meeting is terminated, and the meeting proceeds to the next business, the matter under debate being considered as disposed of for that meeting.
81. This motion may be moved while an amendment is being discussed and if lost, the meeting resumes discussion on the main motion.

## **46 CONSTITUTION**

82. Business shelved by a resolution that the meeting proceed to the next business may only be brought up again on notice of motion for a further meeting.

83. If lost, the motion may be moved again at a later stage of the meeting.

### ***Adjournment of Debate***

84. A motion for adjournment of the debate is moved for the purpose of shelving the matter being discussed.

85. The adjournment may be to a definite date or indefinitely.

86. If the motion is carried, the particular matter being discussed(both motion and amendment)is adjourned, but the meeting proceeds with other business.

87. This motion shall not be moved whilst any person is speaking.

88. The motion may not be moved or seconded by any person who has already moved or seconded or spoken on the main motion or any amendment.

89. The motion may be discussed, and speakers to the main motion or any amendments may speak on the motion for adjournment of the debate.

90. The motion for adjournment may be amended as to the time, date and place of the adjourned meeting; no other amendments shall be permissible.

91. If lost, the motion may be moved again at a later stage of the meeting.

92. The business to which the debate related shall have priority over any other business expect formal business at the adjourned meeting.

### ***Adjournment of Meeting***

93. The motion for adjournment of the meeting may be moved during the course of debate on a matter before the meeting.

94. The motion may not be moved or seconded by any person who has already moved or seconded or spoken on the main motion or any amendment.

95. The motion may not be moved while another person is speaking.

96. The motion may be discussed.

97. The motion may be amended as to the time, date and place of the adjourned meeting; no other amendments shall be permissible.

98. If the motion is lost, it may be moved again, at a later stage of the meeting.

99. If no time and date is fixed by the motion the meeting shall be adjourned to the next regular meeting.

### ***Miscellaneous***

100.No person other than an Active or Honorary Tabler of a Table or Honorary Member or a paid servant of the Association shall be admitted to a meeting expect with the permission of the Chairman.

101.Where any matter is not provided for in the rules, the Chairman of the meeting with the approval of the General Body shall decide on the procedure to be followed.

102.Any motion passed at a meeting can be reopened at the same or the adjourned meeting provided two-thirds of the National Delegates or their proxies present and entitled to vote are in favour of the same.

103. A copy of the minutes of each Annual and Special General Meeting of the Association shall be sent to the National Delegates and Secretaries of each Table as soon as possible. If no correction to these minutes are sent to the Secretary of the Association within 60 days being over, and no further correction or comments are received on any correction circulated, the minutes shall be deemed to have been confirmed subject to the corrections pointed out to the Secretary. Once the minutes have been so confirmed by post, it shall not be required to confirm the same at the next General Meeting. Any Table may request that the confirmation be made only at the next General Meeting and it shall then not be confirmed by post.

### ***Amendments, Suspension of these Rules***

104. Any amendments to be made to these rules of meeting procedure shall in all respects be similar to the conditions required for amending the Constitution of the Association.

105. Suspension of any of these rules shall in all respects be similar to the conditions required for suspension of the Constitution of the Association. No amendment shall be made to these rules which are contrary to or conflicts with the Constitution of the Association, and in case of inconsistency, the Constitution shall prevail.



## 4.National Code

### I.The National Executive (NEX)

NEX consists of the President, Vice President, Secretary and Treasurer all of whom are elected by the General Body. The Immediate Past President, Area Chairmen and Committee Convenors also form part of the National Executive. Normally five meetings are held each year. One immediately after the Change Over in which the Executive assumes office, one in October, one prior to the Annual Convention in December, one in March and one in July prior to handing over to the new Executive. The minutes of the last NEX meeting of a National Board be circulated by the existing Board of that year itself. The same is to be done in the interim period between the last NEX meeting of the outgoing Board and the 1<sup>st</sup> NEX meeting of the new Board. Corrections, if any, should be communicated to the new NST for formal recording before adoption at the 1<sup>st</sup> NEX meet of the new board. In the event of both the referred board meetings being held back to back at the Change over Banquet, then the same process is to be followed for adoption at the 2<sup>nd</sup> NEX meet of the new Board.

The Executive exercises delegated powers on behalf of the Association in day to day administration. In matters of policy however, the Executive implements decisions of the General Body.

### II. Committees

The Committee must compose of only active Tablers during the term of office.

The following are the Committees that exist at present in the Association. This may be changed by the President year after year. He may also create such additional committees as he feels necessary each year.

- Projects Committee
- International Relations
- Rules Committee
- Extension Committee
- Publicity Committee
- Editorial Committee
- Finance and Sponsorship Committee
- Peacock Mass Tour
- Human Resources Development
- Supply House Committee
- Greeting Cards Committee
- National Secretariat Committee

### III. Duties of The National Executive

The duties of the President, Vice President, Secretary, Treasurer and Immediate Past President have been discussed in detail in Constitution – Article III - National Executive – Section 2: Duties. The duties of the Area Chairmen have been discussed in detail in Constitution – Article III - National Executive – Section 2: Duties and in Constitution – Article VI - Area Rules – Section 6: Area Executive.

- a) The members of the National Executive will prepare a firm program of action linked with the budget approved at the Annual General Meeting and the same shall be circulated.
- b) All nominations to Round Table International Committee memberships and offices shall be left to the discretion of the National Executive. The National Executive is directed to consider the competence of the proposed members and should recommend only Tablers of proven ability. As many Tablers as possible should be given an opportunity to serve Round Table International. Tables may suggest suitable names to the National Executive for their consideration.
- c) In case the official delegate to a Round Table International Conference is unable to attend, the National Executive shall decide as to who is to act as the official delegate. Preference should be given to elected Officers of the Association. The registration fee for the Senior Delegate shall be paid by the Association.

- d) The president is authorised to invite individual members of RT International to visit our Association. In such cases, the host Tables shall only be liable to host them during their stay in the respective cities. Any other expenditure including conference fees, except as otherwise mentioned in the Convention Manual, of such invitees will have to be met from the Past Members' Travel Fund with the approval of the Convenor.
- e) The National Executive should try and hold their Executive meetings in different regions of the country. During such meetings regional get-togethers should be arranged which will give an opportunity for all Tables in the area to get-together and also meet and exchange view points with members of the National Executive and other Tablers. The Area Chairman is whose area the NEX meeting is held should organise and co-ordinate these regional get-togethers.
- f) The National Executive is authorised to fix the advertisement rates in all publications of the Association and is also authorised to fix the price of the Newsletter. Tables shall be responsible for the advertisements their Tablers collect either for Table Talk or for any other publication of the Association.
- g) The National Executive or the Area Executive cannot start any Trust/Fund of any kind for any specific or non specific purpose, in the name of Round Table or having Round Table as part of the name of the Trust/Fund, without the prior approval of the General Body of Round Table India, except under extraordinary circumstances.

If such Trust/Funds are formed in extra ordinary circumstances, the accounts of such Trust/Funds have to be audited and submitted along with the other accounts of RTI in the Agenda papers and ratified in the AGM.

All funds for any calamity or emergency in response to an appeal made by the Association shall be sent by the member Tables directly to the recipients under advice to the Vice President and the Secretary/Treasurer.

- h) The National Executive be authorised to spend upto a maximum of Rs.50,000/- on Capital Expenditure in any accounting year subject to the same being ratified at the next Annual / Special General Meeting of the Association.
- i) The President is authorised to spend upto a maximum of Rs.5,000/- and 50% of the balance amount with the Fund at the end of the previous year, during his year of office from the President's Emergency Fund for any national or international calamity.
- j) All bills or claims from the Association whether from Members of the National Executive, Member Tables or from any other Active Tabler if not submitted within three months of the date of expenditure will not be entertained. In extraordinary cases the President can waive this condition.

## **IV. Duties of Committees**

### **Projects Committee**

The Vice President shall be the Officer in charge of the Projects Committee. The Committee shall have the power to approve or disapprove any application from Tables requesting permission to appeal for funds from abroad. The Committee shall keep Tables advised of any offers of aid from other Clubs or Member Associations in Round Table International and shall be the liaison for all project help received from clubs overseas. It shall also advise Tables on projects considered worthwhile and shall arrange to keep a record of all project activities of Tables. The committee shall promote the observance of RTI Week and give guidelines. The National Project of Round Table India (if any) shall be coordinated under its supervision

### **International Relations Committee**

The Immediate Past President shall be the International Relations Officer and he shall be the Convenor of the International Relations Committee which will consider, report on and promote all matters relating to good will in international relationships and all matters relating to fellow Member Associations of RT International, including international service and fellowship schemes. This Committee should be conversant with all the programmes of the RT International and should pass on information on international activities

of Tables. It should also send information to the magazine or other publications of the International bodies regarding the Association's activities. As International Relations Officer he shall keep all Tables informed of invitations for Mass Tours and shall process all applications for such Tours as per the Travel Guidelines as well as applications for International Travel Grants. It shall organize and encourage all travels of members to other Associations overseas and vice versa. It shall endeavour to promote international relationship among Tables through Area International Relations Committee Convenors.

### **Rules Committee**

The Secretary/Treasurer shall be the Officer in charge of this Committee. This Committee may advise the Officers of Tables with regard to any proposed rules to be considered by their respective Tables. It shall further be the duty of the Committee to interpret any and all provisions of the Constitution. In the event of any dispute, this committee will lay the matter before the General Body for a decision. This Committee will also be responsible for publishing the Handbook.

### **Extension Committee**

The President shall be the Officer in-charge of the Extension Committee which shall devise ways and means of maintaining an adequate Membership of such standards as are provided for in the Constitution. He shall co-ordinate and promote all Extension activities through the Area Executive and shall consider all proposals for Full Membership and give the final approval for issue of numbers to new Tables and grant Certificates of Charter. He shall be responsible for production of publicity material and audio visual aids required for the growth of the Movement. He shall endeavor to be present at the Charter Certificate Presentation of new Tables or depute any other member of the National Executive to be present. The President or his nominee will be paid Second Class A/c Sleeper or First Class return fare to attend Charter functions of New Tables. The Past Member Extension Fund (PMEF) shall support the cost of External Extension by collecting funds from Past Tablers. All material including Table Talk, Newsletter etc. used for extension purposes should be debited to the Extension budget.

### **Publicity Committee**

This Committee shall endeavor to publicize the activities of the Association and Member Tables amongst the public. The Committee shall also publicize the movement amongst its Members in order to make them more aware of the same. The awareness generated should also ultimately lead to attracting quality membership for the movement. The Convenor shall also organise and promote the RT India Quiz.

### **Editorial Committee**

The appointed convener of Table Talk shall be the Officer in-charge of the Editorial Committee. The Committee shall preferably be composed of representatives from each Area. The Committee shall assist the Editor in obtaining sufficient mater for publication in Table Talk as well as advertisements.

### **Finance and Sponsorship Committee**

This Committee shall be responsible for obtaining sponsorships necessary for the publication of Table Talk and the RT India Directory. The committee will also coordinate to get sponsorship for other National Events/ Publications taken up every year. This Committee will investigate ways and means of raising funds for the administration of the Association as well as its Tables and for the Association's Conventions. The Committee will also continuously monitor the expenses of the Association relative to the budget approved and report to the National Executive and General Body.

The amount spent on traveling in various Heads of Account in Round Table India budget be economized. A detailed break up of travel expenses should be presented both in the budget and the statement of expenses pertaining to each budget heads.

The amount spent on the following items each year shall not exceed the actual budgeted figure approved by the General Body.

Round Table India Directory.  
President's Travel on official visits.  
Vice President's travel on official visits.  
Travel expenses for National Executive meetings.  
Newsletter printing and mailing.  
Secretarial allowances.  
Appropriation to the extension budget.  
Appropriation to the Table Talk budget.  
Production and distribution expenses of Table Talk.

### **Peacock Mass Tour**

This is an all India Tour being organised by RT India, at present once in 2 years. The Convenor will be responsible for drawing up the programme, promoting the tour and finally coordinating the tour. The Vice President and IRO shall be the officers in-charge of this committee.

## Human Resources Development

The Convenor through the National Training and the Area Training Officers will be responsible for the conduct of the various HRD programmes of the movement for the benefit of Tablers, their families as well as the youth in general. He shall also be responsible for the conduct of the Training the Trainers programme and for bringing out the HRD manual.

## ***Greeting Cards***

Over the past few years the Round Table India Greeting Cards have become popular. The Convenor shall be responsible for design selection, promotion, printing and distribution of the Greeting Cards.

### ***Supply House Committee***

The National Supply House Convenor shall be responsible for the procurement and promotion of various souvenir and gift articles for use by the Members of the Association. He shall be assisted by a Team of Area and Table Supply House Officers.

**National Secretariat Committee**

The Secretary/Treasurer shall be the Officer in-charge of the National Secretariat Committee. The Committee shall be headed by the Convenor of the National Secretariat who shall be appointed by the President. This Committee shall oversee the running of the National Secretariat.

***Duties of the Convenor - National Secretariat:***

He shall be appointed by the President and shall oversee the day to day administration of the Secretariat. He shall be a member of the NEX upon assuming office at the Annual General Meeting. He shall be responsible for the maintenance of the financial records of the Association. He shall process all Form 'C'. He shall recommend to the Secretary /Treasurer the financial requirements of the Association and release of outstanding payments to Sundry Creditors based on the authorisation and recommendation of the various Convenors/officers. He shall prepare regular cash flow statements, Supply House stock statements and other such duties as may be assigned to him by the Secretary / Treasurer, President or the General Body. He shall assist in the preparation of all Agenda Papers connected with the Annual General Meeting. He shall be responsible to ensure that all awards and Trophies, for the National Annual General Meeting, are made available at the AGM including preparation of Certificate of Merits, DSA, Honorary Tabler Award, etc. He shall be responsible for the overall printing and stationary requirement of the Secretariat, NEX and the Association. This however shall exclude the printing of the National Magazine which shall be the responsibility of the Table Talk Editor. He shall produce the National Directory, Directory Supplement etc. He shall, under the Chairmanship of the Rules Convenor, produce the RTI Handbook with updates.

52 He shall oversee the centralised distribution of Circulars, Directories, National Magazine, Supply House  
 CONSTITUTION Items, New Member Kits etc., to all concerned. He shall ensure adequate stocks of the RTI Handbook, New  
 Member Kits, Certificates, Charter Certificates, RT International Affiliation Certificates and such other  
 items as may be introduced by the Association from time to time. He shall be responsible for Personnel

Management and suggest to the NEX Recruitment, Remuneration, Training and Control Systems for better control and smooth operation of the Secretariat. He shall be responsible for the maintenance of records and archives. He shall be responsible for the assets of the Association.

### **Committee Membership:**

As far as possible each Committee shall be composed of members from each Area who are looking after the same portfolio as the Committee in the respective Areas.

## **V. Supply House**

Round Table India maintains a Supply House which is situated at the National Secretariat and the President may appoint a National Supply House Convenor who shall procure and promote the sales of various souvenir and gift articles **decorated with the Round Table Emblem** for use by members subject to the following rules:

1. Other than the statutory items (pins, new member kits, collar bars, jewels, handbooks, publications of RTI etc.) the Supply House may at any time not have more than 10 gift articles in its stock.
2. The total stock of Supply House items + credit sales given to Elected Member of RTI National Executive (if any), excluding statutory items should not exceed 25% or Rs. 5 Lacs whichever ever is lower of the previous year's SH sales.
3. The sale of Supply House items must be catalogue based and orders placed should be based on projected demand.
4. Items with a selling price of over Rs. 2,000/- shall not be introduced.
5. When the stock of any gift article is exhausted, the NEX will decide to introduce afresh article in lieu of the exhausted article after ensuring that the quality of the article is good.
6. If the projected demand is high, stocks of existing items can be reordered without crossing the ceiling limits on stocks. Every effort should be made to liquidate the stocks within the year itself.
- 7.

For orders less than three lac rupees, the Association shall make a profit of 25% on items sold out of which 10% shall be given to the Table, from where the sale originated, whereas for single order greater than three lac rupees, the Association shall make a profit of 10% on items sold out of which 5% shall be given to the table from where the sale is originated. With exception for items sold at the National Convention or for International Travel or statutory items, the commission to the Tables will be given before the end of the year and the details will be maintained by the RTI Supply House.

For items sold at the National Convention or for International Travel or the statutory items. The commission to the Tables will be given before the end of the year and the details will be maintained by the RTI Supply House.

For orders greater than 5 Lakh rupees, the association shall

8. Goods may be ordered by Tables or Tablers directly from RTI Supply House and the order must be accompanied by payment in full. No credit shall be given to any Table or Tabler.
9. Round Table India will not take back any item from any Table or Area unless it is proved that the return of the article is due to the following reasons:
  - i) there is a manufacturing defect in the article
  - ii) the item has failed within the warranty period.

Returns will not be accepted unless they are accompanied with exact details of purchase and reasons for rejection.

10. Tablers who are traveling abroad in connection with Round Table activities may avail of a 10% discount on Supply House items, which will be used for promotion of International Relations. In this case the Table will not be eligible for commission.
11. The elected members of the National Executive can be allowed a credit limit upto Rs. 20,000/- on Supply House items. This amount can be adjusted against their travel expenses for board meetings. For any SH stock that elected members of the NEX carry on credit, returns will be allowed only for the first 30 days and the costs of freighting the goods return to Secretariat will have to be borne by the Area. All elected members of the NEX will be expected to close all their dues by 31<sup>st</sup> of May of the year in their office and there shall be no outstanding on this account as of closing of the Annual Books on 30<sup>th</sup> of June. For any stock to be carried post 30<sup>th</sup> of June, the same facility can be extended to the Elected Members Elect who then can become responsible for the SH Sock which may be carried and this credit would automatically be linked to the travel budgets of his to NEX Meetings.

The Supply House officer shall ensure that up to date information on availability of Supply House items is given to all Tables and that adequate stocks are maintained.

## **VI. National Secretariat**

The National Secretariat housed in the Bob Chandran Centre at the Round Table House is manned by an Administrative Secretary and other secretarial staff. The Administrative Secretary is a permanent paid official appointed by and is answerable to the NEX. He is responsible for the day to day administration of the National Secretariat and for serving the Tables. The National Secretariat manual be adopted for the administration of the National Secretariat and will form a part of the Handbook.

All Association accounts, Supply House Articles and documents are maintained here. Circulation of Table Talk, C Forms, Directories and Circulars from the NEX to the Tables are part of the work undertaken by the National Secretariat. The National Secretariat came into being in 1977 two decades after the formation of the first Table in Madras. Thanks to the offer of the Gokuldas Brothers of Coimbatore, it was housed in their flat in Bombay. Later it was relocated in the Bombay premises of Premier Mills, Coimbatore supported by sponsorship from R. Jagadish (Bob) Chandran. In the year 1981, it was shifted to Madras and R. V. Rajan generously offered space in Grant, Kenyon and Ekhardt where it functioned till 1984 when it was shifted to Round Table House, inaugurated during the RTI Madras AGM in December, 1984. It finally moved into the Bob Chandran Centre, Round Table House in 1986 during ATSUMARI Madras and had the distinction of being opened by Fred Simpson, WOCO President - 1986. The working of the National Secretariat is supervised and assisted by the National Secretariat Committee whose Convenor is appointed by the President of RTI annually at the AGM.

The Address: RTI National Secretariat,  
Bob Chandran Centre, 2<sup>nd</sup> Floor,  
Round Table House ,  
80, Nungambakkam High Road,  
Madras - 600 034

## **VII. Use of Round Table Emblem**

The official Emblem is the property of Round Table India.

The use of the Round Table Emblem and symbol is authorized:

1. On all stationery and printed matters issued by the authority of National Executive/Area Executive or a Table.
2. If reproduced by means of painting, printing or other means for use at National, Area and Table functions.
3. On any article of furniture or furnishings in use by the Association, Area or the Table.
4. On a sign indicating places of Table meeting.

5. As a lapel or pin-type button to be worn by members.
6. As a part of jewel design or an article of jewellery or car stickers, tie and other Round Table Articles authorized by and obtained only through the Supply House of the Association.
7. On private note-papers of the members of the Association.
8. As part of a logo/symbol/design authorized by the National Executive to publicise the activities of Round Table India. The logo/symbol/design so authorized can be used in all places, which could positively project the image of the Association.
9. As part of the fund raising activities of auxiliary bodies of the Association with the permission of the National Executive.

Round Table emblem is not authorized for use:

1. On a business note-paper of any member.
2. As part of any unauthorized commercial advertising scheme or commercial use.
3. On any form of wearing apparel, tie, jewel, badge etc. which is not obtainable through the Association for sale or otherwise unless permission for the same has been obtained from the National Executive.
4. The name of the Association viz. Round Table India or any connotation thereof and the emblem or symbol of the Association cannot be used by any Active or Honorary Tabler or Table on any item or material used for sale without the previous consent of the National Executive.
5. No items made by the Supply House shall be duplicated by any Active or Honorary Tabler or any Table if such an item carries the emblem or symbol of the Association or the words "Round Table", on it.

All applications for permission to use the badge, where its use is not authorized, should be made to the National President.

### **VIII. Freedom Through Education – RTI's Long Term Project**

Round Table India will adopt a long-term project for implementation by Tables of Round Table India. This project will be called: "FREEDOM THROUGH EDUCATION"

- a) The scope of the Long Term Project will be as under:
  1. To build and/or assist in building schools in areas where such facilities are absent/inadequate and assist in improving existing schools on quality and/or quantity.
  2. To assist schools with infrastructure/non-infrastructure support, including books, pencils, desks etc.
  3. To actively participate and support other NGOs including SOS in furthering the objectives of education.
  4. To participate in activities and programs which create public awareness towards this project.
  5. To undertake any other activity which facilitates the achievement of this project.
- b) All schools projects built by Tables of Round Table India wherever branding is possible, whether singularly or co-branding with Govt. bodies, NGO's or external donors, the said school should compulsorily be named as "A Round Table India School" or "A Round Table India Block"
- c) The following color logo of Freedom Through Education be used:





#### Freedom through Education – Policy – FTE Policy and Guidelines

- 1) *That in case of Tie-ups / MoUs / Agreements signed with Government and/or Corporate Bodies under the Banner of*
  - 1a) *Round Table India or*
  - 1b) *Round Table India Trust;*
  - 1c) *the same be executed, exclusively through Member Table(s) of Round Table India only.*
- 2) *It is further proposed that National Board or NEx shall not execute any such Terms of Agreement Directly through themselves. They shall appoint a Table(s) to anchor the Execution. However, the NEx shall remain responsible to guide and monitor this Implementation by the Appointed Table and take all necessary Steps to ensure Completion as per Agreed Terms of the Agreement / MoU / Tie-up*
- 3) All Community Service Projects under the banner of Round Table India be implemented, executed and completed exclusively by the Members of the Association, which are the Tables. It is further resolved that the National Board/ NEX or Area Board/ AEX shall not execute directly any Community Service Projects. In case they desire to, it shall be executed through Table/ Tables only. The NEx/ AEx shall appoint a Table(s) to anchor the Implementation and have the guidelines of the Project implementation in place before commencement of the Project. The NEX/ AEX shall remain responsible to monitor this Implementation by the Appointed Table and take all necessary Steps to ensure Completion as per Agreed Terms.

## IX. Past Members Travel Fund

### 1. Name

The name of the Fund shall be “Past Members Travel Fund” hereafter referred to as the “Fund”. The Fund is so called because it is largely dependent upon donations by PastMembers who as a general guideline donate an amount equivalent to one year’s Table subscription at the time they leave the Table. The Past Members Travel Fund levy as specified in Article IV, Section 4 b ii) will be paid to the Fund by each Table.

### 2. Definitions

All definitions in the Constitution of Round Table India will apply for these rules.

### 3. Objects

- a) The objects for which the Fund is established are:
  - i) to further contacts between members of Round Table India.
  - ii) to promote the cause of international fellowship, understanding and goodwill with RT International.
  - iii) to promote within the Country the cause of Table-to-Table understanding and goodwill and to educate and broaden the outlook of Tablers.
- b) In order to promote the above objects, the Fund may pay in whole or in part the travel and other hospitality expenses incurred by the individual for:-
  - i) Travel of Active Tablers to overseas clubs and member Associations of RT International.
  - ii) Travel of members belonging to other member Associations of RT International to our Country, and
  - iii) Internal travel of Tablers between Tables of the Association.



#### **4. Convenor**

The Fund shall be administered by the National Executive under the Convenorship of the Immediate Past President, RTI.

#### **5. Application**

- a) Application for a grant from the Fund shall be submitted in writing to the Convenor. Such applications shall contain the following particulars:-
  - i) Name of the Active Tabler undertaking the Travel
  - ii) Date of Birth of the Tabler
  - iii) Name of the Table
  - iv) Date of joining the Table
  - v) Amount applied for
  - vi) Reasons for journey
  - vii) Date and period of journey
  - viii) Clubs/Associations to be visited
  - ix) Offices held in Table
  - x) Persons accompanying Tabler
  - xi) Whether such travel is combined with business
- b) The application shall be made only by member Tables who shall be responsible for the correctness of the particulars given. The grant shall be made through the Table concerned.
- c) The Convenor shall consider all applications for funds made to him and shall have full discretion in making the grant subject to ratification at the immediately following NEX meeting.
- d) The general guidelines for international travel invitations/grants which are in force from time to time will also determine the eligibility for applying for PMTF grants.

#### **6. Finance**

- a) The Finance of the Funds will be administered by the NEX. The Secretary/Treasurer, RTI will be responsible for maintaining all financial records. The Fund shall be maintained in separate deposits and in a separate bank account and not be merged with the general fund of the Association.

The bank accounts of the Fund will be operated by any two of the following three signatories.

- i) President, RTI
  - ii) Vice President, RTI
  - iii) Secretary/Treasurer, RTI
- b) The Convenor shall be responsible for the preparation, presenting and getting the approval of the budget for this Fund.

#### **X. Round Table India Handbook Fund - Guidelines**

The following are the guidelines of the Round Table India Handbook fund:

- a) The Secretary/Treasurer of RTI will be the Convenor of this Fund.
- b) The monies of this Fund will be raised through:
  - i) Sale proceeds of the RTI Handbook that are brought out by the Association.
  - ii) The amount apportioned for the RTI Handbook from the proceeds of new member kit sales which amount will be decided by the NEX from time to time at their regular meeting.
  - iii) Sponsorships and donations
- c) This Fund will be utilised solely for the production of the RTI Handbook.

## **XI. Other Funds and Grants**

- a) That there be established a grant known as the 'Atsumari Travel Grant' which shall be paid out of the interest earned on the sum of Rs. 20,000/- donated by the Atsumari '86 Convention Committee to the PMTF to promote and further inter-Association Travel in the Asia Pacific Region.
- b) That there be created an 'RTI Staff Welfare Fund' from out of appropriations made by RTI as well as from voluntary contributions from Member Tables and to utilise the Fund for providing various welfare measures for the staff of Round Table India.
- c) A ceiling of Rs.6,000/- is fixed for the Conference Fund.

## **XII. General Guidelines for the International Travel Invitations and Grants**

1. Unless otherwise specified, the cost of travel to and from the host country will have to be borne by the selected candidate.
2. Unless otherwise specified, international travel in host country and hospitality is provided free of charge.
3. Tour deposit (if mentioned above) is usually refunded either in part or full at the end of the tour. It is meant to ensure participation and sometimes to cover additional expenses like AGM registration etc. which will have to be borne by the participant.
4. In several instances in the past, advance payment of tour deposits have been waived for RTI participants because of severe currency restrictions. However, this has to be invariably paid by the participant on arrival in the host country. In case advance payment is insisted upon, the participant will have to make his own arrangement for the remittance. RTI cannot make remittance on behalf of any member.
5. All ticketing and visa arrangements are the complete responsibility of the participant to be arranged at his cost. Assistance can be given by RTI only by way of a letter confirming his selection as a representative of RTI for the specified tour.
6. Two avenues of funding are available to travel invitees. One is from PMTF which has a limited amount available towards travel grants. The other is the International Travel Fund (ITF) of RT International to whom applications will be made through RTI in due course when it becomes operational. In either case, the grant amount will not be more than Rs.10,000/-. All other expenses will have to be borne by the participant.
7. Whether the participant knows the amount of travel grant or not, no advance will be made by RTI. The participant will have to submit a written report to the Immediate Past President and to other officers stipulated from time to time within 30 days of his return after which the travel grant will be disbursed. An amount of Rs.500/- will be deducted from the grant amount towards PMTF before disbursement.
8. The General Eligibility Rules are as under:
  - a) The Nominee should have been a Tabler for at least 3 years on the date of his application.
  - b) On the expected date of travel, the nominee should have at least 2 years of Tabling left, except in the case of ITF, where ITF rules will apply.
  - c) He should not be a member of the National Executive at the time of selection and/or travel.
  - d) He should be willing to take his wife at his own expense since most tours prefer couples. Bachelor Tablers and those who wish to travel alone will be given second preference to those who are willing to take their wives along.
  - e) A Tabler who has traveled on a travel invitation/grant will not be eligible for travel grant for a period of three years from the date of last travel.

- f) A Tabler who has been selected for a travel invitation/grant, but who has not traveled on it will not be eligible for travel for a period of one year from the scheduled date of last travel.
  - g) He should have held an office for at least one full year at Table, Area or National level.
  - h) He should have attended at least one Area and one National AGM.
9. While RTI will make all efforts to circulate details of as many available tours as possible together (so that members may have a choice), the last dates specified for various tours may preclude this.
  10. The Immediate Past President will make the final selection based upon careful sorting of the application according to the points system and any decisions arrived at must be ratified by the NEX at its next meeting if time permits. The decision is to be honored as binding.
  11. An application for Mass Tour should be accompanied by a certificate from the Table to which the Tabler belongs that the applicant has no outstanding due to his Table and the application should be accompanied by a Cheque/DD favouring Round Table India for the Tour deposit sum specified or Rs.1000/- (One Thousand) whichever is higher.
  12. The NEX reserves the right to select nominees who do not fulfil all the above eligibility rules if there are no eligible nominees, and provided the nominee is acceptable to the host Association. Such nominees will not be eligible for ITF or PMTF grants.
  13. No Tabler is to make an application directly to the host Association. If any Tabler receives a direct invitation, he must obtain the written consent of the NEX to accept this invitation before his travel.
  14. Based on the above clauses which should be made clear to those members who want to be considered, Tables may send in their nominations to reach the RTI National Secretariat with a copy to the Immediate Past President and the Area Chairman by the last date specified and in the form circulated by the Association.

### **Points System**

S. No.	Description	Points
1.	Number of Years in Table	4 years 1
		5 years 3
		above 5 years 5
2.	Elected Offices held	Table 2
		Area 3
		National 5
3.	AGM's attended	Area 3
		National 5
		RT International 3
		Regional Conventions 3
		AMG's of other Associations 2
4.	Percentage of Attendance	70 – 79% 3
	(during immediate past Tabling Year)	80 – 99% 4

		100%	5
5.	Tablers who have dropped out after Selection		-10
6.	Table's Background In the event of a tie on points, the performance of the applicant's Table over the last 3 years will be taken into consideration)		

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### **XIII. The Round Table Foundation**

#### ***History:***

On 18<sup>th</sup> April, 1980, a Charitable Trust in the name of the Round Table Foundation (RTF) was registered in Coimbatore. It was started by a munificent and magnanimous donation of Rs. 20 lakhs by R. Jagadish (Bob) Chandran, Past President of WoCo and Past President of RTI. The Founder Trustees were R. V. Rajan and Suresh Gokuldas. The purpose of the Foundation was to realise a dream - A dream of our own Round Table House. Life Honorary Member Krish Chitale became the Chairman of the Trust and also the architect of the Building.

With a little help from the Tables of RTI and some heroic efforts by the Board of Trustees, the additional requirement of funds was raised and the Round Table House at 80, Nungambakkam High Road, Madras became a reality when it was opened on 28<sup>th</sup> December, 1984 by Mr. T. V. Anthony, Secretary to the Government of Tamil Nadu. The Office of the RTF and our own National Secretariat was opened officially on 16<sup>th</sup> February, 1986 during the ATSUMARI by the incumbent WoCo President, Fred Simpson. It was named the Bob Chandran Centre after our generous benefactor.

#### ***The Purpose:***

With the surplus available from the building project and the income derived from the Round Table House, the main objective was realised at the 1986 Calcutta AGM, when Rs. 1.10 lakhs was disbursed to 8 Tables towards their Community Service Projects. In 1987, an amount of Rs. 2 lakhs was offered by the Trustees of the Round Table Foundation to the deserving Projects of Tables. It is hoped that this amount will be increased over the years relative to the income and growth of the corpus of the RTF. Tables can apply at any time for grants from the RTF on the prescribed form.

Applications will be vetted by the Trustees of the RTF and the awards will be made as and when the proposals are cleared. The Round Table Foundation, by providing a permanent source of funds, has given a significant boost to the Community Service Activities of RTI. While assuring that the most is made of this opportunity, Tables and individual members must remember that the Foundation must grow so that it can expand the good work that it is doing. By assisting this growth, we are leaving a legacy for the future of Round Table in India. In order to augment the corpus of the Foundation and in turn, give out more grants to deserving community service projects, the Foundation in 1987 introduced the LOUIS MARCHESI FELLOW (LMF) scheme.

One can become a Louis Marchesi Fellow - an honour bestowed by Round Table Foundation on a Tabler - present or past, or to any individual who contributes or in whose honour or memory is contributed a sum of Rs. 5,000/- to the "Louis Marchesi Fellow Fund". The person so honoured will be entitled to receive a silver medallion and a certificate which can be displayed on the work Table. Round Table was honoured when one of the Tables, CART 12, bestowed the LOUIS MARCHESI FELLOW on none other than Mother Teresa.

Contributions can be made by Cheque/Draft drawn in favour of “Round Table Foundation”. Funds will be utilised for giving grants to deserving Community Service Projects supported by chartered member Tables of Round Table India. Contribution to Round Table Foundation is exempt from Income Tax under Section 80(G) of Income Tax Act.

The National Executive of Round Table in India is represented on the Board of Trustees by the serving President, Vice President and Secretary/Treasurer. The NEX also nominates one Active Tabler to serve as a Co-opted member.

#### **XIV. The Round Table India Trust**

The Trustees of Round Table India Trust are the President, Vice President, National Secretary Treasurer, Immediate Past President, and all the Area Chairmen of Round Table India. These trustees have the control on day to day management of the Trust and right to vote on any issues so arising.

The above mentioned trustees of Round Table India Trust shall have the right to co-opt Advisory Trustees Council Members as follows:

1. National Project Convenor
2. President of 41ers Club
3. 4 Square Legs who would have retired in the last 3 years. These Square Legs would help in the following Areas:
  - a) Image Building/Public Relations
  - b) FTE Fund Raising Initiatives from Overseas
  - c) Corporate Alliances and Co-Branding Initiatives
  - d) Audit and Compliance Team
4. 4 Eminent Persons who would help in the following Areas:
  - a) International Fund Raising Initiatives
  - b) Government Official who would help in Alliances with Government Bodies
  - c) Someone from the Corporate world who would help in Corporate Alliances
  - d) Someone from the NGO background doing work in the field of Education

The trustees of Round Table India Trust would compile the names of the proposed members of the Advisory Trustees Council and get the approval of the General Body of the Association at the Annual General Meeting. The term of appointment of Square Legs shall be for a period of 1 year and for the Eminent Persons the term shall be for a period of 2 years. The members of the Advisory Trustees Council shall not have any voting rights and will not be involved in the day to day functioning of the trust.

The Trustees of Round Table India Trust will circulate the Annual Budget pertaining to the Administrative Expenses of Round Table India Trust including the expenses incurred towards fund raising activities at the preceding National AGM of Round Table India.

#### **XV. National Honorary Tabler (NHT)**

Guidelines for Appointment of National Honorary Tabler:

1. There can be only one National HT in any given year from any one Area.
2. Tables can send recommendations to the Area Executive recommending any Past Tabler who has retired due to age rule (from its own Table or otherwise) and all such recommendations should reach the Area Executive in writing by the 31<sup>st</sup> of July. The Tabler should have retired when the recommendation is made.
3. The AEX has to discuss all the recommended names (received from the Tables) and recommend the name of **only one** deserving candidate to the NEX on or before 15<sup>th</sup> of October. In the event of more than one deserving recommendation, the AEX will vote and decide on the one nomination that will be forwarded to the NEX.
4. The AEX can also decide not to recommend any name.

5. The NEX may accept the AEX recommendation (if received in time and in order) provided the candidate fulfils all the norms of eligibility as given below.
6. The norms for consideration for National HT shall be:
  - a) Person should have been an Active Tabler for at least 5 years.
  - b) Person should have attended at least 3 Area AGMs of his Area.
  - c) Person should have attended at least 2 National AGMs.
  - d) Person should have contributed in all facets of Tabling - Fellowship /Projects / Publicity / Fund Raising / HRD / International Relations / etc.

## **XVI. Distinguished Service Award (DSA)**

‘Distinguished Service Award’ may be awarded to past or present Active Tablers who have made outstanding contributions, beyond the call of Table duties to the Association. The National Executive is authorised to make decisions in this regard and will ensure that such awards are given only to outstanding performances. This is a higher honor than that of Honorary Membership of the Association. Member Tables are however welcome to make suggestions to the National Executive for their consideration. The decision of the National Executive shall not be open to question.

### **Guidelines for DSA**

1. The candidate must be a past or present Tabler.
2. The contribution to the Association should be outstanding in the sense that the candidate’s activities have benefited the Association enormously in the following areas:
  - a) In terms of community service activities
  - b) In terms of public perception (publicity)
  - c) In terms of international relations
  - d) In terms of national fund rising for projects and community service activities
  - e) In terms of contribution in the successful administration of the Association
  - f) In terms of outstanding internal or external extension
  - g) In terms of outstanding contribution to RTI through fellowship or HRD
3. The contribution of the candidate must be not in the course of serving an elected or appointed office of the Association, but consideration should be given to tasks performed beyond the call of duty. The duties of office are described in the Handbook.
4. The contribution of the candidate should not be very localized unless it was of such magnitude that it brought a greater glory to the Association.
5. Ideally, the candidate should have been a consistent and long standing contributor to the Association. Cases of short term or one time excellence in activities would only be considered in rare cases of extraordinary achievement.
6. The cases of individual candidates shall be considered by secret ballot. Unless a candidate secures at least two-third of the votes of the voting members present and voting, the award cannot be given.
7. All suggestions should be received by the President and the NST shall circulate the same to the members of the National Board before the NEX meeting where it will be discussed.
8. All such candidates will then be considered at the NEX meeting held in Oct/Nov and the President shall intimate the awardee at least 1 month prior to the National AGM.
9. The Registration and Billeting of such awardee for the National AGM shall be borne by the Association.

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10. A candidate’s DSA application be entertained only twice in his lifetime.

## **XVII.Awards and Trophies**

The following Awards and Trophies are awarded each year at the Annual General Meeting. Tables who are interested in competing for any of these Trophies should send in their entries in the appropriate manner along with the annual 'C' Form returns.

1. Balanced Activities Shield for best All Round Activity.
2. Gordon Hill Cup for International Relations.
3. Best Projects Trophy for the Best Project.
4. Extension Trophy for the Best Performance in Extension.
5. Best Secretary Trophy to the Best Table Secretary.
6. Golden Trumpet Award for the Best Publicity.
7. Table Talk Trophy for Best Contribution to Table Talk.
8. Krish Chitale Trophy for the Best Table Magazine.
9. Convention Attendance Trophy for Best percentage of Attendance at the National Convention.
10. Certificate of Merit and Rs.501/- for Best Attendance at Convention.
11. Fellowship Trophy
12. Peacock Award, Monetary assistance for exceptional Extension work.
13. Apex-Round Table Fellowship Award for fostering close ties with Apex Clubs in India.
14. Bob Chandran Award - Cash award for new Tablers attending an AGM for the first time.
15. Best Area Secretary Award.
16. Anoop Reddy Award.
17. Baby Shield - Best Achievements for betterment of youngsters.
18. Prakash Nair Trophy - for the best Area HRD conducted.
19. Jawahar Asia Pacific Internal Extension Award.

All these Trophies and Awards are presented to Tables except the Best Secretary Trophy, Best Area Secretary Award, Anoop Reddy Award, and Bob Chandran Awards which go to individuals. Tables should ensure that Rolling Trophies are returned before the following AGM after cleaning and polishing.

### **Initiation of Awards and Trophies**

Any further Awards and Trophies to be awarded by the National Association shall be initiated only by the National Executive.

### **Guidelines for Awards and Trophies**

Tables desiring to be considered for any of the Trophies and Awards should send information in brief in the order and under the headings for which points are set out. It is not necessary to send information for the Best Secretary, Best Area Secretary, Prakash Nair Trophies, and Jawahar Asia Pacific Internal Extension Award. The information submitted should relate to the period between the Table AGMs of the year under consideration. Where a Trophy is decided by points, a Table must obtain a minimum of 60% to qualify for that Trophy or Award.

#### **1. Balanced Activities Shield - Donated by BRT 7 for Best Overall Activity.**

	Points
1. Community Service Projects	15
2. Extension	15
3. International Relations	10
4. Communications with the Association and observance of its directives	10
5. Inter-Table Relations	10
6. Publicity	10
7. Contribution to Table Talk	10
8. Attendance at Table meetings	5

9.	Attendance of National Delegates at Association meetings	5
10.	Contribution to or participation in HRD activities	10
		-----
		100
		-----

**2. Gordon Hill Cup** - Donated by Gordon Hill, Past President, WOCO for Outstanding International Activity.

	Points
1. Correspondence on Projects and routine Table matters with foreign clubs	20
2. Club Twinning with a non-RTI Club	10
3. Participation in a foreign Table/Club's Project	10
4. Celebration of RT International Week	10
5. Building image of RTI with Clubs abroad either by correspondence or by personal contact	25
6. Article on International activities in Table Talk	10
7. Participation in International events such as ATSUMARI, World Meet, Mass Tours etc)	15
	-----
	100
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**3. Best Project Trophy** - Donated by CRT 4, CART 12 and CSRT 17 for the Best Project.

	Points
1. Benefit of particular projects to the community	35
2. Participation of individual Tablers in particular project	25
3. Publicity value of particular project	15
4. Communication with National Community Service Convenor or Vice - President	15
5. Publicity generated for the Project both within and outside the movement.	10
	-----
	100
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**4. Extension Trophy** - Donated by Jitinder Singh, Past President, RTI for Extension Activity.

	Points
1. Extension of New Tables	
a) Direct Sponsorship	40
b) Assistance to such units which are not under the particular Table's sponsorship	10



	c) Involvement of Tablers in extension of the New Table	15
2.	Internal extension	
	a) Membership strength at beginning of Year (1/2 point per Active Tabler)	10
	b) Induction during the Year (2 points per induction)	10
3.	Communication with Area and National Extension Convenors	15
		-----
		100
		-----

**5. Best Secretary Trophy** - Donated by HRT 8 for the Best Secretary.

		Points
1.	Regularity of correspondence with National Secretary and timely submission of reports, minutes, Directory Information, 'C' Forms etc.	30
2.	Communication of news etc. from Association to floor member	30
3.	Format and substance of minutes	40
		-----
		100
		-----

**6. Golden Trumpet Award** - Donated by CRT 9 for Best Publicity Activity.

		Points
1.	Publicity oriented projects completed during the period	20
2.	Public functions held during period	20
3.	News items in newspapers, radio/television interviews	20
4.	Movies slides of Table activities produced and donated to RTI library	5
5.	Hoardings, Souvenir/publicity material released during the period	10
6.	Communications with National Publicity Convenor	10
7.	Suggestions and assistance given to the Publicity Convenor on any publicity matter	5
8.	Observance of the directives of National Publicity Convenor	10
		-----
		100
		-----

**7. Table Talk Trophy** - Donated by CSRT 17 for Best Contribution to Table Talk.

		Points
1.	Advertisements secured for Table Talk	15
2.	Contribution of articles and ideas	

a) Reporting of Table activities like projects and factual reporting	20
b) Articles of topical interest and special contributions	20
c) Photographs sent	10
d) Regularity in sending articles	10
e) Ideas for improvement of the magazine	10
3. Liaison of Table Talk correspondent with Editor and regularity of correspondence	15
	-----
	100
	-----

**8. Krish Chitale Trophy** - Donated by Deepak Banker, Past President, RTI and World Council for Best Table Bulletin.

	Points
1. Frequency of production	10
2. Regularity of production	10
3. Exchange with International Clubs	10
4. Printing RTI news	10
5. Printing of RT International News	10
6. News of the Table and Association activities	10
7. Format, design, quality of printing and production	10
8. Readership value, humour quality and quantity of content	10
9. Improvement over previous year's effort and innovativeness	10
10. Contribution of articles by Tablers in the bulletin	10
	-----
	100
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The qualifying factors will be:

- a) At least three issues to be brought out in the 12 months prior to June 30<sup>th</sup> each year.
- b) Three copies of each issue to be sent along with the application as well as three copies of each issue of the previous Table year.

**9. Convention Attendance Trophy** - Donated by MRT1, MMRT3 and MWRT10.

This is awarded to the Table with the best attendance percentage of its Active Membership at each Annual Convention of the Association and would be decided on the following formula:

Active Tablers attending the Convention    X    Air-Miles between the Table and Convention Venue

66 **CONSTITUTION** Active Membership of the Table as on the date of the Convention

#### **10. Maximum Attendance Award - Donated by MRT1**

Certificate of Merit and Rs.501/- towards the Table's Project will be awarded for the Table which has the maximum number of its active membership attending each Convention irrespective of the distance traveled and the strength of the Table.

#### **11. Fellowship Trophy - Donated by Sq. Leg. R. K. Agarwal (MMRT-42)**

Excellence in Fellowship/Club Service Activities are to be determined with the following criteria in mind.

	Points
1. Frequency of Club Service Activities	25
2. Participation of Tablers and Circlers/Wives and their families in the activities	10
3. Involvement of other Tables in the applicant Table's socials	10
4. Involvement of Tablers/Circles/Wives in other Table's socials	10
5. Innovativeness or originality in themes, if any, for such Fellowship / Club Service Activities	15
6. Coverage of such activities in Table Talk / Area Magazine / Table Magazine	15
7. Participation in other City Table socials / Area and National Meets and AGM	15
	-----
	100
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The eligibility for applying for the award should be minimum of 4 Fellowship events in the relevant Tabling year.

The Award will consist of a Rolling Trophy and a cash prize of Rs. 501/- to be presented to the winning Table's sunshine Fund out of a corpus of Rs.5,000/- which will be created by the sponsors.

#### **12. Peacock Award**

The Peacock Award levy as specified in Article IV, Section 4 b iv) will be paid to the Fund by each Chartered Table. Any Table which has been involved in the Inauguration or Charter of a Table during the qualifying period may send in its application giving details of the extension efforts put in and the amount spent by the Table. The National Executive reserves the right to award the amount collected through the Peacock Award levy to more than one Table based on the merits of the case. The award applications should be submitted along with the 'C' Forms.

#### **13. Apex - Round Table Fellowship Award**

Donated by R. Jagadish Chandran, Past President, RTI and World Council for fostering closer ties with Apex Clubs in India.

#### **14. Bob Chandran Award**

Donated by : Trs. Suresh, Pratap and Arun Gokuldas, Coimbatore  
Year : 1980  
Donation Value : Rs. 10,000/-

Award Details : Grants are awarded to give Tablers attending RTI AGM every year from out of the interest earned from the investment of donation amount of Rs.10,000/-

Eligibility for the Award and Selection Criteria:

1. A Table can nominate only one Tabler.
2. National Delegates attending the AGM in person or Tablers holding a proxy are not eligible.
3. The nominated Tabler, should be a new Tabler inducted into the Table movement on or after 1<sup>st</sup> of January of the Award year.
4. Members of Table(s) hosting the AGM are not eligible to apply for the Awards.
5. Applications for the Awards are to be made on the Table's letterhead giving the name, address, date of birth and date of induction of the nominated Tabler and should be forwarded by a Table Officer so as to reach the National Secretariat on or before 1<sup>st</sup> of December of every year.

**15. Best Area Secretary/Treasurer Award** - Donated by Past President Tr. V. Rajkumar.

	Points
1. Regularity of correspondence with National Secretary/Treasurer	15
2. Regularity of correspondence with Table Secretary/Table Treasurer	15
3. Minute of AEX & AGM	20
4. Submission of monthly reports to NEX	30
5. Proper maintenance of Area Accounts	10
6. Submission of Quarterly Accounts	10
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	100
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**16. Anoop Reddy Award** - Donated by VRT-77 for the most outstanding Floor Member.

Award Details : A Rolling Trophy is to be awarded to the most outstanding Floor Member every year together with a presentation out of the interest earned from the Anoop Reddy Memorial Fund.

Eligibility for the Award and selection Criteria

1. Every Area Chairman can nominate one Active Tabler from his Area.
2. The adjudication of the award will be by the President RTI.
3. The award will be judged on the floor member's fellowship activities, participation in Club and Association events and individual efforts made to their success. It will also be judged on the floor member's service activities and his involvement in Projects through fund raising or actual work on projects either at Table, Area or National level. Every nomination should cover activities over a period of one Table year.

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Nominations for the award are to be made by the Area Chairmen giving the name of Tabler, Table, date of joining, offices and Convenorships held under a resume of the activities of the floor Tabler so as to reach the National Secretariat on or before the 15<sup>th</sup> of October every year.

**17. Baby Shield** - Installed by Tr. Suresh Hari for Best Achievement for betterment of youngsters.

	Points
1. Providing fixed assets like Buildings, Equipment etc to the Project	20
2. Participation of Tablers at the Project Average attendance above 60% (In case of attendance below 60% points are to be decided by the scrutineer at his discretion)	15
3. Publicity given to the Project including signboards, Logo display at Project etc.	15
4. Number of Visits made by the Table during the year (Minimum of 5 visits, points are to be decided by the Scrutineer at his discretion)	10
5. Health camps conducted during the year at the Project (Eye, Dental & General camps etc. )	10
6. Sports activities conducted	10
7. Educational activities conducted	10
8. Communication with regards to the Project to the National & Area Convenors	10
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	100
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**18. Prakash Nair Trophy** - Sponsored by HT. Jayakumar and Tr. P. V. Raman for the Best Area HRD.

For HRD Trophy, no application needs to be made and will be presented at the Floor of the AGM.

**19. Jawahar Asia Pacific Internal Extension Award** - Sponsored by Sq. Leg. Jawahar Vadlamani, ASPAC Region Chairman.

The award will consists of a certificate and a presentation out of the interest earned on the corpus of Rs. 25,000/- created by the sponsor.

No application need be made for this award. The award will be decided by the NEX taking into consideration:

- The Table which has achieved the maximum induction of tablers in the said tabling year (1<sup>st</sup> of July to 30<sup>th</sup> of June)
- The highest number of heads increased in tabling year by a Table with minimum strength of 15 tablers at the end of the tabling year.

## **XVI. RTI Calendar**

Description of Action

Action By

### **July**

Accounts of RTI for the year ending 30 and audited statement received by 8	NT
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Handing over files by outgoing office bearers to incoming office bearers	All NEX
Change over National Executive Meeting to be held in the 2	All NEX
5 <sup>th</sup> National Executive Meeting Minutes to be sent to all NEX/AEX/NS	NS
Area AGMs (Presence of National Executive) to be decided at 5	NEX/AC
Review maturity status of fixed deposits	NT
Plan for re-investment of deposits as necessary	NT
Communications from NOB about Action Plans for the year	ALL NOB
Table Talk re-registration if required	NT
Review Supply House stock & records	NSC/NT
Formalities in regard to Forms FC-9 and FC-3 to be completed	NT/CA
Receipt of Directory Information Computer Sheets from Tables and their processing	NS
Order to be placed for printing of Directory	NSC/NS
Remind Area Secretary/Treasurer to circulate the Agenda for the Area AGM	NS
Area Secretary/Treasurer to send Annual Report and Audited Accounts of Area	AST
Circulate information about application for RT International competitions to Area Chairmen	IPP
Request Tables for applications for awards to reach by 10	NS
Invite nominations for National Office Bearers for next year (10 date for receipt of nomination)	NS
Send notice of AGM to all Tables	NS
Circulate to the Table Secretaries the nominations received for NEX posts along with notice for nominations for post for which no nominations have been received	NS
Circular to be sent for Bob Chandran Award	NS
Invitation for RTI AGM to RT International Members	IPP
Provide Area Chairmen with Tablewise position of voting rights etc.	NS
Circulate details of International Travel Grants Awards and invitations	IPP
Circulate AGM agenda papers to all before 30th of November	NS
Invitations to be sent to Past Presidents to attend	NP
RTI AGM	NS

## August

Mail conference travel fund application to RT International	IPP
Write to Area Chairmen regarding RTI Supply House sales at Area AGMs	NS
Send reminders to all Sundry Debtors	NT/NSC
Transfer of pre-received Travel Levy of RTI to PMTF	NT
Meeting & Minutes of 2nd NSC Meeting	NS
Review & finalise 'C' Form (Annual Returns) formats and orders to be placed with printer for printing of 'C' Forms	NSC Member NT/NS
circulate by email a digital copy of Motions carried at the Area AGMs to all the Floor Tablers of Round Table India	NS

## September

Post 'C' Forms to Tables with the request to return the forms with dues and audited statement of accounts (both Administrative & Project Funds)	ST/NS
Post the new directories in first week	NS
Send Notice regarding 1	NS
Call for reports of all NEX Member which are to be discussed at 1st NEX Meeting and circulate the same	NS
Complete all paper work as required for 1st NEX Meeting	NS
Make ready NS report of 1st quarter for NEX Meeting	NS
Make ready NS report of 1st quarter for NEX Meeting	NT
Send reminder to Sundry Debtors	NSC/NT
Intimate all Companies where RTI funds are invested about new NEX signatories	CNSC
Order for stationery for all National Officer Bearers and post when indented for	NS
Circular to all Tables, RT International etc. in regard to new NEX	NSC/NS
Update and circulate list of NEX, AEX, Convenors, RTF	NSC/NS
Open Bank Accounts for operation by new NEX	NT
Circular to be sent to Tables regarding voting rights at the RTI AGM and return of Awards	NS
Ballot Papers to be prepared	NS
Prepare check list for AGM	NS
To Prepare Audited accounts for RTI, RTIT upto 15 delegates at the National AGM	NT
Bob Chandran Award - Names to be announced	NP
Cheque for Peacock Award to be presented at RTI AGM	NS
<b>To prepare detailed agenda for the AGM</b>	<b>P/ST</b>

<b>National AGM (15</b>	<b>All members RTI</b>
<b>AEX to forward invitations received to host RTI AGM, motions Affecting constitution etc. to RTI Secretary/Treasurer by 15th of October</b>	<b>AST</b>

## October

<b>Receipt &amp; processing of 'C' Forms</b>	<b>NS</b>
Remind Tables to celebrate RTI Week in November (any block of seven days between 8th and 20th of November)	AC, NPC
Printing of 1st issue of Table Talk	TTE
Post minutes of 4th NSC meeting to NEX and NSC Member	NS
Send reminder to Sundry Debtors	ST
<b>Send notice for 2</b>	<b>ST</b>
<b>Circulation of minutes of previous AGM to all NEX for corrections</b>	<b>NS/ST</b>

## November

Post 1st issue of Table Talk in first week	TTE/NS
<b>Call for reports of all NEX Members which are to be discussed at the 2nd NEX Meeting and circulate the same</b>	<b>ST/NS</b>
Post minutes of 5th NSC Meeting to NEX and NSC Members	NS
Send reminders to Sundry Debtors	NSC
<b>Print and circulate AGM minutes to all Tablers</b>	<b>ST/NS</b>
<b>Release Area Subsidies to Tables</b>	<b>ST/NS</b>
<b>2nd RTI National Executive Meeting</b>	<b>All NEX, Admin. Secy.</b>

## December

<b>Post minutes of 6th NSC Meeting to NEX &amp; NSC Members</b>	<b>NS</b>
National Secretariat report for the 2nd quarter to be prepared for presentation at the next NEX Meeting	NS
Write to NOBs for Miscellaneous Expense Reports	ST/NS
Send reminders to Sundry Debtors	NS



<b>Post minutes of 2nd NEX meeting to all concerned</b>	<b>ST</b>
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## January

<b>Send notice for 3</b>	<b>ST</b>
<b>Send reminders to Sundry Debtors</b>	<b>ST</b>
Representation of RTI at Atsumari to be finalised and confirmed	IPP/VP
<b>Write to M/s. Thulasidas Morarjee &amp; Co., Coimbatore regarding Bob Chandran Awardees at last AGM</b>	<b>CNSC</b>
<b>Printing of 2nd Issue of Table Talk</b>	<b>TTE</b>

## February

<b>3<sup>rd</sup> NEX meeting</b>	<b>NS/ST</b>
Post minutes of 8th NSC Meeting to NEX & NSC Members	NS
Send Reminders to Sundry Debtors	CNSC
Release RTI Subsidy to Area-pending if any	NS/ST

## March

Letter should be sent to RTI Auditors to audit RTI Accounts in March for RTIT and June for Admin Account	ST/NS
<b>Send Notice for the 4</b>	<b>ST</b>
Post 3rd Issue of Table Talk	TTE/NS
Post minutes of 9th NSC Meeting to NEX & NSC Members	NS
To ask for Miscellaneous Expenses of NOBs as on 30th of March	ST/NS
Send reminders to Sundry Debtors	NS
<b>Post minutes of 3</b>	<b>ST/NS</b>

## April

Finalise RT Trust accounts and file the same	ST
Remind Tables regarding Election of Table Office bearers	AC
Call for reports of all NEX and Circulate the same	ST/NS
Post minutes of 10th NSC Meeting to NEX & NSC Members	NS

Send reminders to Sundry Debtors	ST
<b>4th RTI NEX Meeting</b>	<b>All NEX/ Admn. Secretary</b>

## May

Circulate audited accounts of RTIT to NEX	ST/NS
Printing of 3rd issue of Table Talk	TTE
Post minutes of 11th NSC Meeting to NEX & NSC Members	NS
Send reminders to Sundry Debtors	CNSC
<b>Send Notice regarding 5th RTI NEX Meeting to be held in July</b>	<b>NS</b>

## June

Circular to members of the NOB regarding closing of final accounts for the year	ST/NS
<b>5<sup>th</sup> NEX of the Taling year</b>	<b>All NEX/ Admn. Secretary</b>
Mailing of 3rd Issue of Table Talk	TTE/NS
Nomination form for RT International Officer should be posted by 15th June	NP
Remind Table Secretaries to give notice for Table AGM	AC
Issue Supply House commission to Tables	ST/NS
Issue of Directory Information Computer sheets to Tables for corrections and updating (DICs to be ready by 1st week of June - cut-off date for data (1st of June)	NS
<b>Letter to New NEX members about the 1st RTI NEX meeting after takeover</b>	<b>VP</b>
Order for Officers's jewel for presentation at 1st Board Meeting	NS
Post minutes of 12th NSC Meeting to NEX and NSC Members	NS
Circular regarding Area Office Bearers, motions, amendments etc.	AC, AST
Area AGM Agenda & Notice to be sent by the Area Secy./Treasurer (Remind Area Secys.)	NS
Table AGM-presence of Area Executive (to be decided at respective AEX Meetings)	AC

## **XVI. Rationalization of the Tabling Year**

### **A: NEX Meeting for changeover**

- 1. Date: 2nd weekend of July.**
- 2. Venue: To be fixed by the NEX in consultation with the host Tables.**
- 3. Procedure:**

**Saturday – Meeting of outgoing NEX. Incoming NEX attends as observers.**

**Saturday Evening – Change Over Banquet where change of Jewel and installation of new President and his team takes place.**

**Sunday – Meeting of new NEX. Previous NEX attends as observers.**

**Area Vice-Chairmen will be invited to attend the banquet and the meeting on Sunday as observers.**

### **4. Agenda: Saturday**

**Secretary/Treasurer to submit the following and get them passed at the meeting:**

- a) Audited accounts of the Association upto 30th of June.**
- b) Audited accounts of the RTI Trust upto 31st of March and accounts for the period 1st of April to 30th of June.**
- c) Annual Report Convenors to submit their reports and get the approval of the NEX.**
- d) The Annual Report highlighting the activities of the year will be presented by the NST during the NEX meeting. The presentation of the gift / mementos and recognition of the NEX members will also be done during the NEX meeting.**
- e) The Agenda for the Change Over Banquet on Saturday Evening will be restricted to speech by out going President, Investiture of jewel on the Incoming President and the NEX Members, speech by the new President and the introduction of his team/ theme/ pin/ banner. The same agenda shall be applicable for Ladies Circle India as well, if they wish to have joint Change Over Banquet along with Round Table India.**
- f) The Change Over Banquet should not be a Registration based event. The entire event shall be hosted by the City Tables hosting the event and the guests shall not be charged any Registration Fees. The dinner and beverage sales to be determined by the Host Tables, subject to the Host Area's AEX and the NEX. The scale and grandeur of the same shall be decided by the Host Tables.**

### **5. Agenda: Sunday**

**New President outlines his agenda for the year.**

**Convenors present their plan of action.**

**The agenda and plan of action to be circulated to the incoming Table Chairmen soon after the meeting.**

### **6. Cost:**

**The cost of the Change Over Board Meeting will be budgeted in the budget of Round Table India in the previous AGM (Cost of the meeting and lunch only for the members of the incoming and outgoing board and invitees).**

**The Banquet and dinner to be hosted by the host Tables of the city where the meeting takes place. It can be on subscription basis or hosted by the City Tables jointly.**

## **B: Preparation for the AGM**

1. **Draft of Agenda Papers and Annual Report to be prepared by the Secretary before 31<sup>st</sup> of July**
2. Annual Report to contain the Audited Balance Sheets of the Administrative Account upto 30<sup>th</sup> of June, Charitable Trust up to 31<sup>st</sup> of March and other auxiliary bodies of the Association up to the date of closing the accounts.
3. **Outgoing Area Chairmen to submit their Annual Reports to the National Secretary/Treasurer by 10<sup>th</sup> of August for inclusion in the Agenda Papers.**
4. **Budget for the next RTI year starting 1<sup>st</sup> of July to be prepared by the President, Vice President and Secretary/Treasurer by 30<sup>th</sup> June and circulated to the members of the NEX to be taken on record at the July NEX meeting and included in the Agenda Papers.**
5. All motions passed at the Area AGM's to be included in the Agenda papers to be sent by the Area Secretary/Treasurers to the National Secretary by 5<sup>th</sup> of September. These motions will be scrutinised by the Rules Committee (if no separate committee is in existence then the committee will consist of the Secretary/Treasurer, Rules Convenor and National Secretariat Convenor).
6. **National Treasurer to circulate Audited accounts for the period 1<sup>st</sup> of July to 15<sup>th</sup> of August for the Administrative Account and 1<sup>st</sup> of April to 15<sup>th</sup> of December for the auxiliary charitable bodies at the start of the AGM.**
7. 'C' Forms to be sent to the new Table Secretaries by 15<sup>th</sup> of September and the last date of receipt without fines to be 15<sup>th</sup> of October.
8. 'C' Form dues are payable for Tablers on rolls as on 1<sup>st</sup> of July (Tablers who retire in the Table AGM need not be included).
9. 10<sup>th</sup> of August will be the last date for receipt of nominations, bids and award applications.

## **C: AGM Procedure**

### **DAY 1:**

- a. The head Table will consist of the present Officers, Convenors and Area Chairmen.
- b. President calls meeting to order and goes through the initial agenda.
- c. The Immediate Past Secretary/Treasurer presents the Annual Report and Accounts for the year ended 30<sup>th</sup> of June and gets it approved.
- d. Past Convenors and Officers to present their report and get them adopted.
- e. Awards for the previous Tabling year to be presented.
- f. Motions, Report on workshops, Conference Convenors reports etc

### **DAY 2:**

- a. President reconvenes the meeting.
- b. Half Yearly reports of Area Chairmen, Convenors and Officers.
- c. Elections will take place for Vice-President Elect, Secretary Elect and Treasurer Elect.
- d. The Vice President will automatically become the President Elect.
- e. Announcement of Honorary Tablers of Round Table India for the term starting July will be made by the President Elect.
- f. Budget and statutory resolutions for the next financial year (Bankers, Auditors).

Banquet

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Banquet to have the same agenda as present Along with the Change over / Jewel Change , speeches of the outgoing president and incoming president. The Incoming President Announces his team.

NEX Meeting Dates (Suggested):

1. Change over -July
2. September
3. December
4. March
5. July

## 5.Area Code

### Section A

#### I. Communications

The purpose of dividing the Association into Areas is best served by the avoidance of duplication in communication exercise between the Table, the Area and the National levels. Channels are therefore identified thus:

- a) Table Minutes should be sent to:

National Secretary  
National Treasurer  
Area Chairman  
Area Vice-Chairman  
Area Secretary/Treasurer

- b) Information on new members, transfers, resignations, age rule retirements must be sent to:

National President  
National Secretary  
National Treasurer  
National Secretariat  
Area Chairman  
Area Vice-Chairman  
Area Secretary/Treasurer

- c) Table Talk will carry Area news in every issue, preferably in a fixed position; matter for publication will be submitted by Area Chairman.
- d) Area Magazine may not really be necessary and it is left to the Area General Body to decide on this at the Area AGM. However, a monthly newsletter from the Secretary/Treasurer is recommended.
- e) General: Correspondence should be copied to those concerned with the subject thereof; primarily, all communications should be within the Area and Table levels with copies marked as suggested above.

#### II. President's visits

To sick or problem Tables is a must as also to those Tables that have done exceptionally well, as a token of recognition. This also applies to the Vice President's visits.

#### III. Other visits

A member of the National Executive must be present at the Area AGM; cost of travel will not be borne by the Area Executive/AGM Committee. However, the registration fee and accommodation of the Executive and his spouse must be taken care of. Table AGM's within the Area shall be attended by a member of the Area Executive as the Area Observer. Incase the Table AGM is out-bound ie outside the Tabling Center then the cost difference of Travel to the venue of the AGM in place of the Tabling Center will be met by the Table/s. Accommodation & registration fee, if any, for the Executive and his spouse must be met by the Table/s.

The AGM committee shall provide free registration with accommodation at the Area AGM to 2 persons from the Tables hosting the immediately following National AGM. However, the AGM committee need not provide the above facilities if the National AGM is hosted by the Tables in their own Area.

#### IV. Meetings

- a) AGM: The venue of the AGM should be a criterion in publicising the event since adequate media coverage is desired. The fee should be structured to cover the direct costs and should be kept to the

minimum without resulting in losses. Workshop sessions on subjects concerning the growth, consolidation, health and image of Round Table should be conducted at the AGM; the findings of such workshops should be submitted as recommendations for the National Executive/General Body at the National AGM.

- b) Mid Term: Whether an organised, formal event or devoted for fellowship, such an event may promoted as a medium of Inter-Table activity.

## **V. Projects**

Primarily, the Area Executive should guide and help the Tables in their projects; it will be the Area Executive's responsibility to ensure that the Tables implement any National Project like Quiz, Greeting Cards sale, Blood Typing etc.

## **VI. Travel**

Between members of the Table within the Area must be promoted by the Area Executive in an organised manner; in addition, it is their responsibility to organise, co-ordinate, supervise inter-Area Travel, which may/may not be funded by the PMTF. Selection of travellers, irrespective of whether a grant is available or not, will be based upon the standard guidelines of the Association. The Area Executive must also promote the presence of other Area Tablers at their Area AGM.

## **VII. Extension**

- a) Any Table wishing to sponsor a new Table must have the permission of the Area Chairman.
- b) Permission to inaugurate a new Table will be granted by the Area Chairman on the advice of the Vice Chairman (in charge of Extension).
- c) Application for charter must be recommended by the Chairman of the Area to which the Table belongs, before National Executive can consider granting permission to charter.
- d) Written consent of the Area Chairman must be obtained by the National Executive before it can accept or reject a Table as Associate or Full Member or issue charter certificate.
- d) If any Table in one Area is wishing to sponsor a Table which falls in the geographical location of another Area, then permission to extend by the sponsor Tables should be sought from both the Area Chairman concerned.

## **VIII. Appointment of Area Observer**

An AEx Member of the Area, must be appointed as Area Observer for a Table AGM and should fulfil any one of the following criteria:

- a) To have held the post of either an IPC, AC, AVC or Area Secretary Treasurer
- b) To have attended minimum of 2 Area AGMs or 1 National AGM.
- c) To have been a part of at least 2 Area Boards

The Area Observer should not be from the same Table of which the AGM is being conducted. In the remote situation when it is not possible to depute an AEX Board member fulfilling the above criteria for the table AGM, the AEX will depute a Square Leg who shall fulfill the above criteria.

## **IX. Area Awards**

The Area should follow a predefined point system to adjudicate Area Awards that are declared at the Annual General Meeting of the Areas. The point system should be similar to that followed for the National Awards and formulated by the Nex for awards common to the area and national, Awards that are relevant to the areas only also need to be have a clear cut system defined by the area board maximum by the 1<sup>st</sup> Aex meeting

## Section B - Certain suggested guidelines for Area Executive (AEX)

1. HRD: Human Resource Development Programmes are increasing in popularity and is a very effective way to inculcate healthy leadership & management qualities apart from giving guidance on Table Management. The AEX should conduct at least 2 Tabler Orientation Programme (TOP) during any Tabling year and ensure maximum participation from all the new Tablers who have joined the movement. Tabler Orientation programme (TOP) shall be the mandatory HRD programme for new Tablers before permission is given for Charter.

The AEX should also organise a Tables Executive Training programme (TExT) for the incoming Table Chairmen and Secretaries during the month of May/June every year and also ensure maximum participation. The training material for the TOP and TExT programmes can be obtained for the HRD Convenor, Round Table India or the National Secretariat.

2. RTF: Round Table Foundation is playing an increasing role towards helping Table's projects & sponsoring part of the project cost. It is the duty of the AEX especially the Area Chairman to follow up on the Tables receiving such contributions to see that it is properly utilised and reports are being submitted to RTF in time.
3. Area Week: With the increasing importance of the Areas & the responsibilities of the AEX increasing considerably, it will be apt to celebrate the Area Week in a fitting manner. It could be on the lines of the RTI Week involving projects & publicity.
4. Accounts: The Area Secretary/Treasurer is to submit Quarterly Trial Balance and Income & Expenditure Statements with proportionate figures as per the approved budget at each AEX Meeting. This will ensure better financial management.
5. Supply House: The Area Supply House Convenor is to be appointed by the Area Chairman at the beginning of the Area Year itself. The Tables are entitled to a profit of 10% on all sales of commissionable items made in the Area except for sales made during the RTI AGM if held within the Area. Similarly, the Area may sell its own articles with the prior approval of the NEX.
6. Publicity: The Area Publicity Convenor will be in charge of Publicity and will not only report to RTI's Publicity Convenor but send information on Publicity generated within the Area to the Editor - Area Magazine and Editor - Table Talk.

## Suggested Format of Area Chairman's Report for the NEX Meeting

At the outset a summary highlighting all the important activities may be covered. The points to be covered would be:

### 1. Membership Chart

Table No.	Strength as per last report	Present Active Strength	Proposed Candidates	No. of Tablers Retiring on 30
Total				

### 2. External Extension

Information on Tables Chartered, Inaugurated and Tables who are organising contact meetings at cities.

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### 3. Functioning of Tables



Focus on weak Tables and on those that don't send minutes etc. Compare with previous Reports on weak Tables and give assessment of ways to revive them and efforts taken by you and your Executive.

#### 4. Other Happenings

Cover other important events like visits, Mid-term meets, Quiz, International Relations LMF, LMSM, PMTF Contributions, AEX functions, High lights of Tables performance, Area events etc.

#### 5. Accounts

Up-to-date accounts of the Area and comparative chart with budgeted figures.

#### 6. Suggested Format of Monthly Report of Area Secretary/Treasurer

- 1) Report for the month to reach by the 10th day of succeeding month.
- 2) Report to be sent to President/Vice President/National Secretariat Convenor/Publicity Convenor/Projects Convenor.

Report to contain the following details about each Table in the Area

- 1) Number of Table
- 2) Number and date of minutes of meeting received
- 3) No. of Active Tablers/Hon. Tablers/Prospectives
- 4) Details of induction/transfer/resignations during the month
- 5) Fund raising programmes and amount received.
- 6) Projects - commenced, completed, amount spent
- 7) Projects supporting National Theme
- 8) Application to RT Foundation
- 9) LMF, LMSM committed
- 10) Twinning with another Table in India
- 11) Fellowship activities
- 12) Participation in International Relations
- 13) Participation in National Publicity Projects/other publicity activities
- 14) Participation in Area events
- 15) No. of Tablers having attendance below 60%

### Section C -Area Calendar

#### June

Notice for Area AGM to be sent 60 days before AGM	AST
Area report for Change over – 5th NEX meeting with Accounts	AC/AST
Circular on Inter Area Travel Grants	A-IPC
Circular/Invitation with Registration forms for Area AGM meeting with Conf. committee and monitor the arrangements for the Area AGM	Conf. Convenor
Circular calling for Nominations for office, motions or amendments to Constitution or Area Rules. Invitation to host Area or National conventions or Area Mid Term Meet, Applications for Awards etc., at least 30 days before AGM.	AST
Circular on voting rights and return of Awards	AST
Annual Report to be ready	AST

#### July

Accounts to be sent for Audit	AST
Area report for Change over – 5th NEX meeting with Accounts	AC/AST
Circular on Inter Area Travel Grants	A-IPC
Circular calling for Nominations for office, motions or amendments to Constitution or Area Rules. Invitation to host Area or National conventions or Area Mid Term Meet, Applications for Awards etc., at least 30 days before AGM.	AST
Circular on voting rights and return of Awards	AST
AEX Meeting with Conference Committee	AEX
Annual Report to be ready	AST
Circulation of Agenda papers at least 15 days before Annual General Meeting	AST
Supply House items to be stocked up for sale at AGM	A-SHO

## August

<b>Circulate Minutes of AEX Meeting to NEX, AEX, NS, all Tables in Area &amp; to all other Area Chairmen</b>	<b>AST</b>
<b>Prepare list of unfinished business to be handed over to incoming AEX along with files, letter pads, rubber stamps, Bank Pass Book, cheque book, Account Books etc.</b>	<b>AEX</b>
<b>Area Annual General Meeting 1</b>	<b>AEX</b>
<b>1st AEX Meeting after AGM</b>	<b>AEX</b>
<b>Circulate names of new Office Bearers elected to all Tables, NEX, NS</b>	<b>AST</b>
<b>Remind tables to Send applications for Awards and nominations audited accounts and annual reports as, the last date is 10-08-2015</b>	<b>AST</b>
<b>Meeting with past AEX to get list of unfinished business and update on Tables</b>	<b>AEX</b>

## September

<b>Order for stationery for all AEX</b>	<b>AST</b>
<b>Implement and support New President's Theme and Plan of Action for the year</b>	<b>AEX</b>
<b>Open Bank A/c for operation by new AEX</b>	<b>AST</b>
<b>Forward list of Motions passed, Invitations received and accepted for hosting RTI AGM,</b>	<b>AST</b>
<b>Remind Tables to file 'C' Forms before 15th of October</b>	<b>AC</b>
<b>Area roundup for first issue of Table Talk</b>	<b>AC</b>

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## October

Remind Tables to celebrate RTI Week in November	AC/AVC
Remind Tables to file 'C' Forms before 15th of October	AC
Meeting with past AEX to get list of unfinished business and update on Tables	AEX
Area Report for 2nd NEX meeting with update on Accounts & Report on Area AGM Workshop & recommendations	AC/AST
Area roundup for first issue of Table Talk	AC

## November

Circulate Minutes of AEX Meeting to NEX, AEX, NS, all Tables in Area & to all other Area Chairmen	AEX/AST
Collect all Area Levies – 'D' Form	AC/AST
Reminder to defaulting Tables to file 'C' Form and pay Area & RTI Dues	AC

## December

Area Report for 3rd NEX Meeting with update on Accounts	AC/AST
Circulate Minutes of previous Area AGM	AST

## January

Meeting with "Mid -Term Meet" Committee & AEX Meeting	AEX
Circulate Minutes of AEX Meeting to NEX, AEX, NS, all Tables in Area & to all other Area Chairmen	AST
Notice/Circular/Invitation for Mid-Term Meet	Mid-Term Meet Convenor

## February

Mid Term Meet	AEX
Reminder for dues/Minutes from Tables	AST
Follow up on submission of audited accounts by Area Convention Committee/Treasurer	AC
Circular on celebration of WOCO Week	AVC
Area Roundup for Second issue of Table Talk	AC

## March

Remind Tables to forward applications for Golden Fleece Fund Award to Immediate Past President, RTI	AVC
Area Report for 4th NEX Meeting with latest Accounts	AC/AST

## April

AEX Meeting	AEX
Circulate Minutes of AEX Meeting to NEX, AEX, NS, all Tables in Area & to all other Area Chairmen	AST
Remind Tables to elect their office bearers in the before 15th of May	AC/AST

## May

Area Round up for Table Talk Second Issue	AC
Final reminder for dues from Tables to be collected by 30th of June	AST
Plan to conduct TExT programme for incoming Table Chairmen And Secretaries in May/ June	AC

## June

AEX Meeting - Decide on Area Observers for Area AGM	AEX
Circulate Minutes of AEX Meeting to NEX, AEX, NS, all Tables in Area & to all other Area Chairmen	AST
Close Accounts on 30th of June	AST
Remind Table Secretary to give notice for Table AGM.	AC/AST
Area Roundup for Table Talk Third issue	AC

## Section D - Area Reorganisation Rules

- I. On reaching a strength of 20 full member Tables, an Area should reorganise itself if all other conditions governing the formation of an Area can be met.
- II. Such reorganisation shall be implemented by the NEX in consultation with the AEX of the Area concerned.
- III. No new Area shall be formed unless it has a minimum membership of 9 Tables and has a minimum membership of 135 Active Tablers.

- IV. At least 70% of the Tables in the Area to be reorganised and in the newly formed Area should have held voting rights since receipt of charter or the immediately preceding 3 AGMs of the Association, whichever is less.
- V. At least 60% of the Tables in the Area to be organised and in the newly formed Area should have held a Charter Certificate for a full period of 3 years at the time that the reorganised Area is formed.
- VI. The distance between Tables and the time taken for travel should be a matter for careful consideration by the NEX with the objective of minimising travel.
- VII. While calculating percentages, any fraction shall be rounded up to the next higher whole number.
- VIII. Rules for the Implementation of Reorganisation plans:-
  - i. The Formal Inauguration of a new Area once approved at the National AGM, should take place at the next AGM of the undivided or Parent Area.
  - ii. At this AGM the common business of the Area is transacted during which the Officers of both the Areas are elected by the Tables in those Areas.
  - iii. Any confusion on voting rights can be simplified by making it dependent upon past or future performance, i.e., any matter pertaining to a past event which took place in the previous Area year, such as accounts, adoption of reports, etc. shall be subject to the future such as approval of Budgets, Motions, Election of Officers shall be subject to the vote of only those Tables who will remain in that Area or who will be joining that Area.
  - iv. Immediately after the separate Election of the Officers and formal installation, the newly formed area will separate and conduct its own business, such as adoption of budgets, appointment of Committees, establishment of Awards, procedures, voting on Motions, venues of future meetings, etc. In this way the voting rights of any Table are fully exercised.
  - v. In the case where a new Area is to be formed from Tables from two or more other Areas, delegates of those Tables will have to attend the Inaugural AGM of their new Area as well as the AGM on their Area of origin. For this purpose, as far as possible, AGM's of Areas should not coincide on the same date.
  - vi. Immediately after the formation of a new Area at the National AGM, the NEX shall appoint a coordinator from that Area who shall not be a member of the NEX or an Area Officer. The coordinator will make all necessary preparations for the formation of the new Area. Any assets or liabilities, including Awards shall be divided in proportion to the number of Tables in the reorganised and new Area.

He will discuss these matters with the AEX concerned. Any disputes, which cannot be resolved to the mutual satisfaction of both parties, must be informed to the NEX whose decision in the matter will be final.

## 6. Model Table Rules

The Model Table Rules given below are automatically deemed to have been adopted by a Table, if the Table has not adopted its own set of rules by the time of its Charter. The Tables Rules given in Article VII of the Constitution of Round Tables India are mandatory provisions and cannot be changed. The matter appearing in ordinary types may be made stricter but the Tables may not relax them.

Tables are advised to follow these Model Table Rules as they have been framed after a great deal of thought and experience.

### Section 1: Name

Substitute Article VII: Table Rules – Section 3 Name

### Section 2: Definitions

Substitute Article VII: Table Rules – Section 2 Definition

### Section 3: Motto and Emblem

Substitute Article VII: Table Rules – Section 4 Motto and Emblem

### Section 4: Aims & Objects

Substitute Article VII: Table Rules – Section 6 Aims and Objects

### Section 5: Affiliation

Substitute Article VII: Table Rules – Section 5 Affiliation

### Section 6: Membership

Substitute Article VII: Table Rules – Section 7 Membership

### Section 7: Procedure for Membership

- a) **ACTIVETABLER:** Any Active Member of the Table may propose candidates for membership. The sponsoring Tabler should first send the name of the prospective member, his address, educational background, professional background, details of his family and any other details that may be required to the Membership Committee. The Committee after satisfying itself as to the requirements of classification, age, etc. shall invite the prospective member to attend Table meetings. After attendance by the prospective member at three meetings and at least one social function of the Table to which his wife shall also be invited, his name shall be proposed for election at the immediately following meeting of the Table. Objections, if any, from other members shall be discussed after which the prospective member's nomination shall be put to vote. He shall be elected provided two thirds of the members entitled to vote and present are in favour of the same. He shall then be inducted at the first possible meeting, immediately following. The member shall submit the Table nomination form duly filled in along with all dues to Table. On, induction the new member shall be given the New Member Kit supplied by the Association, the Table Flag and a copy of the Table Rules.
- b) **HONORARY MEMBER:** A proposal for Honorary Membership shall be made only by the Table Executive. The Honorary Member shall be elected by a simple majority of the Table at the same time as the Table Executive. The Honorary Membership shall take effect from the Annual General Meeting and will be valid till the next Annual General Meeting.

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- c) **TEMPORARY ASSOCIATE MEMBER:** Temporary Associate membership shall be conferred by the Table Executive without reference to the Table.

## **Section 8: Membership of Another Table**

Substitute Article VII: Table Rules – Section 8 Membership of more than one Table

## **Section 9: Classification**

Substitute Article VII: Table Rules – Section 10 Classification

## **Section 10: Active Members on Transfer**

Substitute Article VII: Table Rules – Section 9 Active Members on Transfer

## **Section 11: Leave of Absence**

Substitute Article VII: Table Rules – Section 11 Leave of Absence

## **Section 12: Cessation of Membership**

Substitute Article VII: Table Rules – Section 12 Cessation of Membership, (subsection a) to f))

- g) After absence at 4 consecutive meetings of the Table, unless explanation of such absence shall be made to the satisfaction of the Table Executive. Provided that attendance at any other meeting mentioned in the preceding para shall be taken into account if such a meeting was attended during the period of the 4 consecutive meetings referred.
- h) On failure to pay the dues within 30 days after such omission has been notified by the Treasurer to the member by registered letter to his last known address. The member may be reinstated if his dues are paid within 30 days from the date of cessation of membership and after payment of a penalty of 50% of the admission fee.

## **Section 13: Conduct of Members**

- 1) Substitute Article VII: Table Rules – Section 13 Conduct of Members Subsection a) i) to iii)
  - d) On a Motion for Expulsion being passed by two-third of the Total Active Membership, the Tabler shall cease to be a member of the Table.
- 2) Substitute Article VII: Table Rules – Section 13 Conduct of Members Subsection b)

## **Section 14: Officers and Management**

Substitute Article VII: Table Rules – Section 14 Officers and Management, Subsection: a) to j)

- k) The Vice Chairman and the other appointed Convenors of the Executive shall be appointed by the Chairman to serve as Convenors of the following committees:
  - i) Community Service
  - ii) International Relations
  - iii) Membership & Extension
  - iv) Rules
  - v) Publicity
  - vi) Table Talk & Magazine
  - vii) Fund Raising
  - viii) Fellowship

The Chairman shall also appoint all other members of the Table to the various committees.

- l) No officer of the Table shall hold an Office in any other service organisation, except Round Table India without the approval of the Table Executive.

## Section 15: Duties of Office Bearers

### a) Chairman:

He shall preside over meetings of the Table during his term of office. He shall appoint elected Convenors to Committees. He shall also appoint each member of the Table to one of the various Committees. He shall be an ex-officio member of all committees.

### b) Vice Chairman:

In the event of the inability of the Chairman to perform his duties, the Vice Chairman shall preside and perform the duties of and have the same authority as the Chairman and shall also perform such other duties as usually pertain to the office or as may be assigned to him by the Executive and be an ex-officio member of all Committees.

### c) Secretary:

The Secretary shall prepare and maintain all minute books and records of the Table (except financial records which shall be the responsibility of the Treasurer). He shall give notice of all meetings and shall be responsible for the arrangements thereof. He shall assist the Executive in conducting the business of the Table and shall perform such duties as are specified or implied in the Rules or as may be assigned to him by the Chairman or the Executive. He shall attend all meetings of the Executive and act as Secretary thereof and shall sign all documents issued by the Executive whereon his signature is required. He shall maintain regular correspondence with the National Association, send Membership Returns, Table Reports and such other information called for. He shall also keep the National Secretary/Treasurer informed regularly about new members, transfers, retirements, resignations etc. He shall attend to the day to day correspondence with the Association and other Tables. He shall maintain a record of the Members' attendance and shall furnish the Treasurer such information required for the collection of fines, etc.

### d) Treasurer:

The Treasurer shall be responsible for maintenance of financial records of the Tables, issuing bills, collection of dues and issuing the relevant receipts. He shall in consultation with the Executive, prepare the annual budget of income and expenditure. He shall make a financial report to the Table once in every two months and also present an income and expenditure statement and balance sheet approved by the Executive and audited, to the Annual General Meeting.

## Section 16: Duties of Convenors

Unless otherwise decided by the Table Executive, the various committees shall be grouped and allotted to the various Convenors as provided below:

Vice Chairman — Community Service & International Relations  
Convenor 1 — Membership & Extension and Rules  
Convenor 2 — Fellowship  
Convenor 3 — Fund Raising  
Convenor 4 — Table Talk & Magazine and Publicity

The Committees shall hold meetings regularly and shall report to the Table and the Executive. The Convenor of each Committee shall give definite assignments to each member in his committee and report to the Table when he finds insufficient interest shown by Table members.

### a) Membership And Extension:

To survey the make up of Table Membership; to ensure that it does not tend to incline towards one section of the community and that its strength is maintained at an optimum level and it does not fall below that recommended for newly chartered Tables.

To scrutinise all applications for membership.



To instruct new or potential members to give them an idea on Round Table and its obligations.

To survey neighboring towns in which no Round Table exists and to report to the Area Vice Chairman on the possibility of the formation of Tables there.

To make suitable contacts in the selected towns following the approval of the Table and to call a preliminary meeting, when approved by the Area Chairman to act as a Sponsor Table, to arrange for regular visits to the proposed Table and to give it all possible support.

To report to the Table Executive not less than three times a year, the classifications which are filled, the average age, the anticipated retirements under the age rule and the steps taken to obtain replacements.

To keep a watchful eye on Table attendance. When the attendance of a Tabler begins to fall off, not necessarily below 60%, the Committee is responsible for finding the reason. The Committee should take steps to encourage a renewed interest in Round Table on the part of the member recording falling attendance.

b) Community Service:

To study local affairs and to present reports to the Table on local activities when necessary.

To provide delegates or representatives to other organisations when called upon to do so by the Table.

To screen and evaluate any appeals for help for service projects and to report on their findings and recommend suitable action for the consideration of the Table.

To carry into effect any community service project decided upon by the Table.

To ensure proper utilization of the assistance given.

To apply through the Table to the National Community Service Convenor for the Table's project to be placed on the approved list of projects if the Table requires assistance from abroad.

c) Fellowship:

To be responsible for the Annual General Meeting arrangements and all other social functions of the Table.

To make arrangements for Inter-Table and any outdoor functions which may be held.

To provide a balanced variety of programmes at Table Social Functions.

To organise speakers for Table meetings if necessary. These should include outside speakers on various topics, or members speaking on their vocations. Should ensure that visiting speakers are received and are properly briefed before the meeting.

To organise the Round Table India Week in November.

d) FundRaising:

Shall be responsible for formulating a programme for the Table to raise necessary funds for the Table's Community Service activities.

e) Rules:

To ensure that the Table Rules are in conformity with the obligatory provisions of the National Rules pertaining to the Table.

To suggest any changes in the Table Rules for better administration.

f) International Relations:

To study all matters of an international character relevant to the Aims and Objects, particularly those in connection with affiliated organisations overseas and foster interest therein amongst Tablers.

To co-operate with the National/International Officer, concerning visits to Round Table India by persons from overseas.

To organise support for Round Table International and for its projects as and when these are adopted by the Table.

To maintain contact by twinning with Clubs bearing the same number in RT International.

To keep the Table informed on RT International activities, conventions etc.

g) Table Talk And Magazine:

To regularly report to the official publication of the Association & Area on all Table activities and send photographs wherever possible.

To provide the National Editor with articles or any other material considered worthy of publication in Table Talk.

To encourage all members to contribute to Table Talk.

To encourage Tablers to provide advertisement or donations for support of Table Talk.

If the Table published a news-sheet or bulletin he shall be in charge of the same and this should be distributed to all members of the National Executive, Area Executive as well as to selected neighbouring Tables.

#### h) Publicity:

To ensure that all Table activities especially those concerning community service activities are properly publicised in the local media.

To recommend all members to use car stickers, banners, wearing of lapel pin on all days etc. for publicising the movement.

### **Section 17: Delegates**

Substitute Article VII: Table Rules – Section 14 Officers and Management, Subsection: k) to m)

d) Unless otherwise decided by the Table, the Chairman and Vice Chairman of the Table shall be Area and National Delegates.

### **Section 18: Elections**

Substitute Article VII: Table Rules – Section 14 Officers and Management, Subsection: n)

b) Elections shall be held during an ordinary meeting by a secret ballot.

c) The nominations for election shall be forwarded to the Secretary not later than 15<sup>th</sup> of April preceding the election meeting. Nominations shall be accompanied by details giving the candidate's date of birth and Table experience and the post for which proposed.

d) The Secretary shall circulate the nominations to all members at least fifteen days prior to the election. The elimination system of voting followed by the Association shall be followed.

### **Section 19: Finance**

a) Substitute Article VII: Table Rules – Section 15 Meetings, Subsection: b)

b) The funds of the Table shall consist of the subscriptions and contributions from members, the income and investments and other property of the Table and other miscellaneous receipts. The funds of the Table shall be paid into the account of the Table opened in a Bank decided upon by the Table Executive. Any surplus funds may be invested in such manner as may be decided by the Table.

c) The Chairman may at his discretion incur expenditure of an amount not exceeding Rs.500/- for charity or other purposes connected with the Table without having to obtain the prior sanction of the Table. The expense shall be ratified by the Table subsequently.

d) All moneys raised for community service project and other charitable purposes shall be maintained in a separate bank account and separate financial records be kept for the purpose. The administrative and the charity funds shall not be mixed together and moneys raised for community service cannot be used for the administrative expenses of the Table unless it is an expenditure incurred for executing community service projects.

e) Any Payment made to the association for the president's emergency fund, or such other purposes shall be paid from the Charitable Funds of the Table.

f) Any two of the four Office Bearers shall operate the two bank Accounts and any other deposits of the Table.

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g) Fees

- i) Admission fee (payable on induction) Rs. 200
- ii) Subscription (each quarter or part thereof) Rs. 150
- iii) Deposit (refundable on cessation of membership of the Table) Rs. 200

Honorary Members and Temporary Associate Members are not liable for any of the above fees. All dues are to be paid within 30 days of intimation from the Treasurer. Non-payment within the due date may result in cessation of membership.

#### h) Fines

1. Late for meeting up to 30 minutes Rs. 5.00
  2. Not wearing lapel pin Rs. 5.00
  3. Not bringing Minutes to the meeting Rs. 5.00
  4. Cross Talk and not paying attention at meeting (fine at Chairman's discretion) Rs. 5.00
  5. Payment delay of more than 1 month after receiving bill for Table dues Rs.10.00
  6. Absence from meeting without leave being granted Rs. 5.00
  7. Absence without prior information for social to Host or Secretary Rs.25.00
- i) Each National and Area Delegate shall be paid First Class to and fro train fare to attend Association & Area Meeting.
  - j) The accounts and minutes books of the Table shall be open for inspection by any member on application to the Treasurer or the Secretary as the case may be whose duty it shall be to produce the same for inspection at the next ordinary meeting of the Table provided seven clear days notice is given in writing.

## Section 20: Meetings

#### a) Substitute Article VII: Table Rules – Section 15 Meetings, Subsection: a)

All Meetings shall be conducted according to accepted parliamentary procedures, and the ruling of the Chairman shall be normally accepted. However, if a member disagrees he may appeal for a vote on the decision. A simple majority shall then decide the issue. Any such decision shall not be deemed to indicate lack of confidence in the Chairman. Only Active Members of the Table shall be entitled to vote at any meeting of the Table or Table Executive or at any of its subcommittees except the Chairman who has a casting vote only. Any meeting shall be canceled if there is no quorum at the end of 30 minutes from the time fixed in the notice circulated by the Secretary. Members who attend a meeting more than 30 minutes late shall not be entitled for attendance. Members leaving within one hour from the commencement will lose their attendance.

#### a) Ordinary Meetings:

An Ordinary Meeting may be called by the Secretary by giving six days notice in writing to all the Active Members of the Table. The Agenda may be as given below:

1. Toast to the President of India and Sponsor Table(s).
2. Reading of Aims and Objects
3. Apologies for absence and appointment of Sergeant at Arms
4. Welcome to guests and visiting Tablers
5. Confirmation of minutes of previous meeting
6. Matters arising therefrom not covered elsewhere
7. Correspondence
  - 7.1 RTI
  - 7.2 Area
  - 7.3 Others
8. Induction of new members (if any)
9. Reports
  - 9.1 Chairman
  - 9.2 Secretary
  - 9.3 Treasurer
  - 9.4 Projects Convenor
  - 9.5 Fellowship Convenor

- 9.6 Extension, Rules Convenor
- 9.7 International Relations Officer
- 9.8 Publicity
- 9.9 Table Talk and Magazine
- 10. Any other matter
- 11. Venue of next meeting
- 12. Report of Sgt. at arms (fines and sunshine)
- 13. Vote of thanks
- 14. Toast to RTIndia and RT International

The Table shall meet at least twice every calendar month on fixed days and the meeting shall be hosted by a Tabler in rotation. The quorum at Ordinary Meetings shall be 40% of the total Active membership.

b) Emergency Meeting:

The Emergency Meeting may be called by the Chairman or in his absence, the Vice Chairman by given 24 hours notice. No resolution shall be deemed passed unless agreed to by majority of the Active Members of the Table. The quorum shall be 40% of the total Active membership.

c) Annual General Meeting:

The Annual General Meeting shall be held before the end of august each year. The Agenda may be as given below:

- 1. Toast to the President, Republic of India
- 2. Toast to Sponsor Table
- 3. Reading of the Notice convening the meeting
- 4. Reading of Aims and Objects
- 5. Appointment of Sergeant-at-arms
- 6. Apologies for absence received from Tablers
- 7. Introduction and welcoming of Guests
- 8. Communications and Greetings received
- 9. Confirmation of Minutes of the previous Annual General Meeting
- 10. Presentation of Annual Report of the Table
- 11. Approval of Audited Accounts for the year
- 12. Presentation of Gifts and Awards
- 13. Address of outgoing Chairman
- 14. Investiture of the incoming Office Bearers
- 15. Address by incoming Chairman
- 16. Appointment of Convenors and Committees
- 17. Appointment of Honorary Tablers
- 18. Approval of budget for the following year
- 19. Appointment of Auditors and Bankers
- 20. Resolution authorising incoming Office Bearers to operate the Bank Accounts
- 21. Any other business
- 22. Vote of Thanks
- 23. Toast to Round Table India
- 24. Toast to Round Table International

The Secretary shall by 15th of July give notice in writing to each member of the Table and also circulate the agenda for the meeting containing all reports, resolutions etc. If the Annual General Meeting is held before August, then the above notice and circulation periods shall be 15 days prior to the Annual General Meeting. The quorum at an annual general meeting shall be the same as that for the ordinary meetings.

## Section 21: Proxy

A member may exercise his vote by proxy at an Ordinary, Emergency or Annual General Meeting provided that the member so authorised by the absentee member shall present the written proxy to the Chairman of the meeting before the commencement of the voting.

## Section 22: Socials

The Table shall hold a Social, once in every calendar month. Each Tabler shall host a Social in rotation. Guests are permitted to attend with prior permission of the Chairman and host.

### **Section 23: General**

Substitute Article VII: Table Rules – Section 15 Meetings, Subsection: g) to i)

Substitute Article VII: Table Rules – Section 16 Miscellaneous, Subsection: d)

- e) The Table may sue or be sued in the name of the Chairman or Secretary.
- f) The members of the Table Executive shall be indemnified by the Table against any loss, risk or expenses which might happen to them or be incurred by them in the discharge of their duties as Members of the Table Executive.
- g) A notice or communication may be served on any Member of the Table or Table Executive either personally or through post. A notice or communication sent by post shall be deemed to have been served on him on the date following the day in which it was posted to his last known address. Non receipt of a notice by a member shall not invalidate the proceedings of the meeting.
- h) Members are advised to keep the proceeding and deliberations of Table meetings confidential and use discretion in discussing with non-Tablers.
- i) No Member shall make a commitment financial or otherwise on behalf of the Table, unless the same has been previously discussed and approved at a Table meeting.
- j) Copies of Non-routine correspondence by members to other Tables or to the Area or to the Association shall be marked to the Chairman for Information.

### **Section 24: Dissolution of Table**

- a) The Table may be dissolved by a Resolution passed at a meeting of the Table supported by not less than two-thirds of the total Active Members of the Table for which not less than sixty days notice in writing shall have been given to the members and to the Secretary of the Association.
- b) If a Resolution to wind up the Table is duly passed, the Table shall be wound up under the supervision of a member of the National Executive. The Table's Charter, the Members' badges and any badges in hand shall be returned to the Association forthwith.
- c) If, on winding up of the Table, there shall remain, after satisfaction of its debts and liabilities, any property whatsoever the same shall not be paid to or distributed among the members of the Table, but shall be given for a community service activity or to any other service organisation for utilizing the said money for community service. This shall be done subject to the permission of the National Association.

### **Section 25: Alteration of Rules**

- a) These rules supersede all earlier rules. No alteration to these rules shall be made except at a meeting for which fifteen days clear notice in writing proposing any alterations or additions or deletions to these rules shall be circulated by the Secretary to every Active Member of the Table and no such resolution shall be deemed carried unless supported by not less than two-thirds of the total Active Members of the Table.
- b) Any Table resolution may be altered or a new resolution passed, without prior notice, at any ordinary meeting of the Table by a simple majority provided such alterations or resolutions do not affect these rules.

### **Section 26: Rules of the National Association**

- a) The constitution of the association shall so far as applicable be deemed to be incorporated herewith and shall prevail in the event of a conflict with any rules herein contained or with any addition to or alternations of the same.
- b) Any amendments, additions or deletions to the foregoing obligatory provisions of the Table Rules will automatically be deemed to be incorporated in each Table's Rules from the date of the Amendment by the General Body of the Association.

#### **Section 27: Revocation of Charter**

If the membership of the Table in the Association is revoked in terms of the rules of the Association, and on such revocation there remains, after satisfaction of its debts and liabilities, any property whatsoever, the same shall vest with the Association, and the same shall be given by the Association for a community service activity or to any other service organization with similar objectives. On revoking the membership of the Table, the National Secretary Treasurer and the President shall become the Authorised Signatories to the Bank Accounts of the Table.

#### **Section 28: Appeal**

All decisions taken, in accordance with the above rules by the Table, in any matter relating to the Table or the Tabler shall be final and conclusively binding on the Table and the Tablers and the same shall not be subject to the proceedings in the Court of Law.

## 7. Table Code

### I. The Table

Table is a member of the National Association of Round Tables known as Round Table India. The individual Tabler is a member of the Table and has complete individuality of membership, but is bound by the Table Rules.

### Officers

The Officers of the Table are the Chairman, Vice Chairman, Secretary and Treasurer, all of whom are Active Tablers elected in the month of May and the Immediate Past Chairman all of whom take Office at the Annual General Meeting of the Table.

### Table Executive

The Table Executive consists of the Officers and other appointed Convenors who shall take office in the same manner as the Officers. The Table Executive is the committee of the Table and deals with all routine business. The Executive advises on any business brought before the Table and considers in detail all resolutions and agenda of the Association. Controversial matters arising from these are invariably discussed by the whole Table and appropriate explanation and recommendations are made by the Executive. Matters of detail are referred to Table Committees from whom regular reports are received. Each committee is generally under the Convenorship of a Table Executive member.

In general, the Table Executive conducts the routine business of the Table through the Officers and Committees. In particular, it carries into effect the wishes of the majority of the Table members. The Executive meets once a month.

### National & Area Delegates

The Table nominates 2 National Delegates and 2 Area Delegates to represent the Table at all Association and Area meetings respectively. They are co-opted without voting rights to the Table Executive if they do not sit as Officers or Convenors. Their instructions proceed from the Table Executive, conforming to the express wishes of the Table on any points which have been considered by all the members.

### Table Committees

The following Committees are appointed only to assist the Table and its Executive. They are useful training ground for less experienced members. The Committees and the groupings generally are:

- I. Projects and Fund Raising
- II. Extension, Rules and International Relations
- III. Publicity
- IV. Fellowship
- V. Table Talk, Area Magazine and Table Magazine.

The Chairman and the Vice Chairman of the Table are ex-officio members of all committees. As mentioned earlier, each Committee is under a Table Executive member and should report regularly to the Executive.- For a detailed list of the duties of each Committee, refer to the Table Rules.

### Meetings

The Table meets twice a month and the Secretary prepares (in accordance with the rules) and sends out the agenda before the meeting and a copy of the minutes after the same. These meetings are usually held in the homes of Tablers. For a detailed explanation of these rules, refer to the Table Rules.

Ordinary meetings and Annual General Meetings of Tables should not be treated as completely closed meetings. A visiting Tabler has every right to attend these meetings of a Table. If a Table requires to hold a closed meeting, a separate meeting as distinct from the ordinary meeting should be convened for this

purpose or a part of the ordinary meeting could be treated as closed and the visiting Tabler excluded from the closed part of these meetings. The visiting Tabler shall be given attendance for this meeting.

All Tables are recommended to enter their contact telephone numbers in the telephone Directory under the alphabet "R". They should also display their meeting days at Airports and wherever else possible.

## **Membership**

Every member is expected to live up to the highest ideals of the movement not only in public, but also in private. The Tabler is expected to fully participate in all Table activities and must remember that the Table does not retain inactive members.

## **II. Membership**

### **1. Table membership**

The introduction of suitable new members forms the life blood of the movement and it should be the concern of every Tabler to ensure that persons introduced to membership possess the highest qualities of character, intellect and personality, and are capable of undertaking the obligations which membership implies.

Members of Round Table must be between the ages of 18 and 40 and be actively engaged in a trade or profession in such a capacity that they are in a position to speak with authority upon their own vocation. The balance of the Table is maintained by a limitation, where possible, on the number of Active Members from each vocation. Tables, however, should endeavor to maintain a balance between the professions and general business and should also bear in mind that each classification should be limited to two members. The maintenance of the highest standards in respect of membership cannot be too strongly emphasized. There can be no greater disservice than to bring into the movement individuals who have little to offer their fellow men and who are unlikely to honour their responsibilities as members.

Table Membership is the responsibility of the Table Membership and Extension Committee whose duties have been defined elsewhere.

### **2. Introduction of Members**

Membership is by personal invitation. The Proposer must have been a member for a sufficient period. Prior to taking first steps to introduce a new member into the Table, the proposer should be mindful of his obligations to the movement to ensure that the person he introduces, not only fulfils the requirements of membership but is a fit and proper person who will uphold the high ideals of the movement.

Before approaching a possible member, the proposer should raise the matter with the Table Membership Committee and give all details which may be required. Following this, an invitation should be extended to him to attend meetings as visitor. The proposer should be mindful that the issue of an invitation does not imply any obligation upon the visitor or Table. During these attendances, the Membership Committee should take the opportunity of assessing his potential as a possible member.

The basic purpose of interviewing prospective members must be to hold a general, friendly discussion on Round Table so that opinions which might not be expressed at meetings can be expressed and the more personal problems created by Round Table obligations can be aired.

If the impression gained during the interview is particularly unfavorable or the prospective member has genuine doubts as to his interest in Round Table or his ability to meet the obligations of membership, he should not be persuaded to proceed. Others, however, who through lack of knowledge are unsure of their own position, can be given the understanding which will ensure their confidence and enthusiasm in the movement which is essential amongst prospective members.

Finally, follow a few don'ts which experience has shown should not be ignored, if trouble is to be avoided at a later stage:

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1. Don't understate the obligations of membership.



2. Don't question him on his financial position, but don't fail to acquaint him with the incidental expenses of Round Table. His finances are none of your business. You are only concerned with what a man is and not what he has.
3. Don't delve too deeply into private and business affairs of a prospective member.
4. Don't be afraid to dissuade unsuitable people.
5. Don't forget that you alone are responsible to the movement for the maintenance of the highest standards of membership in the Table.

The recommended procedure for dealing with nominations is as follows:

The Membership Committee shall report in the first available Table Executive Meeting so that it may decide whether the nomination shall be received, and if majority of the Executive present shall vote against the receipt of the nomination, the candidate shall be refused admission to Membership. If the Executive decides to receive the nomination, the Secretary shall forthwith cause a private notice to that effect together with the particulars of the nomination to be circulated to every member of the Table. At any time within 14 days after the circulation of such notice, any Active Tabler may give notice in writing to the Secretary that he objects to the nomination. Upon receipt of any such objection, the Secretary shall give a written notice to the objecting Tabler calling upon him to attend a meeting of the Executive to support his objection. The Executive shall interview each objector separately. When the Executive shall have interviewed all the objectors who shall have appeared, they may adjourn to a future Executive Meeting the further consideration of the nomination. The Executive shall either immediately or at such meeting, to which consideration of the nomination shall have been adjourned, decide by vote whether the nominee shall be admitted to Membership, and the nominee shall not become a Tabler of the Table if more than three members of the Executive shall vote against his admission.

An alternate procedure based on that followed by many Tables is as follows:

The Membership Committee shall, on receipt of the nomination, after satisfying itself as to the requirements of classification, age etc. invite the prospective member to attend Table meetings. After attendance by the prospective member at three meetings and at least one social function of the Table to which his wife also shall be invited, his name shall be proposed for election at the immediately following meeting of the Table. Objections if any, from other members, shall be discussed after which the prospective member's nomination shall be put to the vote. He shall be elected provided two-thirds of the members present and entitled to vote, are in favour of the same.

### **3. Induction of New Members**

When the method of recruitment as recommended has been carried out, the prospective new member must attend a Table meeting to be inducted into full active membership. This first attendance sets a standard by which all those which will follow will be judged and it should be so regarded by all present.

Sometimes insufficient consideration is given to the induction ceremony of a new member. There is no need for an elaborate initiation ceremony, but at the outset a little formality is valuable. It is assumed that the Membership Committee has satisfied itself as to the suitability of the nominee, that the aims of the Movement have been fully explained to him and that he has been made aware of the obligations he is undertaking as well as the privileges pertaining to membership. All these preliminary steps having been taken, there comes the day when the prospective member attends the Table for the first time after approval of his membership. Obviously this must not happen casually. An appointment must be made with him for that event and a good attendance ensured. The induction of a new member affords an opportunity for all members to be reminded of the obligations they similarly assumed and to extend friendship to the new member.

The Chairman, having announced that a prospective member is to be inducted, invites the proposer to present him to the Chair. All members should stand for the induction ceremony. The Chairman should ensure that reference to the following items is made at the time of induction.

- I. Need for regular attendance at meetings and community service work.
- II. Expected to live up to Aims and Objects to the best of his ability.
- III. Inactive members are not retained.
- IV. Number of Round Tables and approximate membership.
- V. International aspects of Round Table.

- VI. Round Table International affiliation and the names and countries of the member - organisations.
- VII. Date when Round Table was founded in the country
- VIII. Significance and meaning of the badge
- IX. Exhort to wear the badge at all times.

#### 4. Recommended Induction Ceremony

The Chairman requests all members to stand and says the following preferably from memory:

Chairman: "Tonight it is my privilege to induct Mr. \_\_\_\_\_ into the \_\_\_\_\_ Round Table No. \_\_\_\_\_. I would ask his proposer to bring him forward and introduce him to the Table." (Proposer comes forward and introduces the new member.)

Chairman to Proposer: "Have you fully explained to Mr. \_\_\_\_\_ the responsibility and obligations of membership of Round Table?"

Proposer: "Yes."

Chairman: "Does he understand three things – first, that he must attend meetings and community service activities regularly; second, that in his public and his private life he is required to do his best to live up to our ideals; third, that we do not retain inactive members?"

Proposer: "Yes."

Chairman to Inductee: "Do you accept these obligations?"

Inductee: "Yes."

Chairman: "Mr. \_\_\_\_\_ it is my privilege to induct you to membership of \_\_\_\_\_ Round Table No. \_\_\_\_\_. (at the request of the Chairman, the Membership Convenor reads the Aims and Objects of Round Table.)

"You have been chosen for membership of this Round Table because you are believed to be a worthy representative of your vocation, possessed of qualities which can be of service to our movement and your fellow men".

"Your acceptance of membership implies that you will carry into your public and private life the Aims and Objects for which this movement stands. Your membership will involve you in an obligation to make regular attendance at our meetings and to support in every possible way the various activities of this Table."

"Mr. \_\_\_\_\_ in the name of \_\_\_\_\_ Round Table No. \_\_\_\_\_, I welcome you most sincerely into the fellowship of our movement and the presentation of this badge is a symbol of your connection with a world-wide movement of thousands of like-minded young men." (The Chairman invests him with the Badge.

"Wear this badge at all times and remember as you wear it, that you carry the good repute of Round Table into all your affairs, for the movement is judged by those who recognize you as a member." (The Chairman turns to the Table at this point.

"Fellow Members, I commend to you Tabler \_\_\_\_\_ and ask you to raise a toast to him. I would remind you that the obligations he has today assumed towards you and his fellow men are obligations of which you should be equally mindful."

After the induction the Secretary should give him his Table Rule Book, Table Banner and the New Member Kit provided by Round Table India and ensure return of new member card to the Secretariat duly filled in. The Chairman shakes hands with the new member. All Tablers applaud and resume seats. The new member should not respond in any way. The Secretary should, well in advance of induction, arrange for a New member Kit from the Supply House of Round Table India.

New members who have been inducted into a Table will be included in the records of Round Table India only on payment of Entrance Fee. The receipt of the duly filled New Member Card provided in every New Member Kit, by the National Secretariat will be the proof of payment of the Entrance Fee. The Secretariat will then allot a code number to such a Tabler. The proof of Date of Birth (Copy of Birth Certificate /School Certificate/ Passport /Driving License) should be sent along with the New Member Card by the Table Secretary soon after the induction of the Tabler.

## 5. The Position of the New Member in the Table

Often the new member will find in the Table a number of friends and acquaintances, in which case he will be able to settle into the fellowship of the Table easily. It may happen that this is not so and the new member should appreciate that he must get to know his fellows just as they must get to know him. It is the responsibility of the Membership Committee to see that the newcomer is not left to himself.

The Table Chairman can do a great deal to make a new member or a transferred new member feel that he can be useful, by seeing that he is appointed to a committee in whose work the newcomer is or can become interested. The ice may be broken for him by his being called upon to propose a vote of thanks at an early meeting. Even inexperienced speakers frequently make a success of this job if they are given reasonable warning. A talk by a new member about his vocation will not only assist in giving him confidence, but will also make him feel he has achieved full membership of the Table.

The new member should be prepared to accept the Table as something new which he has to understand and absorb. The Table must see to it that the newcomer has every possible opportunity to come quickly into the unique fellowship which is so greatly valued and treasured by those whose privilege it has been to share the same.

## 6. Transfer of Membership

A member moving from one city to another has no automatic right of transfer to a Table in the locality into which he has moved, but it would be unlikely that any Table would unreasonably withhold membership from such a transferee. To assist a Tabler, upon moving, six months leave of absence may be granted to enable him to visit Tables in the locality into which he has moved thereby giving him the opportunity to get to know Tablers in the new locality. It should be mentioned that the Table should accept a transferred member notwithstanding the fact that the classification appropriate to his trade or profession may be full. The acceptance of a transferee is often an opportunity for a Table to show the meaning of true fellowship to a fellow-Tabler who, with his family, may be without friends in the new city into which he has moved and a transferred member should always be specially welcomed and introduced by the Chairman. The Rules provide that a member of an overseas movement affiliated to the RT International, may at the discretion of the Table concerned become an active member of such Table, provided he abides by the Rules of the National Association except that insofar as the classification rule is concerned he shall be regarded as a transferred member.

## 7. Honorary Members

It is clearly laid down that Honorary Membership is the highest honour which can be bestowed by a Table, and it follows, therefore, that this honour should be given sparingly. In certain Tables, however, there has been a tendency for Honorary membership to be given somewhat freely, thereby depreciating the significance of this class of membership. It cannot be stressed too strongly that Honorary Membership when given to past active members should be given only to those who have rendered outstanding service to the Table or the Association and not to be used merely for keeping within the Table fellowship someone who may be universally liked and respected. Honorary Membership, within the meaning of the Rules, can be conferred of course upon persons other than past active members of Round Table. Whilst it is left to the discretion of Tables to apply the Rule, in no circumstances shall Honorary membership strength exceed ten per cent of the active strength of the Table or part thereof.

Honorary Members are required to be elected or re-elected annually-never merely as a matter of course. No person can be an Honorary Member for more than a period of two years cumulatively of the same Table. Honorary Members may attend Table meetings and enjoy all Table privileges except that of voting or the holding of any office.

## 8. Cessation of Membership (including Expulsion)

Active Membership shall cease on the 30<sup>th</sup> of June of the Table's financial year in which a Tabler completes the age of 40 years. Membership also ceases for the following reasons:

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- a) Failure to honour his financial or attendance obligations as a Tabler;
- b) Disregard of any Rule or Regulation of the Table or being guilty of conduct inimical to the interests and good repute of Round Table.

In order to build up the Travel Fund, every Table should request their members who leave the Table due to age restriction, to donate to the Past Members Travel Fund an amount equivalent to at least one year's Table subscription.

## **9. Conduct of Members**

Since its formation, members have worked hard to establish Round Table as a responsible organisation worthy of a position of honour in the community. None should willingly cause harm to the reputation of Round Table or deliberately discredit the Association in the eyes of the general public. Sometimes trouble has been caused due to boorish or over-boisterous behavior at Charter Nights or on other occasions when the public is present. Occasionally, there has not been enough discretion at private parties, forgetting that unexpected publicity might cause something which appears harmless at the time to appear as disgraceful behavior. No one has a wish to spoil the fun which is an essential part of Fellowship. At the same time, a bad reputation easily earned would be difficult to shed. It is the duty of all Table Chairmen to see that good order is preserved at meetings and all Table functions. It is the responsibility of each Tabler to see that nothing happens at any public or private event associated with the name of Round Table which could cause embarrassment of any kind.

## **10. Classification**

There is no hard and fast list of Classifications. However, it is desired that the classifications be given in two words, the first one indicating the nature of the job followed by a word indicating the type of industry. Examples would be as follows:

- a. Person handling sales in an Airline: Sales - Airline
- b. Managing Director of a textile company: Management - Textiles
- c. An Engineer in a textile company: Engineer - Textiles
- d. Managing Director of an advertising company: Management -Advertising
- e. Person dealing in cotton: Sales - Cotton
- f. Gentleman farmer: Management – Agriculture

Tables are requested to ensure classifications on the lines mentioned above are given while filling out the directory information form.

## **III. Guidelines for Table Office Bearers**

### **A. Chairman**

1. Do not accept Chairmanship solely for the honour and privilege attached to it. There are several, varied and onerous responsibilities that must be effectively discharged, failing which the entire Table would be adversely affected. Therefore, before accepting the office of a Chairman,
  - a) Discuss, in depth, with Past Chairmen, the trappings of office.
  - b) Discuss, in depth, with your outgoing Chairman, his successes and failures.
  - c) Accept the inevitable that you would be the nucleus of the entire Table and that it is your job to keep the Table together.
2. Learn to accept severe criticism of your activities, because there is never any solution acceptable to all. Such criticism could be either at a meeting or outside, it could be directly to you or to any other person. Remember you are handling human nature and therefore, reactions are varied and many. The more the criticism, the greater the inner strength of the Table.
3. Having assumed office as Chairman, plan for your entire year immediately. Plan keeping in mind the time available with you for the Table, the direction you want to give to the Table, the aspects of Tabling and fellowship on which you want to lay emphasis, the general attitudes, likes and dislikes of all Tablers. The important point however, is to adhere to such calendar/plan at all costs.
4. Get to know each member and their family personally - personally enough to be able to walk in at midnight into their home without being mistaken. Establish a relationship where each Tabler values

your friendship, whereby you will be able to insist on effective performance of their obligations as a Tabler.

5. Make it clear to all Tablers that you intend following and enforcing rules of the Table, particularly with reference to attendance, participation in all activities of the Table and financial obligations of Tablers. Let it, however, not remain a mere statement. On the contrary enforce rules and you will find yourself a better leader.
6. Meet your office bearers and Executive before each meeting, where all correspondence received, policy documents etc., are discussed in depth. This avoids unnecessary and prolonged discussions at Table meetings thereby making the meetings dull and of long duration. In short, do your homework well before each meeting.
7. Start your meetings on time. Follow strictly the Table Rules, regarding granting of attendance at Table meetings. Make it a point to be the first to arrive at all Table meetings. It has its own educative value for floor Tablers.
8. As Chairman, go out of your way to make, visiting Tablers, visitors, guests and prospective Tablers feel at home. Make a conscious effort not to leave them stranded or feeling lost.
9. Recognize, acknowledge, and appreciate through a kind word, the work done by Tablers, both within and outside the Table. Announce these achievements at Table meetings.
10. Keep absolute control over deadlines to be met, visa-vis RTI and Area. It presupposes your constant and day to day contact with the Table Secretary, in particular.
11. And finally remember that there is immense scope for innovation in your Table. New ideas, new methods could always be introduced by you.

## **B. Vice-Chairman**

1. In the absence of the Chairman he should take over all his duties.
2. His year in office should be used as a training ground so that when the time comes for him to take over, he will have had sufficient experience.
3. He may be given any responsibilities or Convenorship of committees by the Chairman.

## **C. Secretary**

The Secretary of a Table is largely responsible for its success. The duties are well within the powers of any man if he is prepared to take a little trouble. He can be sure of the whole-hearted support of the National officers. His responsibilities fall under two main headings; his own Table and the National Association. The Secretary on taking office should ensure the minute book, the register of members, the official Table rules and all other Table records have been received from his predecessor.

Within the Table, the Secretary is primarily responsible for the following:

1. Regularity and prompt commencement of meetings of the Table.
2. Agenda, minutes and records of the Table and Executive meetings. A typical agenda for a Table meeting is given elsewhere. Essential facts to be recorded in the minutes are-what meeting it was, where it was held, the date, who was there and who took the chair, all matters discussed and decisions made. Care should be taken to see that matters ordered to be done at the last meeting are reported on and recorded.
3. Assist and advise the Chairman on all matters concerning conduct of meetings. Every Table Secretary should familiarise himself with the National and Table Rules and with meeting procedures.

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4. Advise the Table on procedure for making nominations for Officers, forwarding motions, Table reports etc.

5. Proper presentation of the National business to the Table and/or the Executive.
6. The Table rules, which must be approved by the National Association.
7. Ensure that the Table sends two delegates to the National Annual General Meeting. This is most important as the decisions at the meetings are made by the vote of the individual Tables.
8. Ensure that new members are admitted in accordance with the proper procedure.
9. Ensure that visiting Tablers sign the book and receive an attendance card, if requested.
10. Custody of Table records and property.
11. Plan Table business to avoid inconvenience to speakers. Regular business meetings should be held and need not be boring if properly planned.
12. Maintain a National file and hand over all the records to his successor.
13. Well in advance of the induction of a new member, arrange to get from the Supply House the New Member Kit and the name badge.
14. Maintain and update Table career of members on the reverse of the membership nomination form.

Obviously, much of the foregoing will be delegated to other members of the Table, but the Secretary should ensure that the various duties are performed. Every Table Secretary should set up and maintain a file for National Communications. If all communications giving information, National agenda and National minutes are filed in sequence, there will gradually be built up a file, which will be of the utmost value to the present Secretary and his successors. It would be simple for the Secretary to make up an index. A great deal of correspondence would be obviated if such a reference file exists in each Table.

### **Secretary - Relations with The National Association**

1. Ensure that two National Delegates are elected by the Table who could be either any of the Officers of the Table or from the other active members.
2. Watch the dates for sending in motions, reports and nominations.
3. See the "Resolutions" appearing elsewhere in this Handbook and follow appropriate procedure.
4. The Secretary should remember that decisions and elections of National officers at the National Annual General Meeting are made by the Tables' National Delegates who may be represented by a proxy by another member of the same Table. The National Delegates should be made aware of the Tables' wishes.
5. From the Annual Return in 'C' Form, the National Association composes the Table's entitlement to magazine, directories, newsletters etc. and the Secretary will therefore realise the importance of returning this form promptly and accurately and advising the National Secretary and the Table Talk Editor of Membership changes as they occur.
6. During September, all Tables will receive from the Association for completion and return Form 'C' which must be completed in all respects and sent to the Association along with the dues payable by 15<sup>th</sup> of October each year. If these Forms are not completed or if they are not sent within the due date, the Table will lose its voting rights at the following General Meeting of the Association. The directory information form received in July from the Secretary should be filled and sent to the printers not later than 1<sup>st</sup> of September each year. The Table Secretary is advised to work in conjunction with the Table Treasurer on the following points:
  - a) The annual fee is payable in respect of every Active Tabler on the rolls of the Table on 1<sup>st</sup> of October each year. In addition, an entrance fee is payable in respect of every new member taken during the 12 months preceding the above mentioned 1<sup>st</sup> of October. These fees are payable even if a Tabler is on leave of absence.

- b) Check the Table membership roll with last year's Secretary to see that all members, Active and Honorary, are accounted for on it. An ideal thing for the Table is to keep a card index.
- c) Check with last year's Treasurer about any pending dues to the Association.

### **Secretary - General**

1. Keep in constant and daily touch with the Chairman to discuss and take action in respect of day-to-day administration of the Table. This will avoid duplication of work and also help create a better personal relationship.
2. Attend to Table correspondence immediately. Routine correspondence can be attended to without sanction from the Table. Be prompt in correspondence.
3. Set aside half an hour each day regularly for Table work. Attend to all correspondence, phone calls, minutes, follow-up action in that period. The ideal time is 8/8.30 a.m. as you are certain that all Tablers would be available at that time.
4. Establish personal contacts with each Tabler so that you are able to maintain a record of their achievements both within and outside the Table.
5. Arrange for regular Executive meetings and meetings of office bearers so that all matters relating to the Table can be discussed.
6. As an office bearer you are equally responsible for the punctual starting of meetings, adherence to deadlines, submission of 'C' Form etc. Pay extra attention to these in particular.
7. Be innovative. Introduce procedures, systems that are out of the ordinary. Show to each Tabler that you care and are concerned about them. For example, sending letters of appreciation, greetings etc., are effective in building excellent fellowship.
8. Be meticulous in the drafting and circulation of minutes. Make your minutes crisp, interesting and readable. Follow the prescribed form so that the burden on the NEX, AEX is considerably reduced. Avoid amendments to minutes, as far as possible. The greater the amendments, the lesser the claim to being an effective Secretary.
9. Maintain a list of all suggestions and topics discussed at various meetings, but postponed for future discussions. Make it a point to bring to the Tablers' notice such points at the relevant meetings. In other words keep track of all points for discussion.
10. At Table meetings, while you are the Secretary, be a keen but silent observer. Participate in discussion only if essential, otherwise utilise your time to record and note proceedings.

### **D. Treasurer**

The Table Treasurer,

1. Is responsible for looking after the Table finances and properly recording all transactions.
2. Should maintain separate accounts for the Administrative Funds and the Charitable Society/Community Service Funds.
3. Should obtain all records and files from the outgoing Treasurer and get to know from him his views and recommendations in the maintenance of the accounts.
4. Should update himself with the Table Rules and the relevant portions of the RTI Handbook so far as it concerns the Treasurer so as to have adequate working knowledge about the Table Finances.

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5. Should co-ordinate with the outgoing Treasurer in preparing the budget for the coming year and recommend to the Table the possible sources of income to meet the budgeted expenditure or alterna-



tively indicate areas where expenditure could be reduced as to limit the overall expenditure within the available income.

6. Should send out subscription bills to all the members immediately on taking over. Depending upon the practice in each Table, the subscription bills could be sent on monthly/quarterly/half-yearly or annual basis.
7. Should ensure that the 'C' Form and other dues are sent to RTI on or before the prescribed date, so that the Table/its delegates are not deprived of the voting rights at the Association AGM.
8. Should submit all bills/claims received by the Table and have it duly passed for payment. No payment should be made prior to approval by the Table save under exceptional circumstances.
9. Should know that funds raised for community service projects by the Table or Table's RT Charitable Society are Trust Funds and must be strictly accounted for separately from the administrative funds and should be used for the purpose for which it is raised. It is in this background that all Tables have separate Bank Accounts for the Charitable Society/Project account and Administration account and on no account should there be any mixing up of the funds.
10. Soon after the close of the year on 30<sup>th</sup> of June, should prepare the annual Income & Expenditure Account and Balance Sheet as on the said date, have it audited by the Table Auditor and submit the same for inclusion in the Annual Report of the Table to be placed before the Annual General Meeting.

### **Basic Operating Principles**

1. At the outset, consider the adequacy or otherwise of the existing system of accounting and take corrective action, if found necessary. It is not advisable to introduce new methods of accounting based on the personal knowledge of the incumbent Treasurer since it might prove difficult for the successors.
2. In the discharge of the function as a Table Treasurer, one should:
  - a) Receipt all monies received i.e. receipts should be issued for all monies received so that the identity of the various sources of income can be easily established at the time of reconciliation of Bank Account.
  - b) Promptly deposit all monies in the Bank Account and not retain cash on hand unnecessarily.
  - c) Settle all bills promptly as soon as it is passed for payment by the Table.
  - d) Always have the latest Bank Balance figures available by having the pass book filled in or obtaining a statement of account before the Table/Executive meeting. Reconciliation of the Bank Account should be done at regular intervals to confirm the figures as well as to note any irregularity.
  - e) Maintain regular accounts and periodically submit to the Table a statement of affairs to keep the Tablers informed about the financial position of the Table.
  - f) Provide a service to the Table by organising himself to always have the financial information available which is a key factor when a decision is to be taken by the Table.

### **Charitable Society**

It is advisable for the Table to form a Charitable Society/Trust and register the same under the Societies Registration Act/Trust Act. All community service and other charitable activities of Tables can be carried on under the banner of the Charitable Society. The registration of a separate entity for the purpose will also help the Table to segregate the administration funds/expenditure and the funds collected for the charitable purpose.

A Model memorandum of Association and by-laws for formation of a Society/Trust in the name of the Table is given separately for information and guidance to the member Tables. Most of the Tables have already instituted a Charitable Society/Trust and the new Table and such of the other Tables who have not yet formed a Charitable Society can refer to the model document. For compliance with the other requirements

in the formation of a Charitable Society/Trust, the Table would be well advised to take assistance from professionals engaged in such work.

It should be incumbent on the Tables to comply with various requirements under the Societies Registration Act/Trust Act, once the Charitable Society/Trust is registered under the said Act. The Treasurer would have to play a vital part in this regard since it mainly deals with maintenance of accounts and other records, filing of the Annual Return and list of office bearers etc. with the Registrar annually.

### **Income Tax Act**

There is no liability to taxation for the funds collected in the administration account from the members by way of subscription, fines, etc. But in so far as the income of the Charitable Society is concerned, the exemption from tax is available only if certain conditions set forth under the Income Tax Act are complied with.

Under the Income Tax Act, any income of a Charitable Society or Trust would be exempt from tax if at least 75% of the income of each year were applied towards charitable purpose. The Income Tax Act defines a charitable purpose as one, which includes relief to the poor, education, medical relief, and the advancement of any other object of general public utility.

Generally for carrying out the charitable objects, the Tables raise funds by way of donation or other voluntary contributions apart from the amounts, which may be raised towards advertisement in souvenir or other forms of advertisement during cultural shows etc., organised by the Table. No doubt the amount collected by the Table by way of advertisement charges is tax deductible in the case of the person from whom such amount has been collected. The same benefit does not automatically accrue in the case of amounts so contributed as donation allowed as a deduction in the case of the donor and that too only if the donee has been granted exemption under section 80-G of the Income Tax Act.

It would be compulsory for the Table to register the Charitable Society/Trust under the Income Tax Act also with the Commissioner of Income Tax having jurisdiction over the area in which the Table is situated. Such registration under the Income Tax Act must be done within a period of one year from the date of formation of the Charitable Institution. Secondly, an application should be made to the said Commissioner of Income Tax seeking exemption under section 80-G, which would be considered and granted from time to time keeping in mind the actual performance and compliance with the relevant rules.

The Income Tax Act also prescribes certain specific forms and modes for the investment of the surplus funds of the Charitable Institution. If this investment pattern is not strictly adhered to, it would result in the Charitable Institution being liable to forfeit the exemption granted under the Income Tax Act.

The specified form and modes of investment of the funds are as under:

1. Investment in savings certificates as defined in clause (c) of Section 2 of the Government Savings Certificates Act, 1959, (46 of 1959) and any other securities or certificates issued by the Central Government under the Small Savings Schemes of that Government;
2. Deposit in any account with the Post Office Savings Scheme;
3. Deposit in any account with a Scheduled Bank or a co-operative society engaged in carrying on the business of banking (including co-operative land mortgage bank or a co-operative land development bank).
4. Investment in units of the Unit Trust of India established under the Unit Trust of India Act, 1963 (52 of 1963);
5. Investment in any security for money created and issued by the Central Government or State Government;
6. Investment in debentures issued by, or on behalf of, any company or corporation both the principal and the interest whereon are fully and unconditionally guaranteed by the Central Government or by a State Government;

7. Investment or deposit in any Government Company as defined in Section 617 of the Companies Act, 1956 (1 of 1956);
8. Deposits with or investment in any bonds issued by a financial corporation which is engaged in providing long-term finance for industrial development in India and which is approved by the Central Government for the purposes of clause (viii) of sub-section (1) of Section 36;
9. Deposits with or investment in any bonds issued by a public company formed and registered in India with the main object of carrying on the business of providing long term finance for construction or purchase of houses in India for residential purposes and which is approved by the Central Government for the purposes of clause (viii) of sub-section (1) of Section 36;
10. Investment in Immovable property.

Explanation: “**Immovable Property**” does not include any machinery or plant (other than machinery or plant installed in a building for the convenient occupation of the building even though attached to, or permanently fastened to, anything attached to the earth)

11. Deposits with the Industrial Development Bank of India established under the Industrial Development Bank of India Act, 1964 (18 of 1964).

The accumulation of funds free from Income Tax is possible by informing the Income Tax authority in advance and within the prescribed time that the Table desired to accumulate funds for a period not exceeding 10 years for carrying out certain specific charitable object(s). However, it should be noted that on or before the end of 10 years, the funds so accumulated and kept invested in the prescribed mode should be spent towards the specific purpose for which it was so accumulated failing which the amount so accumulated will lose the tax exemption and would be liable to be taxed.

There is also one other small adjustment possible from year to year when an amount not exceeding 25% of the income of the year could be identified as that which is to be spent in the immediately following year, and if it is so spent, then the tax exemption for the same could still be availed.

### **Foreign Contributions**

It is also possible for the Charitable Institutions to raise funds through Foreign Contributions. In such a case it would be compulsory for the institution to register with the Government and identify a particular Bank Account in which the contributions are to be deposited. The Bank concerned will also be informed by the Government to monitor the said account.

Prescribed returns/statements will have to be filed with the Ministry of Home Affairs, New Delhi indicating the receipt of contributions during each half-year (calendar year basis) and annual statement showing the application of such funds.

## **IV. Guidelines to Some Table Convenors**

### **A. Table Membership Convenor**

#### **Duties**

- 1) To promote and maintain a healthy membership in your Table.
- 2) To ensure that all aspects of nomination and induction of new members is completed efficiently.
- 3) To recommend appropriate action to the Table Executive where members are not meeting the Table's standards.
- 4) To endeavor to keep a sensible balance in age groups and job classifications, to prevent problems associated with a large number of age rule retirements over a short period, and the problems associated with a preponderance of any type of member.
- 5) To record attendance and publish at least quarterly in the minutes.

## **Preparation**

A sound knowledge will not only assist you in carrying out your duties but will also make you more confident in your dealings with other Council members, and at Table meetings. It is suggested that reading the following material will assist this process:

- 1) Your Table Rules
- 2) RTI Handbook
- 3) Your Table Membership files and records.

## **Method**

1. Take stock of present membership by tabulating the age and job classifications of every member. Ideally, you should be able to separate your Table into three age groups, approximately 30% under 25, 20% over 32 and the bulk of your membership in the age group 25-32. There should be a fair balance of representation between trades and professionals. If there is a serious disproportion of ages or classifications, go all out to recruit to fill the particular gap.
2. From this basic knowledge, decide what you wish the membership to be at the end of your term, and announce your aim to the Table as soon as possible after your appointment. In taking the next step in planning your campaign, you must allow for the expected loss of Tablers from resignations, retirements and transfers. This figure can be obtained from past experience.
3. Decide whether any aspects of Table life detract from potential members joining, as the Table must have an atmosphere, which makes people want to belong. Interesting meetings, well run business sessions, good social functions, and imaginative community service projects will ensure that guests coming along for the first time will want to join. A close liaison with your Chairman and other members of the Executive (particularly the Programme Convenor) will result in your ideas becoming action.
4. Plan your campaign, which will in most cases fall into two categories, firstly where the membership has been maintained at a reasonable level and your "age group and classification" tests show no real problem (Plan One), and secondly, where the Table membership is well below the level for maximum efficiency (Plan Two).

### **Plan One**

- 1) The introduction of new members achieves better results if carried out early in the Table year, as the members have some months to become an established Tabler before the break at the end of the year.
- 2) The main source of new members will come from existing members, and your job will be in providing the stimulus for this to achieve the necessary results. The methods you can use include:
  - a) Publish classifications and ages to be filled, asking members to take action.
  - b) Preparation for members to bring guests.
  - c) Tablers to have Introducing RTI pamphlets available to issue to interested friends.
  - d) Programme a special Visitors Dinner or meeting to make sure that an interesting programme is scheduled. It has been proved an advantage to phone all members 6-7 days before the meeting.

### **Plan Two**

1. Obtain the right Table attitude by means of the Chairman discussing all aspects of membership, and then form a strong membership committee of at least six members. As membership is the first priority, the other Convenorships should be disregarded and the most enthusiastic members available be on the committee. You will have to discuss these matters with the Table Executive.

**108 CONSTITUTION** 2. Prepare a membership board to be displayed at each meeting, divided into:-

- a) Name of prospect
- b) Address and telephone number

- c) Occupation
  - d) Age
  - e) Name of proposer
3. Duty of Tablers will be to place names on this board **as they come to mind** at each meeting. Set an adequate target as yield can be as low as 33 1/3%
  4. Tablers do not have to approach, themselves, anyone whose name is entered on the board.
  5. When the target is achieved then the membership committee goes into action, making sure they have sufficient membership kits on hand, and at least one brochure on 'What is Round Table' for each name on the board .
  6. A letter should be sent stating that each man's name has been forwarded as a prospective member of Round Table, asking them to read the enclosed brochure, and that in a week or so he will be visited by two members of the local club to discuss his thoughts on joining.
  7. Allocate between the committee, who should phone the prospective member and arrange to visit him. Do not give the impression that you are trying to talk him into joining.
  8. The following three meetings should be set aside for membership meetings and should be of a high caliber both educationally and fellowship-wise.
  9. Meeting One - The prospect should be picked up by a Tabler who will be responsible for him for the whole of the evening, and who will take a dinner badge for the prospect. The meeting should have the theme. "What is Round Table", with three experienced Tablers to speak on:
    - a) History and aims of RTI
    - b) RT International
    - c) Community Service.

The Table Chairman should talk about the local Table. It is important to mention at this stage how much Tabling costs per annum.

10. Meeting Two - Between meetings one and two, the prospects should be contacted to maintain enthusiasm, and then picked up and treated in the same fashion as meeting one. A talk by a past or present RT International delegate can be arranged.
11. Meeting Three - Should follow the lines of any Visitors Dinner meeting, and at this meeting names are to be obtained of all those wishing to be inducted.

As a result of using either Plan One or Plan Two, you should now have prospective members and from this position you can proceed with the next steps towards induction.

### **Inductions**

- 1) Table rules will determine the number of attendances required before a prospect can be mentioned for membership. Ensure the member sponsoring the candidate completes a nomination form.
- 2) If rules provide for free discussion of a nominee's merits, at the Table, it is suggested he should not attend the meeting at which his admission will be decided.
- 3) Obtain confirmation that the nominator has alerted his candidate to his obligations. The Chairman or Membership Convenor should speak to the new Tabler before his induction to ensure our Aims, Objects and Obligations are understood.
- 4) Notify the Table of nomination and follow Table Rules concerning procedure for election.
- 5) Recommend possible duties for the new Tabler on admission. It is a sound policy to give each man a job as soon as he is admitted to the Table to prompt active participation.
- 6) Check that the new Tabler is on the RTI mailing list.

## **General**

1. Be early at the meetings and with the help of your committee ensure that all guests are welcomed, including an introduction to the Chairman.
2. Consider the whole tenor of your Table life and how it affects membership, making sure that discussions with Table Executive will rectify any shortfall in performance.
3. Get the new Tabler and the quiet Tabler involved in meeting procedure and activity generally.
4. Assist any Tabler who is not meeting his obligations to obtain an improvement in his effort. A personal visit is of great value in these circumstances.
5. Make recommendation to Executive if any member is unsatisfactory after action as per 4) has been taken, because if things are left to drift it will affect the whole Table.
6. Welcome transfers in, and write to appropriate Table for transfers out.

## **B. Fellowship Convenor/Club Service Convenor**

1. Most Tables have little difficulty getting a social programme started, but the continued enjoyment of social activities is dependent on each Social Convenor.
  - a) Deciding upon an active and varied social programme suited to the members of his Table.
  - b) Planning and organising each outing.
2. In addition, as a member of Table Executive, the social Convenor will be asked to consider and vote on many matters outside his own portfolio. Accordingly, he must ensure he is fully prepared for all duties as a Convenor.
3. It is the social Convenor's responsibility to organise all Inter-Table social events and contests.

## **Preliminary**

All Convenors must prepare themselves at the beginning of their year. It is their duty to:-

1. Make sure your knowledge of your Table, of Round Table India and its international affiliations is up to date.
2. Obtain all files from your predecessor and request his views and recommendations. (Establish annual or regular engagements, e.g. golf contests.)
3. Consider the aspects of your programme, which require greatest attention and plan priorities.
4. Obtain executive approval to your plan.
5. Allocate duties to each member of your committee so that they have a positive part in the programme, and have committee meetings once a month at a minimum.
6. Co-ordinate your programme with other Table activities.

## **Policy**

There are several conditions, which must be fulfilled to avoid problems-

### **110 CONSTITUTION**

1. Give notice of events well in advance.
2. Make clear who will pay, when, how much.

3. If refreshments are to be pooled - specify requirements.

### **Programme**

At the end is a brief summary of items, which Tables can incorporate in their programme. Obtain confirmation of fixtures. Then plan your programme to avoid an uneven distribution of events. Confer with the Programme Convenor to prevent any clash. It is frequently enjoyable to follow up an active project with a party the same evening. This also applies to Seminars or Educational Sessions.

### **Variety**

It goes without saying that Tablers expect varied social programme. Resist the temptation to repeat successful engagement with an identical, or near similar, evening soon afterwards. Guests will compare events and since the novelty has gone, an unfavorable result is likely.

### **Special Consideration**

Our ladies give us a great deal of freedom to enjoy our many Table activities. An occasional mid-week night out for our women - while we baby sit is a small and suitable repayment for their help.

### **Organisation**

Enthusiasm and good ideas are insufficient. Social events must be organised in detail, duties delegated precisely and arrangements made to check that duties have been properly carried out.

We have already mentioned the need for firm arrangements for finance, food and refreshments. Don't overlook glasses, cutlery, tea towels, sporting equipment, referee's whistle and referee.

### **Finance**

Most Tablers prefer a 'user pays' basis for sharing costs of nights out, but it is normal for any equal levy to be made on all Tablers for ground hire, etc. for sporting fixture-or for these costs to be covered by General Funds.

Similarly, the costs of evenings to entertain special overseas guests should be evenly shared. On occasions, the Table may be asked to arrange an event on behalf of the Area. A budget should be submitted to Area Executive for approval. Any profit or loss is to be handled by Area Executive.

### **Fellowship/Club Service Convenor**

1. Remember, that most Tablers have children who cannot be constantly left at home. Therefore, while planning social activities, always give preference to activities where the entire family can be involved. At a social event, organise activities simultaneously for the wives and children so that they are not left out while Tablers congregate at the Bar.
2. Remember that as Social/Club Service Convenor, it may not be possible for you to participate totally, in the festivities, as your constant supervision and guidance is essential. The sacrifice is undoubtedly justified as it ensures fellowship and happiness at such gathering.
3. Learn to be immune to criticism, which will come your way irrespective of the meticulous organisation of such events. Accept suggestions and genuine criticism, but do not at any time throw in the towel on the basis of comments and criticism which is unwarranted and unjustified. People always tend to find faults and indulge in armchair criticism. Accept this as part of your responsibilities.
4. Do try and arrange programmes, which involves the wives and children as participants. A children's programme, arranged, compiled and enacted by Tablers' children would be a good beginning.
5. Fellowship

- i) To be responsible for the Annual General Meeting arrangements and all other social functions of the Table.
- ii) To make arrangements for inter-Table and any outdoor functions which may be held.
- iii) To provide a balanced variety of programmes at Table social functions.
- iv) To organise speakers for Table meetings if necessary. These should include outside speakers on various topics or members speaking on their vocations. Should ensure that visiting speakers are received and are properly briefed before the meeting.
- v) To organise a Round Table India Week in November.

### **Social Events**

Some of the events chosen by Tables for their social programmes could be:-

#### Table Nights

- House Parties
- Hotel Dinner Parties
- Film Evenings
- Stage Shows
- Ball
- Wine and Cheese Evenings
- Fancy Dress Parties
- International Food Evenings
- Sing-Song
- Casino

#### Inter-Table

- Socials
- Debates
- Public Speaking Contest

#### Family Gatherings

- Picnic
- Children's X'mas party
- Barbecue
- Diwali Evening

#### Sports

- Golf
- Squash
- Cricket
- Football
- Table Tennis
- Snooker

### **C. Table International Relations Convenor**

#### **Duties**

As the Table International Relations Convenor, your job is to encourage your Table to work actively in furthering goodwill, creating tolerance and understanding between all people. RTI is a member of the RT International, and Table participation in International activities is an important and ready avenue for promoting wider understanding. Knowledge of this organisation and the ways you can use it to help your Table, are major aspects of your portfolio.

Your aim is to involve each Table member in the International Relations field, not just be a 'one man band'

#### **On Taking Office**

112 **CONSTITUTION**  
1. Make yourself familiar with the origin, objects and composition of the RT International.



2. Consult your predecessor on last year's activities with special regard to programmes commenced but not completed.
3. Draft a plan of action for your term of office, and discuss this with other Convenors it may affect.
4. Read over correspondence for the past year, particularly that correspondence with the National I.R. Committee. Reply promptly to requests from this International Relations Committee for progress reports on your Table's activities.

## **Activities**

There are three main areas of work:

- a) The promotion of understanding
- b) International Community Service
- c) Fellowship and contact

## **Promotion of Understanding**

Visiting Speakers

Keep a sharp lookout for possibilities in this field at all times-and invite speakers for meetings.

## **Seminars**

Consider holding a seminar on International Relations in your Table. Invite Tablers from nearby Clubs to share the fun and the benefit with you. Prior thought and organisation is necessary for success, but it is well worth it.

## **International Community Service**

"Give a man a fish and you give him a meal. Teach him how to fish and you feed him for life".

## **Fellowship and Contact**

International Relations Dinners

You should arrange a special International Relations dinner to stimulate interest in International Relations both in your Table and your Community. The date is to be arranged with your Programme Convenor.

- 1) Arrange a suitable guest speaker-a member of an Embassy or High Commission, an exchange student, a Government Official, a local man with overseas contacts, or a Tabler qualified to speak on International Relations.
- 2) Seek from your overseas contact materials such as slides, tapes, greeting banners, etc. for use at the Dinner.
- 3) Invite overseas students and visitors.
- 4) Arrange photographs for the Table Talk.
- 5) Decorate the hall with posters of overseas and flags of other countries.
- 6) Include foreign dishes on the menu.

## **Hosting Overseas Students**

One of the most important aspects of Table's International Relations work-encourage Tablers to take genuine interest in entertaining students and technical trainees preferably where they have a common interest, firstly in their own homes and then at Table meetings and group functions.

## **Contact with Tables and Clubs Overseas**

This is known as the World Council Inter-Club Contact Programme. Check with your predecessor what contacts your Table already has, and plan to maintain and improve them. Use Airmail, as no one thing will kill a promising contact as quickly as the use of surface mail, and be prompt with your reply. Arrange to exchange Bulletins, read the letters and parts of the Bulletins at your Table meetings. Follow up with films, slides or tapes or a combination of these tools to deepen the contact. Arrange postal golf tournaments, postal chess and your ingenuity will give you other methods of bringing the contact to understanding each other.

Copies of all correspondence to Tablers or Clubs abroad on International Relations should be sent to the International Relations Officer and if these relate to projects an additional copy should be sent to the Projects Convenor.

### **Overseas Travel**

If one of your members is making an overseas trip to countries where there are RT International Member Associations, it can be most valuable to understanding, and enjoyable to make contact with members of these Clubs. Any organised group of Tablers visiting other Associations abroad should inform the International Relations Officer.

Advise the foreign International Relations Committee of the following particulars:

- a) Name, age and Table of the traveller.
- b) Means of travel.
- c) Countries to be visited.
- d) Details of itinerary - dates, flight numbers, hotels etc.
- e) Travelling alone or with wife and family or friends.
- f) Any matters of interest-vocation, Table experience, etc.

On receipt of this information, addresses of contacts will be given, or the Association concerned advised.

### **International Meets**

Every Table desirous of organising any International meet or tour of Tablers shall adopt the following guidelines.

- a) Prior to organisation of the tour, permission shall be obtained from the National Executive through the Immediate Past President/IRO.
- b) A detailed report on the nature of tour, places to be visited, cost etc. should be submitted.
- c) The Table shall keep the Immediate Past President informed of the progress made in respect of the tour periodically.
- d) Detailed audited accounts of the tour should be submitted by the Table along with the 'C' Form immediately following the tour.
- e) It is desirous that any profits accruing from the tour be used towards community service / International relations.

### **Conclusion**

This is a job which requires thought and ingenuity to produce results. But those results will surprise you in the rewards in satisfaction and education. Keep the Table fully informed by reporting at Table meetings. This will result in participation from all members.

Unless we mix with other people, and other members of RT International, exchange methods and ideas, learn to appreciate each other's strengths and weaknesses, we can never hope to assist in creating a

It is now up to you !

#### **D. Table Talk Correspondent/Public Relations Officer Duties**

You are the watchdog, commentator and publisher on Table activities being the publisher of the Table publication and reporter to the public. Your efforts go into the homes of members, prospective members and others outside your own Table. This must be considered when editing the Bulletin or reporting to the news media. Unless your Table Rules specify you as such, the P.R.O./Bulletin Editor will not be a member of Table Executive. This independence and freedom of action are important features of your appointment.

It is your responsibility to see that you recognize the following:-

##### **Information:**

Blend fact, comment and humour of your own and other contributions into your publication and forward factual reports to the news media.

##### **Reporting:**

You are the Table reporter-arrange for articles to be forwarded to Table Talk and Area magazine. Public Relations is not a One Man Job. The whole Club has a part to play. It is the total activity of the Table and the actions of all the members that will be reflected in the opinions held by the Community.

On Taking Office: Like all Convenors you must prepare yourself at the beginning of the year. As PRO/TT Correspondent:-

- 1) Make sure your knowledge of your Table and RTI and its International affiliations is up to date. This is done by reading:
  - a) Your own Table Rules
  - b) The RTI Handbook
  - c) Re-read recent copies of other Table bulletins
- 2) Get together with your predecessor and request his views and recommendations.
- 3) Plan your priorities - programme your duties which will require the greatest attention, a time Table of production and deadlines.
- 4) Have Executive approve the expected expenses, if any.

##### **Policy**

Ensure your reports reflect a constructive outlook aimed at the promotion and betterment of your Table. Negative attacks have no place in editorial comment, but this does not mean that criticism should be omitted. It is recommended that every Table publish a Bulletin monthly mailed to all members. Some Tables publish newsletters and bulletins prior to every meeting.

##### **Circulation**

Prospective members and visitors-get the names from the Membership Convenor and inform T.T. and Area magazine.

##### **Bulletin Contents**

1. Encourage letters and articles.
2. Notify TT of achievements of Tablers in their outside Table activities. Be careful to give widespread coverage and do not direct too much attention to too few. A personal pen picture of individuals, especially newer members, aids fellowship.

3. Choose your material for publication from TT and AM-from overseas Table bulletins, newsletters, and other local Table Bulletins.
4. You should develop your own style and personality for your reports and articles.

### **Table Talk Correspondent/PRO**

1. Realise and accept that majority of Tablers are reluctant if not averse to penning their thoughts and ideas. It is upto you to persist (some times at the cost of harsh reaction) in convincing Tablers to write articles, reports, opinions etc. Do not be perturbed or put off by negative reactions regarding lack of response. Keep the pressure on and you will, in a short time, perceive a change in attitudes.
2. Accept within you, the inevitable requirement that there is nothing degrading or unfair about your having to visit Tablers in an effort to get them to write. Equally, there is nothing wrong or even unfair in your having to go to Tablers' houses or offices to collect their written contributions to Table Talk or the Area Magazine. Do remember that the effort is ultimately for the benefit of your own Table.
3. Remember that the Editor of Table Talk or your Area Magazine or even your Table bulletin/magazine enjoy the privilege of editing any material you may send for publication. Consequently, do not be unnecessarily provoked if such a privilege is exercised by the Editor. If, however, you are unable to accept right of an Editor to edit, then ensure that your matter for publication is:
  - a) relevant
  - b) concise and crisp
  - c) does not read like a mere record of activities
  - d) conveys and highlights the crucial event sought to be reported
  - e) is interspersed with a little humour/light hearted comments
  - f) is accompanied by photographs
  - g) typed neatly, without errors, with double line spacing.
4. Be convinced, essentially that your task is crucial in establishing the credibility of the movement in society.
5. Table Talk And Magazine
  - a) To regularly report to the official publication of the Association on all Table activities and send photographs wherever possible.
  - b) To provide the National Editor with articles or any other material considered worthy of publication in Table Talk, the national magazine.
  - c) To encourage all members to contribute to Table Talk.
  - d) To encourage Tablers to provide advertisements or donations for support of Table Talk.
  - e) If the Table publishes a news-sheet or bulletin he shall be in charge of the same and this should be distributed to all members of the National Executive, Area Executive as well as to selected neighbouring Tables.
6. Publicity
  - a) To ensure that all Table activities especially those concerning community service activities are properly publicised in the local media.
  - b) To recommend all members to use car stickers, banners, wearing of lapel pin on all days, etc. for publicising the movement.

Be sure your Table Secretary gives you all Bulletins and Magazines, Area and National Newsletters received by the Table. From these keep your Tablers informed of the goings on in other Tables and at Area and National Executive Meetings.

Put your best image forward. Publicity is not Public Relations, but publicity is a tool you can use to achieve good public relations. The image we want in Table is obvious to us as Tablers. We know that we are a group of idealistic young men dedicated to the betterment of our community by profitable use of our leisure time. What about the public? It is your publicity that will help them see Round Table as it really is.

## **E. The Table Programme Convenor**

### ***Duties***

The task of the Programme Convenor is to provide balanced programmes for all Table Meetings. These should include entertainment which will not only sustain the interest of a group of active young men, but will be of such quality that your members will be looking forward to the next meeting eager to bring along a friend or business associate and be able to proudly say: “**This is Round Table**”.

Close liaison with your Chairman and other Executive Members is essential. A varied and well balanced programme is required in view of the scope of vocations represented by your fellow members.

Emphasis must be placed upon the necessity to maintain a high standard of dinner meetings as no Table can afford not to cater for prospective members and the dinner meeting is generally the first contact they will have with Round Table. Your goal, therefore, is to ensure that each programme has a favourable impact on visitors and members alike.

### ***Your Planning***

Your predecessor should have arranged the programme for the first month of your office. If not, make sure you do not commit the same error and immediately arrange the best programme possible until you can compile a comprehensive plan for the ensuing year. Draw up a programme showing your meeting dates for the year and one month. Include in the programme the Table's fixed commitments that have been pre-planned and are known, International Relations Night, Inter-Table/Intra-Table debates, public speaking competitions as well as forward social and sports activities.

On the free nights plan for guest speakers, films or some form of instruction or entertainment. Still allowing for flexibility in case of the unexpected, plan about 3 months in advance.

### ***Guest Speakers***

Study the list of subjects presented by speakers over the twelve months to avoid repetitions. Ask for suggestions from Table members and add a few bold topics of your own. Set about arranging speakers on topics requested. Don't be afraid of speakers on controversial subjects or approaching top flight speakers to present them because you won't be the first programme Convenor to have a Prime Minister or a Russian Diplomat, a University Professor, a leading Jockey or the Head of the local C.I.D. address your meeting.

Compile a list of known suitable local speakers; Public Service Heads, School Principals, Police Inspectors, Detectives, District Engineers, the Local M.P., all can provide an entertaining speech as can local historians, manufacturers, businessmen, sports personalities, pursuers of unusual hobbies, travel agents or Doctors provide entertaining after dinner speeches. They need not speak at the Table; you could perhaps visit the speakers place of employment and see as well as hear the subject being presented.

Do not forget some of your own members are capable of delivering suitable talks and if pushed, could be added to your list. If you wish to have a talk on a subject not available locally do not hesitate to write to a known authority or organisation, and invite a speaker to attend your meeting. Most large organisations have PRO's who are prepared to travel. Join forces with another Table in your Area and make the evening worthwhile.

The field of speakers is limitless, particularly for metropolitan Tables, so there is ample scope for your imagination. When inviting speakers to meetings the following points should be observed:-

Whether arranging by phone or by letter, state time and place of the meeting; suggest duration of the speech; give a specific date which should be at least a month in advance and if not convenient let the speaker choose a more convenient time; state the approximate number attending; if a prominent speaker is sought arrange a combined dinner with other local service clubs; arrange transport and accommodation if necessary; ask speaker to confirm his acceptance.

On the night, arrange to meet your guest and introduce him to your Chairman. See he is entertained, and arrange with your Chairman that he is introduced and appropriately thanked. After the meeting make sure you write and thank your guest for his contribution.

### **Introducing a Guest Speaker**

The following are basic rules that should be adhered to when introducing a guest speaker:-

1. Good manners and common courtesy require that the Chairman introduce and welcome guests.
2. It is essential that the announcement by the Chairman should be word perfect - no errors in naming the person or details of position, qualifications, and the reasons for the visit. This data should be handed to the Chairman by you prior to the meeting. Explain who and what the speaker is and make the man himself feel welcome.
3. Do not trespass on your speaker's time by being too long winded with the introduction; and do not give your views on the proposed topic of the speech.

### **Vote or Expression of Thanks**

In an informal gathering the Chairman should ask some member to "express our thanks". The member who does so should not mention the word "vote", and should not invite the assembled to applaud as a sign of appreciation. Such action should be spontaneous.

A vote or expression of thanks should be cordial, brief and complimentary; do not argue with the speaker or express a personal view at length. In all cases beware of the phrase, "Show our appreciation in the usual way". Do not use it.

### **Member Participation**

This is an important aspect of Table activity and the following suggestions are made:-

1. A member gives a three-minute biography.
2. The Chairman should welcome a guest speaker, as well as other guests but another member can introduce the guest speaker, as can another propose the expression of thanks.
3. Encourage your Table to discuss the Round Table Organisation-particularly on Visitors Nights.
4. Members prepare short addresses on current affairs.
5. The Public Speaking Competition.
6. Inter-Table and Intra-Table debates.
7. Chain Speaking (suitable for impromptu programme). The Chairman complete with watch and gavel reads the list of speakers and gives the first speaker his subject. At the end of a period of time, say 2 minutes, he hits the gavel, repeats the last few words of the speaker which becomes the subject for speaker No.2 and so on. The whole Table can participate in this and it is good entertainment and produces a lot of laughs.

The Table Dinner is the most important Table activity; keep it bright, fast moving and imaginative; aim high and your term of office will be successful.

## **V. Procedure for Meetings**

A simplified guide for Table Meetings is given below and all members of the Table and especially the Chairman must ensure knowledge of this to enable a meeting to be conducted properly and with decorum. The meeting procedure is not meant to make the meeting too rigid or give the appearance of being too formal; but it should be remembered that if an orderly procedure for meeting is not followed, the Chairman will have difficulty not only in controlling the meeting but also in ensuring that all matters of the Table meetings are disposed of efficiently. Otherwise the meeting is likely to drag on.

### **Chairman's Ruling**

The Chairman's ruling may be dissented from. Such a motion of dissent shall be granted and discussed, but the discussion shall be brief and to the point and no new matter shall be introduced. The Chairman shall not be required to vacate the chair while the motion is discussed. The decision of the meeting will be final. Such a challenge does not constitute an indication of no confidence in the Chairman.

### **Original Motion**

The first proposition on a particular subject, which must be seconded before any discussion may take place, is known as the Motion.

### **Amendments**

All succeeding propositions, which must also be seconded, are called amendments. When an amendment to an original Motion is moved no further amendment may be discussed until the meeting has disposed of the first amendment. A person who intends to put a further amendment customarily indicates such intention before the first amendment is put to the vote. This may be described as foreshadowing or giving notice.

### **Amended Motion**

If an amendment is carried, it displaces the original motion and becomes the amended motion.

### **Further Amendments**

Any further amendments relating to any portion of the amended motion can then be moved, provided it is consistent with the business and has not been covered by an amendment or motion which has been previously rejected. After a vote on each succeeding amendment to the amended motion has been taken, the surviving proposition is finally put as the 'main question' and if carried becomes: The Resolution, i.e., the decision of the Meeting.

### **Right of Reply**

The mover of an original motion, if no amendment has been moved, has the right of replying at the close of the debate. If an amendment is moved, he is entitled to speak on it and at the close of the debate on such amendment, he has the right of replying to the discussion, but must introduce no new matter. The question, when put from the Chair is immediately voted upon without further discussion.

### **Withdrawals or Additions to Motions**

No motion or amendment is allowed to be withdrawn without the unanimous consent of a meeting. No addendum or rider can be added to a motion once it has been accepted by the Chair, without the full consent of a meeting. If there is one dissent, the special addition must be proposed and seconded and treated as an ordinary amendment.

## Closing Debate

Procedural motions are usually put at the discretion of the Chair. Such motions for the "previous question", "next business" or "closure" are moved and seconded in the normal manner. The first two cannot be put when an amendment is under discussion or when the proceedings are in Committee. The last applies only to the motion or amendment against which it is put. No speeches are allowed on such questions. The correct moment for the putting of these questions, all of which are usually noted and timed by the Chairman, is usually according to the judgment of the Chairman, who will respect the general will of the meeting. In the event of a closure being carried, the mover of the original motion has the right to reply.

## Adjournment

The adjournment of debate may be by any member. He must confine himself to that question and not discuss any other matter. The mover of the original motion has the right to reply on the question of the adjournment, and the exercise by him of such right does not prejudice his right to reply also on his own motion. If no date is fixed for resumption, the main question is shelved.

## Council in Committee

There is a procedure by which the full Table may deal with the whole of the business of an organisation, or part of the business of an organisation in camera (privately). The procedure of Council in Committee enables debate to proceed without the normal rules of debate applying.

For example, it is not necessary for a Motion or Amendment when moved or proposed to be seconded. Intervention in a debate by anybody can be as frequent as they desire, subject to the right of the Chairman to draw attention to repetitive speeches.

## Chairmanship

To assist the Chairman in the chairmanship and conduct of meetings, notes and suggestions are included hereunder to appreciate the nature of the task to be performed and to know the basic rules of Chairmanship. It is suggested that he confer with the Secretary on the Agenda prior to each meeting, so that he will be conversant with all matters that will arise at that meeting.

The Chairman's fundamental duty is to conduct a meeting so that people attending that meeting may express their views and give effect to their wishes. Problems will arise. The Chairman should be courageous. He should make decisions and stick to them unless they are shown to be clearly wrong. Then he should withdraw his ruling as gracefully as possible. He should be prepared, by knowing in advance the Agenda which will be before the meeting. A Chairman performing his duties correctly has nothing to fear from a meeting.

The art of effective Chairmanship, like the art of driving a car, is for the Chairman to know the method of dealing with ordinary situations so well that his actions are virtually automatic. For example, the following remarks of the Chairman, in this typical illustration of a motion brought before a meeting, should spring spontaneously to his mind:

Raj: "I move that a special meeting of the Table be held next Tuesday".

Chairman: "Will someone second the motion?"

Ravi: "I second the motion"

Chairman: "Do you wish to speak on the motion Raj?"

(Raj speaks on the motion.)

Chairman: "Do you wish to speak on the motion at this stage Ravi?"



A seconder need not speak, is entitled to speak immediately after the proposer of the motion has spoken, or may speak later if he reserved his right to do so provided that a formal motion has not terminated the discussion.

(Ravi speaks.)

Chairman: "Does anyone wish to speak against the motion?"

(If no one wishes to speak against the motion the Chairman usually puts it to the vote forthwith.)  
(There follows some discussion)

Ashok: "I move an amendment that the word 'Tuesday' be deleted from the motion and the word 'Thursday' be inserted in its place".

Chairman: "Will someone second the amendment?"

Mohan: "I second the amendment".

Chairman: "Do you wish to speak on the amendment, Ashok?"

(Ashok speaks on the amendment.)  
(There follows discussion on the amendment.)

Chairman: "I now put the amendment to the meeting".

Voice: "What is the amendment?"

Chairman: "I ask the Secretary to read the amendment".

(Secretary reads amendment).

Chairman: "I now put the amendment to the meeting. All those in favour, say 'Yes'."

Voices: "Yes".

Chairman: "All those against, say 'No'."

Voices: "No".

Chairman: "The 'Yes' have it ..... (pause) ..... I declare the amendment carried".

The pause is so that a member may call for a show of hands. If the amendment is carried, the motion is then amended accordingly and the amended motion is then open for further discussion or amendment. If the amendment is lost, discussion on the motion continues.

Chairman: "The amended motion now reads: 'That a special meeting of the Table be held next Thursday'. Is there any further discussion? ... (pause) ... As there is no further discussion I put the amended motion. All those in favour, say 'Yes'."

Voices: "Yes".

Chairman: "All those against say 'No'."

Voices: "No".

Chairman: "The 'Yes' have it ... (pause) ... I declare the motion carried".

## VI. Model Table Minutes Format

### Aims and Objects of Round Table

-----  
-----  
-----  
-----

(----- Round Table No. -----)  
(Member, Association of Round Tables of India.)

Minutes of the ..... Meeting (3<sup>rd</sup> of 92 -93) of ..... Round Table No. ....  
..... held on 3<sup>rd</sup> September, 1992 at ..... Hotel/Club/Tr. ....  
.....residence etc., at 7 p.m.

#### Tablers Present

1. (C)
2. (VC)
3. (S)
4. (T)
- 5.

#### Leave of Absence

- 1.
- 2.

- 6.
- 7.
- 8.
- 9.
- 10.
- 11.

#### Tablers Absent

- 1.
- 2.

- 12.
- 13.
- 14.
- 15.

#### Visiting Tablers and Sq. Legs

- 1.
- 2.
- 3.

16. (Hon. Tr.)
17. (Hon. Tr.)

Attendance:  $\frac{15}{19} = 78.95\%$

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- i. Toast: Chairman to call the meeting to order with Toast to President, Republic of India. Toast may also be raised to Sponsor Table/s.
- ii. Reading of aims & objects:
- iii. Appointment of sgt-at-arms:

- iv. Welcome to Hon. Trs., Sq. Legs, Visiting Trs. & Guests:
- v. Confirmation of minutes of previous meeting:
- vi. Matters arising therefrom not covered elsewhere:
- vii. Our Tablers at other Table meetings and projects:
- viii. Correspondence:
  - 1. Round Table India
  - 2. Area
  - 3. Others
- ix. Induction of new Tablers (if any).
- x. Reports
  - 1. Chairman
  - 2. Secretary
  - 3. Treasurer
  - 4. Projects/Community Service Convenor
  - 5. Fellowship Convenor
  - 6. Extension and Membership Convenor
  - 7. Rules Convenor
  - 8. I.R.O.
  - 9. Table Talk, Magazine & Publicity Convenor (Table Communication Officer)
  - 10. Fund Raising Convenor.
- xi. Any Other Matter:
- xii. Date And Venue Of Next Meeting:
- xiii. Report Of Sgt-At-Arms: (Fine & Sunshine)
- xiv. Vote Of Thanks:
- xv. Closure:With Toasts to RTI, &RT International.

Date: .....

Tr.  
Hon. Secretary.

### **Your Attendance**

No. of Meetings Held (92-93)	Your Attendance	Credits	Percentage
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Dates To Remember:

- Birthdays:
- Anniversaries:
- Projects:
- Socials:
- Others:

## VII. Memorandum of Association of Coimbatore City RoundTable No.31 Charitable Society

1. The name of the Society shall be Coimbatore City Round Table No. 31 Charitable Society.
2. The objects of the Society are:
  - a) To establish and maintain Colleges, Schools, Libraries, Reading Room sand other Educational Institutions and Societies.
  - b) To aid, by giving scholarships, donations, fees, etc. to deserving poor students to enable them to begin, pursue, complete their studies, training, research etc.
  - c) To establish, construct and maintain Hospitals, Dispensaries, NursingHomes, Wards and other Institutions for the relief of the sick and to aid and co-operate with institutions doing similar work.
  - d) To construct, establish and maintain conference or meeting halls,community centres and buildings that may be found necessary and useful for public purposes and lease them to public and utilise the proceeds of the rent to fulfil the objects of the society.
  - e) To make provisions for poor homes, orphanages and to give gratuities to needy and deserving persons in poor and destitute circumstances.
  - f) To collect and maintain a fund for the objects and purposes of the Society by way of conducting benefit performances, fetes, charity ball and publication ofSouvenir and collecting advertisements and other kinds of fund raising activities and in particular to accept donations and gifts of proper-ties (movable and immovable).
  - g) To accept, purchase, construct and maintain or take on lease any buildings or land deemed suitable for the purposes of the Society.
  - h) The investment of moneys of the Society shall be in accordance with theSections 11 and 13 of the Income Tax Act, 1961, or any amendments that may be made thereto.
  - i) To act as trustees or manager of any Institution, Society or Trust having similar objects.
  - j) To borrow and raise moneys for the purposes of the Society in such manner and on such securities as the Society may deem fit.
  - k) To incorporate with itself any Institution, Society or Association having objects wholly or in part similar to those of the Society and to co-operate with any person or body of persons in and of such objects.
  - l) To do all such other lawful acts as may be necessary or incidental and conducive to the attainment of the above objects or any of them.

## Model Rules and Regulations of Coimbatore City Round Table No. 31Charitable Society

1. The name of the Society shall be **Coimbatore Round Table No. 31 Charitable Society.**
2. The Registered Office shall be in the city of **Coimbatore at 34, Venkataramana Road, R.S. Puram, Coimbatore 641 002.**
3. The date of formation of the Society is **3.11.1978.**
4. The office of the Society is situated within the jurisdiction of the Registrar of **Coimbatore.**
5. The business hours of the Society will be from **10 am to 5 pm.**

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6. The objects of the Society are to establish and maintain Colleges, Schools,Libraries, Reading Rooms and other Educational Institutions and Societies.

7. The activities of the Society for furtherance of its objects will be as follows:
  - a) To aid, by giving scholarships, donations, fees etc. to deserving poor students to enable them to begin, pursue, complete their studies, training, research etc.
  - b) To establish, construct and maintain Hospitals, Dispensaries, NursingHomes, Wards and other Institutions for the relief of the sick and to aid and co-operate with institutions doing similar work.
  - c) To construct, establish and maintain conference or meeting halls,community centres and buildings that may be found necessary and useful for public purposes and lease them out for public and utilise the proceeds of the rent to fulfil the objects of the Society.
  - d) To make provision for poor homes, orphanages and to give gratuities to needy and deserving persons in poor and destitute circumstances.
  - e) To collect and maintain a fund for the objects and purposes of the Society by way of conducting benefit performances, fetes, charity ball and publication ofSouvenir and collecting advertisements and other kinds of fund raising activities and in particular, to accept donations and gifts of proper-ties (movable and immovable).
  - f) To accept, purchase and maintain or take on lease any buildings or land deemed suitable for the purposes of the Society.
  - g) To invest or deal with moneys of the Society in accordance with theSections 11 and 13 of the Income Tax Act, 1961, or amendments that may be made thereto.
  - h) To act as trustees or manager of any institution, society or trust having similar object.
  - i) To borrow and raise moneys for the purposes of the Society in such manner and on such securities as the Society may deem fit.
  - j) To incorporate with itself any Institution, Society or Association having objects wholly or in part similar to those of the Society and to co-operate with any person or body of persons in and of such objects.
  - k) To do all such other lawful acts as may be necessary or incidental and conducive to the attainment of the above objects or any of them.
8. The Chairman is the officer who is empowered to give directions in regard to the business of the Society.
9. Enrolment of members  
All members including Honorary members of Coimbatore City Round Table No.31 shall be members of the Society.
10. Cessation of membership  
Any member, including Honorary members, who ceases to be member of CoimbatoreCity Round Table No.31, for whatever reason, shall automatically cease to be a member of the Society.
11. Extra Ordinary General Body Meetings  
An Extra Ordinary General Body Meeting may be called by the Secretary by giving seven days notice in writing to all members of the Society. The quorum at such meetings for the conduct of any business shall be at least 50% of the total membership.
12. Annual General Body Meeting  
The Annual General Body Meeting shall be held on or before 31stAugust each year. TheSecretary shall, by 15thJuly, give notice in writing to each member of the Society, of theAnnual General Body Meeting. The Secretary shall circulate by 25<sup>th</sup>July, the reports of the Officers and audited financial statement. If for any reason, the AGBM is held beforeAugust, then the above notice and circulation periods shall be 20 days and 10 days respectively prior to the AGBM. The quorum at an AGBM shall be 50% of the to-tal members.

13. The Register of Members, the books containing minutes and books of account at the Registered Office of the Society will be open for inspection to its members free of charge only during business hours from 10 am to 5 pm by giving three days' notice in writing to the Secretary.

14. Governing Body

- a) The Governing Body shall consist of the Executive of Coimbatore City Round Table No. 31 at that time (i.e. the Chairman, Vice Chairman, Secretary, Treasurer and four Convenors - total 8) who shall have control over the affairs of the Society.
- b) The Governing Body shall meet at least once in three months.
- c) A meeting of the Governing Body may be convened at any time by the Board of Officers providing at least three days' notice to all Governing Body members in writing. The quorum at a meeting shall be 50% of the total Governing Body members.
- d) The quorum for all meetings of the Governing Body shall be 50% of the members of the Governing Body. If within half an hour of the time of meeting the required quorum is not present, the meeting will stand adjourned to the same day and time in the following week.
- e) The members of the Governing Body shall be indemnified by the Society against any loss, risk or expenses which might happen to them or be incurred by them in the discharge of their duties as members of the Governing Body.

15. Management

- a) The entire affairs of the management of the Society shall vest in the Governing Body.
- b) The Governing Body consisting of the Executive of Coimbatore City Round Table No. 31, shall take office of their respective posts as in the Table executive at the Annual General Body Meeting and its term of office shall run concurrently with the term of their office in Coimbatore City Round Table No. 31. The Officers of the Tables shall form Board of Officers of the Society.
- c) The Treasurer, either with the Chairman or with the Secretary of the Society, shall jointly sign all cheques, notes, bills and other negotiable instruments and operate the accounts of the Society.
- d) The Society shall sue or be sued in the name of the Society represented by its Secretary.
- e) All contracts and documents shall be made or executed by two members of the Governing Body, one of whom shall be the Chairman.
- f) The Governing Body shall be responsible for the following:-
  - i) To maintain and cause to be maintained proper accounts and records.
  - ii) To publish the Annual Reports and Accounts of the Society.
  - iii) To convene the Annual General Body Meetings.
- g) True accounts shall be kept of the moneys received and expended by the Society and of the properties, credits and liabilities of the Society and they shall be open to inspection by the members subject to any reasonable restrictions as to the time and manner of inspection that may be imposed in accordance with the rules and regulations of the Society. Financial year for the purpose of the Society shall mean a period from 1<sup>st</sup> July to 30<sup>th</sup> June following. The accounts and financial statements of the Society shall be audited by qualified chartered accountant/s at the end of every financial year, and the said audited accounts along with the Auditor/s' Report shall be placed at the AGM for approval of members.

16. These rules and regulations shall not be repealed nor any amendment or addition made except by a resolution passed by a majority of not less than two-thirds of the members of the Society present at a meeting convened for the purpose or at an Annual General Body Meeting.

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17. The income and property of the Society, however derived, shall be applied solely towards the promotion of the objects of the Society as set forth above and no portion thereof shall be paid or transferred, directly or indirectly by way of dividends, bonus or otherwise howsoever, by way of profits to

the members of the Society provided that nothing herein contained shall prevent the payment in good faith by the Governing Body a reasonable and proper remuneration, to any officer or servant of the Society, or to any member of the Society in return for any services actually rendered to the Society.

18. If upon the winding up or dissolution of the Society there remains, after the satisfaction of all its debts and liabilities any property whatsoever, the same shall not be paid to or distributed among the members of the Society, but shall be given or transferred to some other institution or institutions which has/have similar charitable objects and which prohibits the distribution of its income and property among its members.
19. All decisions taken in accordance with the above rules by the Society in any matter relating to the Society or its members shall be final and conclusively binding on the Society and its members and the same shall not be subject to proceedings in a Court of Law.

## **VIII. Foreign Contribution (Regulation) Act**

Owing to the complexity, procedures, and formalities in getting Foreign Contribution to the Tables directly, all Tables are requested to route Foreign Contributions through Round Table India Trust.

## **IX. Awards**

Tables should have several awards such as Best Tabler Award, 100 per cent Attendance Award etc. These awards are an integral part of Table activity and are necessary to encourage and recognise Tablers in their performance during the year. Given below for general guidance are two awards - one for Best Tabler and one for Fellowship. Tables should try and have several awards for different activities.

### **1. Best Tabler Award**

Each Tabler's performance should be judged on the following points:

- i. Attendance at Table meetings and all official functions.
- ii. Attendance at other Table and all Association meetings including Area meets.
- iii. Participation in meetings.
- iv. Participation in his Committee.
- v. Contribution to Fund Raising.
- vi. Contribution to extension.
- vii. Participation in projects.
- viii. Fellowship with all Tablers.
- ix. Contribution to Table Talk and other contribution to the Association in the capacity as a member or Convenor of the Table.
- x. Overall involvement in all the above categories.

### **Method of Judging**

In order to make it easy and have a certain uniformity, it would be ideal to judge each Tabler's performance in each of the above categories on the basis of outstanding, very good, good, average, poor and very poor and 6,5,4,3,2 & 1 points respectively be given for performance in each of the above 10 activities. All the 10 categories carry equal weight and the person with the maximum points would be the Best Tabler. For example, if a Tabler's contribution to extension was outstanding, he will get 6 points and if another Tabler did not do anything for extension either internally or externally he will get only 1 point. In the same way all the other categories will be graded for each Tabler.

Judging should be done by the office bearers of the Table in consultation with the Convenor of the particular committee. It is advisable that this be done every month during the Table Executive Meetings so that this will give a regular progress report of a Tabler's activity and the total points at the end of the year would give the result of his entire year's performance. During the year, if a Tabler's activities fall below a certain standard he could be pulled up when necessary. (If the judgement is made only at the end of the year, human nature being what it is, usually the last quarter's performance would be the deciding factor.)

The qualifications should be:

- a) The Tablers should have more than 60 per cent attendance.
- b) Should not be an Office Bearer.
- c) The period of activity for consideration is July to June.
- d) Should get a minimum monthly average of 35 points.

## 2. Fellowship Trophy

This is a novel idea used by Tables to promote improved fellowship amongst Tablers. Inevitably in even the best of Tables one will find that outside of the Table meetings or socials certain groups of Tablers stick together and do not mix with other groups. The object is to encourage each Tabler to visit another Tabler whom he normally does not visit.

The person who first gets this Trophy must, before the next regular Table meeting visit along with his wife, another Tabler whom he has not visited for a long time. The Trophy is then passed on to this Tabler who should then repeat the process. This would mean that the Trophy gets passed on from one Tabler to another between meetings. These facts should be so recorded and failure for a Tabler to do this before next meeting should result in his payment of a handsome sunshine fund amount of say Rs.50. This serves as an encouragement to Tablers who rarely visit each other, to do so at least say once in a while. The Trophy could be an amusing one with a suitable name.

## 3. Other Trophies

Tables can have several other trophies such as 100% Attendance Award, Awards for long and meritorious services rendered to the Table, Awards for Tablers retiring under age rule and other awards for recognition of Tablers' contribution to various activities in the Table Movement.

## X. Table Calendar

### July (after conclusion of Table AGM)

- a) Collect following from the outgoing office bearers: Files, letters, correspondence, Minutes, Jewel, Rubber stamps, Table flags, banners; Cheque books, pass books, balance sheets, and accounts
- b) Open new bank accounts, if necessary, as decided at AGM:
  - a. Furnish copies of resolutions, specimen signatures to Bank
  - b. Make new accounts or existing accounts operational by intimating change in office bearers to the Bank
  - c. Open new accounts books
  - d. Request contribution from retiring Tablers to PMTF
  - e. Send bills to Tablers for subscription and/or other dues.
- c)
  - a. Print letterheads
  - b. Intimate NEX, AEX, and National Secretariat and if possible all Tables in the Area, names and addresses of new Office Bearers
  - c. Prepare Minutes of the AGM
  - d. Give effect to and implement all resolutions passed at AGM
  - e. Prepare roster of meetings and visit of Tablers to Projects
  - f. Prepare up-to-date and correct mailing list for Minutes after confirming with Tablers the address to which communications are to be sent
  - g. Organise attendance register for the year
  - h. Organise duplicating, typing, mailing procedures for the year
  - i. Prepare list of birthdays, wedding anniversaries of Tablers, wives and children for the year for sending greetings
  - j. Organise and arrange for personal achievement record book of all Tablers, wives and children and enter data as and when received
  - k. Ensure nominations, if any for posts of Area Executive are sent before last date
  - l. Attend to routine matters.

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## August

- a) Organise Executive Meeting, prepare and circulate Agenda
- b) Prepare plan of activities for the year, including projects
- c) Intimate AEX of plan so formulated
- d) Ensure that Convenors are duly intimated of their duties
- e) Ensure completion and despatch of Directory information sheets if not already done
- f) Attend to Table executive matters, correspondence, communication with RTI and AEX
- g) Check and if necessary, place orders for Supply House items
- h) Ensure report/photos of Table AGM are sent to Table Talk and Area Magazine
- i) Attend to routine matters

## September

- a) Ensure collection of all information required for 'C' Form. On receipt, complete form and keep ready for despatch
- b) Plan for fund raising/project for the year
- c) Ensure participation of Table in Area AGM, and appoint Area Delegates. Arrange for proxies if necessary, in prescribed form
- d) Prepare brief for Area Delegates for the AGM
- e) Calculate and prepare attendance for the period ending 30<sup>th</sup> September and circulate along with Minutes
- f) Prepare report on Table's activities for period ending 30<sup>th</sup> September and mail to AEX, NEX, and Table Talk Editor
- g) Collect dues including 'C' Form dues
- h) Review financial position of Table and prepare report for period ending 30<sup>th</sup> September
- i) Arrange Executive Meeting
- j) Attend to routine matters

## October

- a) Ensure despatch of 'C' Forms by 15<sup>th</sup> October duly completed together with remittance to the National Secretariat with all enclosures
- b) Monitor programmes of Convenors on Extension, Projects, Table Talk etc.
- c) Apply for Trophies
- d) Ensure nomination for National posts, if any, reaches by 15<sup>th</sup> October
- e) Ensure dispatch of 'D' Form by the 31<sup>st</sup> of October duly completed together with remittance to the Area Secretary / Treasurer
- f) Arrange Executive Meeting
- g) Attend to routine matters

## November

- a) Discuss all National AGM papers received for the National AGM
- b) Appoint National Delegates and prepare brief
- c) Ensure celebration of RTI Week
- d) Finalise fund raising/project for year and work out detailed plan
- e) Arrange Executive Meeting
- f) Attend to routine matters

## December

- a) Ensure attendance of National Delegates at National AGM. Prepare proxies in prescribed form, if necessary
- b) Prepare and circulate along with Minutes, attendance particulars for period ending 31<sup>st</sup> December
- c) Prepare and send to AEX and NEX report on Table's activity for period ending 31<sup>st</sup> December
- d) Routine matters, correspondence etc.
- e) Prepare statement of finance of Table and accounts for period ending 31<sup>st</sup> December
- f) Arrange Executive Meeting

## January

- a) Prepare or arrange for brief report on National AGM to be circulated to Tablers
- b) Review progress by Convenors on fund raising, projects, Table Talk, extension etc.
- c) Routine matters of Table
- d) Send bills and reminders for dues, if any and collect all dues
- e) Arrange Executive Meeting
- f) File returns as per Foreign Contribution Regulation Act, if applicable

## February

- a) Arrange Executive Meeting
- b) Attend to routine matters

## March

- a) Prepare and circulate attendance particulars for period ending 31<sup>st</sup> March with Minutes
- b) Prepare and send to AEX and NEX report of Table achievements for period ending 31<sup>st</sup> March
- c) Prepare statement of accounts and financial affairs for period ending 31<sup>st</sup> March
- d) Arrange Executive Meeting
- e) Attend to routine matters

## April

- a) Finalise all accounts relating to Fund Raising/Project
- b) Send out notices calling for nominations for office bearers and fixing election meeting of Table at the first Table meeting in May
- c) Arrange Executive Meeting
- d) Attend to routine matters

## May

- a) Hold election meeting to elect new office bearers (closed meeting)
- b) Inform AEX, NEX and National Secretariat of the new Board for the following year by the 15<sup>th</sup> May
- c) Arrange Executive Meeting
- d) Routine matters

## June

- a) Prepare and circulate with minutes attendance particulars for period ending 30<sup>th</sup> June
- b) Collect all outstandings, clear all outstanding payments, close accounts, prepare balance sheets, statement of accounts, Treasurer's report
- c) Prepare Chairman's Annual Report, Reports of Secretary, and Convenors
- d) Issue notice of AGM with 15 days clear notice;

## July

- a) Arrange Executive Meeting, pass all reports, accounts
- b) Prepare all papers for Table AGM and circulate to all Tablers
- c) Organise AGM
- d) Prepare all files, papers, Table property for handing over to new office bearers

## XI. Model Forms, Returns, Certificates

### Round Table India Membership Nomination Form

(To be filled in and handed over to the Secretary of the Table)

I, the undersigned propose Mr. \_\_\_\_\_ for the membership of \_\_\_\_\_ Round Table No. \_\_\_\_\_. I know him personally and consider him in every way suitable for membership.

I have fully informed the proposed member, of all Round Table activities and his obligations to the Table and the movement as a member. I have known the nominee for \_\_\_\_\_ years.

Name of the Nominee  
(Block Letters)

Date of Birth

Wife's Name

Date of Birth

Classification of Job

Industry

Name of the Firm &  
Address

Telephone

Residential Address

Telephone

Preferred address for Table communication: Office / Residence

Has the nominee ever been a member of the Round Table: Yes / No

If yes, state Table he belonged to, reason/s for leaving & date:

Name of the proposer:

Signature of the Proposer

Date:

I the undersigned, if elected, agree to comply with the Rules/By-Laws of the \_\_\_\_\_ Round Table No. \_\_\_\_\_ and the Rules and Constitution of the National Association. I fully realise the obligations entailed by membership and will endeavour to be worthy of the honour of membership bestowed upon me.

Signature of the Nominee

Date:

*The completion of this form in no way binds the Table to admit the nominee and neither the proposer, nor any other member of the Association shall be requested or required to give any reason/explanation in the event of admission being refused.*



**Table Record**

Round Table No. \_\_\_\_\_

Date of receipt of Nomination:

Admitted/Not Admitted

Date of Induction:

Remarks:

Secretary's Signature

Area/National Offices Held	Year	Table Offices Held	Year
----------------------------	------	--------------------	------

AGM's Attended	Year
----------------	------

RT International Meets's Attended	Year
-----------------------------------	------

Other information:

Transferred to Table No.:

Date:

Retired due to Age Rule/due  
to other reasons

Date:

Remarks:

## **Format for Table AGM Notice**

Form 1

Round Table No. \_\_\_\_\_

### **Notice**

Notice is hereby given that the \_\_\_\_\_ Annual General Meeting of the \_\_\_\_\_ Round Table No. \_\_\_\_\_ will be held on \_\_\_\_\_ (day) of \_\_\_\_\_ (month) \_\_\_\_\_ (year) at \_\_\_\_\_ (venue) at \_\_\_\_\_ (time).

### **Agenda** (As per rules)

Date:

Place:

Secretary's Signature

## **Nomination Of Table Officers And Convenors**

Form 2

Round Table No. \_\_\_\_\_

### **Nomination of Officers and Convenors**

Post nominated for:

Name:

Date of Birth:

Address:

Date of joining Table:

Table career:

Any other information:

Proposed by:

Proposer's Signature:

Nomination accepted

(Nominated Tabler)

## **XII. Resolutions**

### **2. RTI Week - Observance**

All Tables are requested to observe Round Table India Week in the month of November and formulate programmes for proper celebration of the same. Where these dates are not convenient, Tables should try and celebrate at any other period. The National Executive will give suggestions and guidance in this matter.

### **4. Community Service - Foreign Assistance**

Tables who are desirous of receiving assistance from abroad will send details of their projects to the Community Service Convenor who shall prepare an approved projects list for each year. All projects which are so listed may receive help from abroad without further reference or permission from the Convenor. In the case of any monetary assistance received from abroad, Tables shall account for the same to the Association each year in Form 'C' the inward remittance of foreign exchange.

### **8. Extension - Revival**

Wherever Tables become inactive, sponsor Tables and neighbouring Tables should take active interest in reviving such Tables.



## 8.Extension Manual

### Introduction

The extension of Round Table has never ceased to be of vital importance to the movement's well being. The fundamental purpose behind the extension of a new Table is to extend to the newcomers the opportunity of enjoying all the values implicit in the Round Table movement, which they would otherwise have missed.

As the movement has grown, it has become increasingly difficult to find communities of a size to guarantee an abundance of prospective members. In recent years indeed these difficulties have accentuated. There is now ample evidence to suggest that a proportion of newly formed Tables have run into many difficulties during the preliminary stage of their extension. In the following pages, therefore, an attempt is made to rationalize the whole extension exercise, in the hope that those following the instructions logically step by step will absorb and implement the detail which is so vitally important in the satisfactory formation of a new Table - detail which can be so inadvertently overlooked when enthusiasm rather than experience is the prime mover.

Intelligent interpretation of this manual to suit individual extension projects will ensure the universal practice of an acceptable standard of procedure. It is vitally important for the strength of the new Table that the sponsor Table and the new Table follow the procedure and various recommendations outlined in this manual. If this is done it will be found that new Tables are well educated with a good administrative set-up for them to concentrate on projects and fellowship activities soon after their charter. In order to successfully extend a Table, the sponsor Tables should prepare themselves and the proposed Table and adhere to the following, among other specifications and guidelines:

1. One HRD program to be conducted for the proposed Table before Inauguration and another TOP program to be conducted after the Inauguration and before the Charter.
2. The Sponsor Table must take permission from the National Extension Convenor as to which Area the proposed Table would fall under, before an application for Form A1 is made.
3. At least two members of the sponsor Table should attend every contact meeting till the inauguration and at least two members of the sponsor Table should attend 50% of the meetings of the inaugurated Table till the charter.
4. The Inaugurated Table should be allowed a period of 6 months for Charter. This period may be extended by another 6 months by the President, in consultation with the National Extension Convenor and the concerned Area Chairman.
5. Subsidy payable within city extension is Rs.5,000 and for outside city extension is a maximum of Rs. 15,000 will be payable, as per formula. In case of joint extension, the subsidy shall be split in the ratio agreed upon at the time of application of Form A1.

### Procedural Aspects of Extension: Investigation to Permission - Stage 1

#### E.A. Extension Committee:

When a Table, whether a Full or an Associate Member of the Association, decides to investigate the possibility of forming a new Table in a territory, the first step should be the appointment of an Extension Convenor (if the Table does not already have one) for this project. If necessary a committee may be formed under this Convenor. Those elected for the committee, should if possible include individuals with personal contacts in the Area under expansion and these committee members should be prepared and be able to serve on the committee long enough to see the project completed as far as Charter presentation.

If the Table has a Circle, the Circle shall appoint an Extension Convenor to be a part of this committee. If thereTable has no Circle, a Circler from the nearest Circle shall be appointed. The Extension Committee should now obtain evidence to establish the likelihood of success of the formation of a new Table.



**E.A.1** The feasibility report will have the following information.

1. List of initial contacts and how these contacts have been obtained.
2. Size and type of community under investigation.
3. Population of area and prediction of population growth where applicable (example - a rapidly expanding community).
4. Details of other service organisations in the area.
5. An analysis of communication and transport from the sponsoring area.

Before making an initial contact, the Sponsor Table should obtain the **Extension Kit** from Supply House which is priced at Rs. 300.

**E.A.2.** The Extension Kit will contain:

- 20 copies of Promotional Leaflets
- 2 copies of Round Table Handbook
- 2 copies of National Directory
- 2 Bromides of Round Table India Emblem, and other promotional materials.

**E.A.3.** Application for preliminary permission:

The prospective Tablers' data can be recorded in the following format.

1. Name
2. Date of Birth
3. Educational qualification
4. Profession
5. Addresses and contact nos.
6. Email id
7. Wife's name
8. Names of children.

Having obtained the necessary facts and as much background information as possible the Extension Committee reports back to a full meeting of the Table or to the Table Executive as the Table may decide. This report is discussed and if the Table decides on the evidence that it feels that the project is a viable one, likely to succeed, and decides to act as Sponsor Table, they proceed to take the next step.

The sponsor Table now approaches the Area Extension Convenor and apprises him of the proposed extension. Upon his approval, the Table then submits the **Form A1(Annexure E1)** to the Area Chairman requesting for permission for the new extension. In case of a joint application by two or more Tables for extension to a new Tabling center, the Form A1 shall clearly specify, in what proportion the Extension Subsidy is to be granted.

The Area Chairman should take special care to see that a Sponsor Table with membership strength of less than 15 is capable of satisfactorily carrying out the duties of a Sponsor Table. However he shall not grant permission at all, if the membership strength of the Sponsor Table is less than 12.

Further steps towards extension should not be proceeded with, until permission has been received from the Area Chairman. In case the Area Chairman appoints a single individual instead of a Table to proceed with the extension, then in such a case the Association will be the sponsor for such a Table and the individual designated to investigate the extension must send the Form A1.

Sponsoring Tables are requested to note that without an application for preliminary permission in Form A1, any steps towards extension taken by the Table will not be recognized. The information required along with Form A1 is important since in case the extension project falls through and at a later date when other Tables take up the extension in the same area, the list of initial contacts would be of use.

The Area Chairman will be aware of any other investigation in the same area. If there is no conflict and the Area Chairman is satisfied by the report, he will confirm the appointment of the Sponsor Table and grant permission for this extension. Only after this, can the first Official Contact Meeting be held. In cases where two Tables are interested in extension in the same area, he may possibly suggest co-sponsorship.

In the case of a Sponsor Table belonging to an Area, wishing to extend to a city which is in the geographical boundary of another Area, permission to extend should be sought from both the Area Chairmen concerned.

The Area Chairman can revoke the permission granted to a Sponsor Table for extension if in his opinion the new Table is not likely to be formed or the Sponsor Table is not taking adequate steps in the matter or if 6 months have lapsed from the date of granting of permission to the date of Inauguration of the New Table. However, the Area Chairman at his discretion can extend this deadline by another 3 months, after which the permission shall automatically stand revoked. For further extension in the concerned area, the sponsor Table will have to file a fresh application in Form A1.

## **Preliminary Meeting to Inauguration - Stage 2.**

### **E.B.1. Preliminary Meetings:**

Once permission has been received from the Area Chairman to form the new Table, the Sponsor Table should now arrange for the proposed Table to have regular meetings.

The form that the meetings are to take will depend upon the customs of the new area and the Sponsor Table should try to avoid imposing its own pattern of meeting upon the new Table without regard to local usage.

The meeting could be a tea meeting or one followed by dinner. The initial meetings should aim to do four things.

- a. To weld a group of strangers into the fellowship of the Table. To develop the group into a family unit by involving the wives and children in the fellowship.
- b. To inform the members in detail about the activities of Round Table International, Round Table India and its Members.
- c. To give an insight into the pleasure to be derived from membership of an individual Table.
- d. To provide opportunities for the ladies to learn about the joys of Circling through the Circle Extension Convener who should be involved with the contact meetings.

A program of definite instruction should be devised, so that speakers with a working knowledge of Round Table International and Round Table India affairs are given ample opportunity to pass on the information they possess. These informative meetings should be interspersed with speakers of interest drawn from the local community. All contacts must be made interactive. It is suggested that the cost of the First Official Contact Meeting be borne by the Sponsor Table and the costs of the subsequent Contact Meetings be borne by the new Table.

Every effort should be made at an early stage to involve all the prospective members attending. Taking the Chair, acting as Secretary, etc. should be undertaken by different members whenever possible to allow their fellows to assess them as potential office holders. In addition, every member should be encouraged to introduce himself and say a few words about himself at an early stage. Early diffidence to speak is soon overcome in a friendly atmosphere. Short 5-minute talks by prospective members on "My Job" also helps the members to get to know each other and weld new friendships.

Care should be taken to see that those absent from a meeting are kept informed of the next one, so that potential members are not lost through poor communication. No meeting should be allowed to break up

To inform the members in detail about the activities of RT International and Round Table India, it is suggested that the various topics as listed be covered. It is also suggested that the agenda for the meetings of the Prospective Table up to the time of Inauguration shall be as follows:

- i. Reading of the Aims and Objects of RTI
- ii. To confirm the minutes of the previous meeting.
- iii. To discuss matters arising from the minutes (not covered elsewhere on the agenda).
- iv. To have a talk on one of the subjects listed below and have a discussion on the same.
- v. A short 5 minute introduction by one or two of the prospective members who will also give a talk on their vocation.
- vi. Any other matter.
- vii. Vote of thanks to the chair.

The following subjects should be discussed at a Table Meeting:

1. Round Table India
  - a. Historical notes
  - b. Organizational Structure
  - c. Activities
  - d. Administrative details such as finances, rules, etc.

It is important that all these topics should be covered as far as possible prior to Inauguration but definitely before Charter. Wherever possible a member of the Sponsor Table or any other experienced member from any other Table or a member of the National Executive or Area Executive may be requested to attend and give a talk on these subjects. The Sponsor Table should ensure that the minutes of the Prospective Table's meetings are sent regularly to the Area Chairman, Area Vice-Chairman, Area Secretary/Treasurer, National President, National Secretary/Treasurer and National Secretariat. Unless the minutes have been sent regularly and are up to date, permission for Inauguration will not be granted.

### **E.B.2 Role of Sponsor Table:**

The amount of detailed help that the Sponsor Table can give will depend to a large extent on proximity. In very many cases the contact with the new area may have arisen because a member or members of the Sponsor Table have gone to live or work in the new territory, or else visit it regularly in the course of business. In these cases, close personal contact and liaison can be achieved at all stages.

Where the contact is more tenuous, the Sponsor Table has a much harder job to keep in touch with the new Table. This can be done by letters, minutes, bulletins, tapes and films.

The minutes of the Sponsor Table sent to the new Table enables the new Table to understand how the movement is organized and how business is conducted within an established Table. The receipt of minutes of the new Table by the Sponsor Table enables the sponsors to assess the progress of the new Table and give appropriate advice at each stage.

### **Potential Members:**

The Sponsor Table should be looking for potential members of the very highest caliber. A wide spread of classifications is desirable to give the new Table a broad base in the community. Age distribution should also be borne in mind, as a new Table with members all much the same age may be badly weakened a few years later when all these early members are forced to retire at the same time under the age limitation rule.

Potential members should be encouraged to bring along their friends in the early stages of formation. Where there is a regular contact with the Sponsor Table, interviews of prospective members may be found useful to give the Sponsor Table a better assessment of the potential members and also to give the potential members a deeper insight into what his commitments will be. These interviews should not minimize what is involved, but should clearly stress, the time and interest that needs to be given by a member. The cost of Tabling should be made clear to the potential member.

Where Sponsor Table contact is more distant and interviews are not possible, a questionnaire for prospective members to complete may help to give the Sponsor Table as good an idea as possible of the potential they have available.

### **E.B.3 Application for Inauguration or Associate Membership:**

The following are the minimum requirements of the Proposed Table to be met with before a Table can even apply for permission for Inauguration.

All official contact meetings should have been attended by at least two Active Tablers of the Sponsor Table or any other Chartered Table. The first meeting held after receipt of permission from the Area Chairman will be considered the First Official Meeting of this Table. Any meeting with less than 8 members shall not be considered, as an official meeting (This however applies only to meetings before Inauguration). Minutes should be regularly sent to all the Officers identified earlier. The application for permission to Inaugurate must be sent by the Sponsor Table in **Form A2 (Annexure E2)** to the Area Chairman.

1. The Proposed Table should have fixed its subscription fees.
2. At least 8 members should have attended 4 official meetings of the Proposed Table. All prospectives should have attended at least 2 official meetings of the proposed Table.
3. A minimum of 8 prospectives should have attended a Tabler Orientation Program (TOP).
4. The entrance fees for each member as prescribed in the Constitution of Round Table India should be sent along with the Form A2.
5. There should have been at least one Joint Family Social meeting of the proposed Table with the Sponsor Table.
6. At the time of Inauguration, the Proposed Table must have a minimum of 15 members, all of who should have paid up the entrance fees to the association. Also memberships of members holding dual memberships (as provided in the Constitution) shall not be reckoned for determining this minimum requirement.
7. The design of the Table Banner should be approved by the Sponsor Table before the Proposed Table adopts it. The emblem in the Table Banner should correspond with design as available in the Supply House.
8. The date of Inauguration shall not be earlier than the 7<sup>th</sup> meeting.

After the requirements mentioned in clause 1,2,3,and 4 have been complied with (Clause 5, 6,7 and 8 must be met only prior to Inauguration), the Sponsor Table should submit an application to the Area Chairman in Form A2 (Annexure E2) with copies to the National President and National Secretariat. The Area Chairman will then accord his approval, if everything is satisfactory and officially grant permission for the Inauguration. The date of Inauguration tentatively fixed by the Sponsor Table should be at least one month after the application to enable the concerned officers to process the application and accord permission in due time.

In the event of permission not being granted, the Area Chairman will so inform the Sponsor Table and the reasons therefore to enable the Sponsor Table to take further action to make the new Table eligible for Inauguration. The Sponsor Table can at a later stage apply to Area Chairman after fulfilling any deficiencies not met at the time of the previous application. The second application can be merely in the form of a letter and it is not necessary to apply once again in Form A2, if such a second or any subsequent application is made within six months from the date of the first application.

### **E.B.4 Inauguration:**

Once permission from the Area Chairman has been received for Inauguration, the Sponsor Table will pre-arrange all the detailed arrangements for the Inauguration. The date shall be informed to all the Officers of Round Table India as well as other Tables well in advance to enable them to attend the same whenever possible. A member of the National Executive of the Association shall represent the NEX at the Inauguration. This will also give the new Table added encouragement. The Inauguration could be a tea or if neces-

sary a dinner meeting may be arranged. Representatives of the Sponsoring Table will attend and if possible members of other Tables in the area also will attend. Prominent members of the local community may also be invited.

The Sponsor Table should arrange to obtain from the Supply House through the Secretary, the Chairman's Jewel and New Member Kits for all the Prospective Tablers. The Sponsor Table should collect the valid age proofs along with photographs of all the prospective Tablers.

The Chairman presiding will be the Chairman of the Sponsor Table and in his absence the Vice-Chairman or any other representative of the Sponsor Table.

The Chairman of the Meeting will put a formal resolution that the Table (mentioning it by the name) be formed and shall adopt the standard obligatory rules as laid down in the Round Table India Constitution. This resolution signed by all the members of the Proposed Table present, on the Inaugural Form shall be returned to the National Secretariat.

He will then call for nominations for Chairman, and when a Chairman from amongst the new members (usually agreed upon beforehand) has been duly elected, he will vacate the Chair in favor of the newly elected Table Chairman and invest him with the jewel of office. The Chairman will then call for nominations for other officers such as Vice-Chairman, Treasurer and Secretary.

The evening is usually ended by informal fellowship groups of newly elected members and visitors, getting to know each other in a convivial atmosphere. The tea or dinner could be a subscribed affair for all Tablers. As far as possible the visiting Tablers from other places should be billeted with the new members since this is one of the best opportunities that new members have of not only making new friends in the Table Movement, but also getting to know and experiencing the Fellowship of Round Table.

The Table becomes an Associate Member as soon as it is Inaugurated.

The program for the Inauguration function will be as follows and will normally precede the tea or dinner arranged.

1. Toast: The Loyal Toast - proposed by Chairman of the Sponsoring Table (raised to the President of the Republic of India)
2. Welcome and opening remarks stressing Aims and Objects by Chairman of the Sponsor Table.
3. Toasts to Round Table India.
  - a. Proposed by new Tabler
  - b. Response by a member of the National Executive
4. To consider the following resolutions proposed and seconded by members of the New Table.
  - a. That a Round Table be formed in the City / Town / District of \_\_\_\_\_
  - b. That the Rules and Constitution of the National Association of Round Table India be adopted.
  - c. That permission having been granted by the Area Chairman, the Table be known as \_\_\_\_\_ Round Table.(These resolutions should be proposed and seconded by members of the new Table and on approval by all the proposed Tablers present, will be considered passed.)
5. To endorse on the new Table Inaugural Form the resolutions, if carried with the signatures of Founder Members present. (Here the new members one by one should come up to the main Table and sign on the Inaugural Form)
6. Declaration by the Chairman, "The resolutions as set out on the Agenda having been carried and endorsed, it is my pleasure to announce that the \_\_\_\_\_ Round Table has been formed and will be accepted as an Associate Member of Round Table India."
7. Induction of new members with lapel badge by Area Chairman or representative of National Executive. The person chosen to perform this task will say "Tonight it is my privilege to induct the members of \_\_\_\_\_ Round Table."

(Here the new members when their names are called, will one by one come to the main Table and be invested with their lapel badge.) The chosen person will then say the following from memory.

“You have been chosen for membership of Round Table because you are believed to be worthy representatives of your vocations, possessed of qualities which can be of service to our Movement and your fellow men. Your acceptance of membership implies that you will carry into your public and private lives the Aims and Objects for which this Movement stands. Your membership will involve you in an obligation to make regular attendances at meetings and to support in every possible way the various activities of your Table. Wear your badge at all times and remember as you wear it that you carry the good repute of Round Table into all your affairs, for the movement is judged by those who recognise you as members.

Fellow Tablers, I commend to you the new members of \_\_\_\_\_ Round Table and ask you to raise a toast to them. I would remind you that the obligations, which they have today assumed towards you and your fellow men, are obligations of which you should be equally mindful.”

(The toast to the new members will be raised only at the end of the above speech)

The new members will now sign on the membership form.

8. Election of new Table Chairman and investing him with his jewel of office.

9. Election of other Table Officers and appointment of Table Executive

- a. Vice Chairman
- b. Treasurer
- c. Secretary
- d. Table Executive members (Minimum of four Active Members)

10. New Table Chairman's remarks

11. Reading of greetings and messages

12. Roll call of Tables present

13. Presentation of Table Flags etc. by member Tables

14. Vote of thanks by Secretary of new Table

15. Toast to Round Table India and Round Table International

The Inauguration shall be the first official meeting of the new Table. If there is a Chief Guest, he will give his address just before the new Table Chairman's remarks.

It is suggested that during this ceremony the new Tablers should be requested to assemble at the front of the hall as close to the head Table as possible so that minimum time is wasted as members come up to sign the Inaugural Form as well as for induction. Another bit of good advice is that the toast should be kept ready and the meeting should not be delayed due to delays in making the toast available. Also it is advisable to warn the audience to retain glasses since there will be toasts till the end of the meeting. It is recommended that when the roll call of Tables is done, either the Chairman or the official representative of each Table may be requested to introduce his Tablers.

### **Consolidation To Charter - Stage 3**

a. Table Education:

The period between the formation of the Table at Inauguration and the granting of Charter should be one of Table education. During this period the new Table, still under the guidance of the Sponsor Table and its Extension Committee, is learning to stand on its own feet.

144 **CONSTITUTION** The Table during this period will require guidance in:



1. Table procedure
2. Committee system
3. Duties of Officers
4. Knowledge of Constitution Formulation of its own Table Rules
5. Inter-Table visiting

For these above, reference to the relevant section in the Table Code should be given.

The aim of the new Table to become a self-sufficient unit will be greatly assisted if contact can be made with other members of Round Table India. These contacts are of inestimable value in widening the horizons of the new Table.

The Round Table India Extension Committee will seek to help in two ways:

1. By seeking publicity in Table Talk for the new extension so that members throughout the Association as well as the World are aware that the new Table is in formation. In this way, fellow members on business or holiday trips to the new territory will establish contact with the new Table.
2. Apart from the Sponsor Table, the Extension Committee will provide a correspondent or a twin-Table for the newly Inaugurated Table to give it a greater sense of belonging to Round Table India and which will also enable the new Table to learn from another Table in a different part of the Country.

#### b. Table Meeting:

Methods of holding and organizing meetings vary so much from place to place that it is not possible to lay down a detailed series of procedures that would be suitable for all new areas.

A great deal of help can be obtained by exchanging minutes with the Sponsor Table regularly. This will enable the new Table to see how their Sponsor Table manages its business and the Sponsor Table can make comments on the progress of the new Table after examination of their own minutes.

The conduct of meetings requires a combination of a certain degree of dignity as befits the young leaders of a community, coupled with a sense of humor to prevent them becoming too serious in their approach.

Before Chartering, a Table must adopt a set of rules and this must incorporate the obligatory requirements of the Round Table India Constitution. In the event of a Table not framing its own rules by the time of Charter, the Table Code in the Handbook is automatically deemed to be implemented.

When adopted, these rules should be submitted to the National President through the Sponsor Table and when approved, the President informs the Sponsor Table that the new Table's rules comply with Round Table India's requirements and have been approved. The membership of the new Table should reflect the community in which it is established. A wide spread of occupations is desirable and an even balance of ages. Membership should always be considered an honor, and the Tables are advised that if they have doubts about a prospective member, they would be wise not to admit him. It is easy to lower the caliber of membership by admitting members who fall below the desired level. It is much more difficult thereafter to restore the level of membership. The new Table is not required to obtain the permission of the Sponsor Table to take in new members after its Inauguration, but it is desirable to follow the Sponsor's advice.

#### c. Application for Charter:

When the Sponsor Table is satisfied that the new Table is firmly established and able to stand on its own feet, it should take steps to obtain Full Membership for the new Table in the Association by applying for a presentation of Charter. The Sponsor Table should ensure that the minutes of the new Table's meetings till the time of application for Full Membership have been regularly sent to the Area Chairman, Area Vice Chairman, Area Secretary Treasurer, National President, National Secretary Treasurer and National Secretariat. Unless the minutes have been sent regularly and are up-to-date, permission for the presentation of Charter will not be granted. At the time of application or if possible earlier, the Sponsor Table should ensure that the new Table's rules have been sent to the National President for his approval. Permission for Charter will be granted only if no dues are outstanding to the Association.

The application should be sent in Form A3 to the National President. Copy of this is to be sent to the Area Chairman and National Secretariat. The minimum requirements before an application for Charter is made are set out under clauses 1,2 and 3 below. Clauses 4, 5 and 6 have to be met before the Charter.

At least two members of the Sponsor Table should attend every contact meeting till the inauguration and at least two member of the Sponsor Table should attend 50% of the meeting of the Inaugurated Table till the Charter.

1. The application can be made only after the 4th meeting of the new Table.
2. The Table should have carried out a Community Service Project.
3. The date of the Charter shall not be earlier than the 7th meeting of the Table.
4. At the time of Charter, the Table should have at least 15 members. For the purpose of this rule any Tabler who has less than 60% attendance (from the time of his induction and having attended a minimum of 4 meetings) as specified in the Constitution shall not be included for this strength of 15 members. Also members holding dual membership will not be reckoned for determining this minimum requirement.
5. The new Table should have had a joint family social meeting with any Chartered Table.
6. At least 10 Tablers should have attended a Tabling Development Programme (TDP).

The application should be sent at least one month prior to the date of Charter to give sufficient time for the processing of the application.

The National President will consider the application, bearing in mind his own duty to ensure the maintenance of high standards. He may on occasions defer recommending the granting of a Charter until certain conditions (eg. improved attendances) are met. If permission is not granted, the Sponsor Table may apply again after meeting any conditions specified by the National President. Such a repeat application need not be in Form A3, if this application is made within six months from the date of the first application.

While granting permission for Charter, the National President will also allocate the number of the Table and such number shall be the next number to the previously allotted number on a continuous numbering system.

#### Charter:

The Sponsor Table can now proceed to the organization of the Charter Dinner. Instead of a dinner even a tea meeting can be arranged. This is normally a formal occasion and the arrangements should do justice to the importance of this event. The Sponsor Table is responsible for the overall organization and should take steps to invite a principal guest of distinction from either the International Board of Officers or Officials of the Association or from their own territory.

The cost of the Charter Celebration is normally borne by the new Table, though the Sponsor Table may also contribute to it. The Area Chairman will publicize the event through Table Talk and any other channels of communications that may be possible and it is hoped that a strong representation from other member Tables would attend. The Chairman of the new Table will be the presiding officer and the program will be as follows:

1. Loyal Toast
2. Welcome by Chairman of the new Table
3. Message of greetings, telegrams, etc.
4. Toasts to Round Table India
5. Address and presentation of the Charter by the President or his representative
6. Address and toast to the new Table by Sponsor Table Chairman
7. Address by Chief Guest
8. Roll call of Tables present
9. Presentation of regalia, flags of visiting Tables
10. Vote of thanks by the Table Secretary
11. Toasts to Round Table India and Round Table International.

**146 CONSTITUTION** The toast should be kept ready and the meeting should not be delayed. Also it is advisable to warn the audience to retain their glasses since there will be toasts till the end of the meeting.

It is recommended that when the roll call of Tables is called, either the Chairman or the official representative of each Table may be requested to introduce his visiting Tablers.

Extension - Expenses: The norms for Extension Subsidy on Inauguration is as follows:

1. Minimum subsidy payable within the City Rs.5000/-
2. If outside the city
  - a. upto 50 kms no additional subsidy
  - b. 51 to 250 kms additional @Rs. 30/km
  - c. 251 to above additional @Rs.25/km

The total subsidy under all the above put together will not exceed Rs.15000/-In case of a joint extension, then the same will be divided between the tables. The ratio in which the amount is to be shared must be specified in the application for permission to extend (Form A1).On granting of the Charter the Table becomes a Full Member of the Association.

### **Future Growth:**

Experience has shown that the Chartering of the First Table in a new territory is not the end, but only the beginning. The Sponsor Table must not now abandon its offspring, which may feel very isolated. It must continue to support and encourage it. The National Extension Committee will seek to encourage the formation of further Tables in the new territory with the close cooperation of the Table, and perhaps with different co-sponsor Tables. It is recommended that this local extension should be pursued as quickly as possible to avoid the first Table being isolated for too long.

The aim will be to produce a period of rapid growth so that the new Tables will be able to provide encouragement and fellowship.

### **Amendments to the Extension Manual:**

The Extension Manual may be revised and improved upon by the National Executive without reference to the General Body. However, the minimum requirements to be met by the Proposed Table or a new Table as set out under sections "Permission to Inauguration" and "Consolidation to Charter" which are reproduced below may be amended by the National Executive as they think fit provided that any such deletions, amendments, etc. are placed before the immediately following General Meeting of the Association for ratification by the General Body. Provided further that in the event of non-ratification the actions taken for the amendments, deletion etc. remain valid ab-initio.

### **Guidelines For Internal Extension:**

Internal Extension is a constant need for every Table due to the inherent nature of our organization.

Age spread is necessary, Couples are preferable. Invite prospective as a guest to Table meeting, informal social, project, fellowship & extension, with spouse, if married. Emphasize family nature of RT. Husband joins RT wife joins LC.

Constant attention to guest couple and introduce various aspect of the movements through interaction with many Tabler and Circlers (Ladies).

Organize pickup of guest from their residence for attending various events.

Once interest of prospective is ascertained after attending minimum 3 meetings, and after informal agreement from Tabler and Circlers, the prospective Bio-Data is circulated before a meeting and approval put as an item in the agenda and the prospective intimated of the same.

Approval of prospective to the Table is a closed door during the meeting. After approval (Prospective), Potential Tabler is declared a Prospective and informed that he would be inducted after 3 Meetings.

Round Table Introduction Booklets and RTI CD to be given to him. Circle to be informed. Spouse to be made prospective Circler. Prospective Couple to be completely oriented into the movement by third meeting. Add to e-group. Make Prospective give his opinion during every topic discussed during Table Meetings.

**FORM A1**  
**Round Table India Extension**

Application for permission to Extend

To

The Area Chairman

Copy to: National President  
Area Vice Chairman  
National Secretariat.

From

Sponsor Table

Permission is requested to start a new Table at . . . . . We enclose herewith information on the following:

1. Names and addresses of Sponsor Table Extension Convenor and Committee members.
2. List of initial contacts and how these were obtained.
3. Type of community.
4. Population of area and prediction of population growth where applicable (eg. in a rapidly expanding community).
5. Details of other service clubs in the area.
6. Ease of communication and transport from the Sponsor Table.

Our Table has discussed this matter at its Table meeting held on . . . . . and we feel that this project is likely to succeed and the Table has agreed to act as Sponsor Table and proceed further with extension, subject to your permission.

We request you to kindly send us the Extension Kit.

Chairman of the Sponsor Table

Name

Signature

Extension Convenor or  
Committee Member in-charge

Name

Signature

Date submitted:

For official use only

**FORM A2**  
**Round Table India Extension**

Application for Inauguration and Associate Membership

To

The Area Chairman

Copy to: National President  
Area Vice Chairman  
National Secretariat.

From

Sponsor Table

1. We request permission for Inauguration of the Proposed Table at . . . . . .Permission to sponsor this Proposed Table was received from the Area Chairman on . . . . .
2. This Proposed Table had its First Official Meeting on . . . . . and has now completed . . . . months and . . . . meetings.
3. Minutes of the meetings held so far have already been forwarded to you, Area ViceChairman, Area Secretary/Treasurer, National President, National Secretary/Treasurer,National Secretariat and the minutes of the remaining meetings will be forwarded to the above people regularly.
4. The membership of the Proposed Table as on date is . . . . . as per the list attached wherein the list of temporary Office Bearers and the classification of all the members are given.
5. The minimum figure of 15 members will be reached before. . . . .
6. The Proposed Table has complied with all the minimum requirements to be met as prescribed in the Extension Manual.
7. The Entrance Fee of Rs. . . . . for. . . . . members is enclosed herewith.
8. The design of the Table Banner been sent/will be sent to you before it is finalised.
9. We have consulted the Proposed Table and we wish to have the Inauguration on . . . . . (give here approximate date).

Please confirm permission and also confirm the Inauguration date.

Date:

Chairman of the Sponsor Table

Name

Signature

Extension Convenor or  
Committee Member in-charge

Name

Signature

For official use only

**FORM A3**  
**Round Table India Extension**

Application for presentation of Charter and Full Membership

To

The National President  
Copy to: Area Chairman  
National Secretariat  
Extension Convenor

From

Sponsor Table

1. We request permission for having the Charter ceremony of . . . . . RoundTable. The Table had its First Official Meeting on . . . . . and its Inauguration on . . . . .
2. Minutes of the meetings held so far have already been forwarded to you, AreaChairman, Area Vice Chairman, Area Secretary/Treasurer, National Secretary / Treasurer, National Secretariat and the minutes of the future meetings will be forwarded to the above people regularly.
3. The membership of this Table as on date is . . . . . as per the list attached.
4. The rules of the new Table were submitted to the National President and were approved on . . . . .
5. The new Table has completed discussion on the various subjects required as per the Extension Manual.
6. The new Table has taken part in the following Community ServiceProjects. . . . .
7. The new Table will meet the minimum requirement of 15 members beforeCharter. We have consulted the new Table and we wish to have the Charter ceremony on . . . . . (give here approximate date).

Please confirm permission to Charter, allocate the Table number and confirm the Charter date.

Date:

Chairman of the Sponsor Table

Name

Signature

Extension Convenor or  
Committee Member in-charge

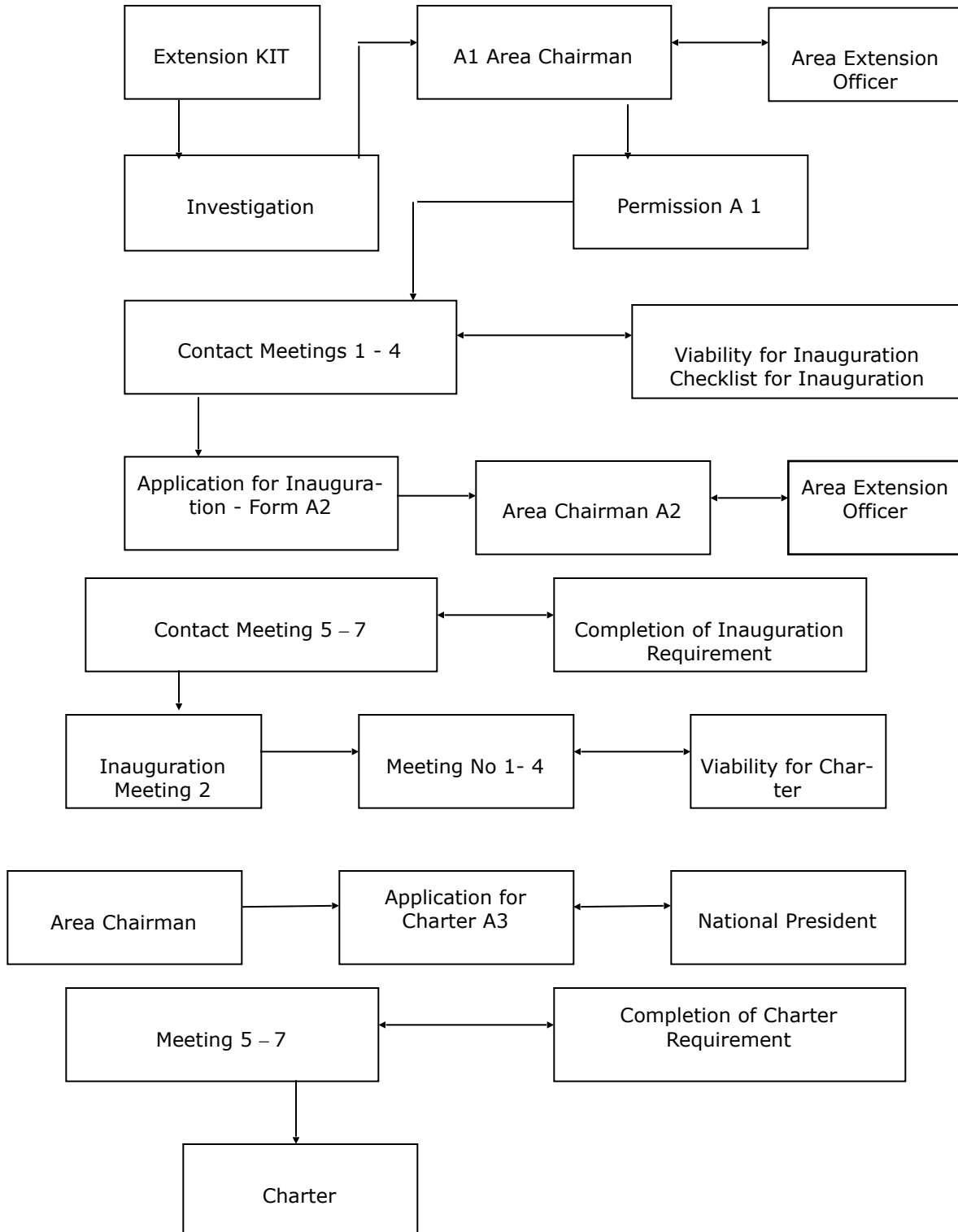
Name

Signature

For official use only

## Round Table India

### Process Flow To Extension



## Proposed Minute By Minute Format of The Inauguration Ceremony

### Madras Metro Round Table #95 - Inauguration of Madras Knights Round Table

Name	Activity
	Scheduled Meeting time for all MMRT & MKRT Guys is 6:45 pm
Punit	I Call: Ladies & Gentlemen, Please fill your glasses & take your seats.
Punit	II Call: Ladies & Gentlemen, Please fill your glasses & take your seats.
Punit	Welcome Tablers, Circlers, Sqr Legs, Prospective Tablers, Ladies. On behalf Madras Metro Round Table # 95, I welcome you to the Inauguration of Prospective Table Madras Knights Round Table. We will appreciate if you can switch your mobile phones to silent mode and refrain from smoking during the meeting. Thank you.
Punit	I requests the Chairman and Extension Conv., of MMRT 95 proceed to the dias & occupy their seats.
Punit	May I invite Spl Invitee, Extension Convenor of Round Table India, Tr. Gopal Chopra, to the dias please ? I request Cr. Prasana to escort him to the dias please. Thank you Tr. Gopal Thank you Cr. Prasana.
Punit	May I now invite the Guest of Honour, Chairman of Area 2, Tr D K Jain, to the dias please ? I request Cr. Vineet to escort him to the dias please. Thank you Area Chairman Thank you Cr. Vineet.
Punit	May I invite the Chief Guest for the evening, The Vice President of Round Table India, Tr. Manoj Nair, to the dias please ? I request Cr. Poornima to escort him to the dias please. Thank you, Mr. Vice President. Thank you Cr. Poornima.
Punit	Over to you, Chairman.
Amit Saiya	Thank you Tr Punit. Tablers Please raise. Toast to President, Republic of India.
Punit	Thank You Chairman. Tablers, please remain standing. I request Tr Hemant to read the Aims & Objects of Round Table India.
Hemant	Aims & Objectives
Punit	Thank you Tr. Hemant. I request the Chairman of MMRT 95, Tr. Amit, to address the gathering.
Amit Saiya	<i>MMRT 95 Chairman's Welcome Address</i> Back to you, Tr. Punit.
Punit	Tablers, please raise for the Round Table song
DJ	Round Table Song - CD
Punit	Thank you Tablers, please be seated. Chairman, please propose the resolutions for forming the new Table
Amit Saiya	<i>Sponsor Table Resolutions</i> Madras Metro Round Table # 95 hereby proposes: 1. That a Round T able be formed in the city of Madras 2. That the Rules & cons itution of the National Association of Round Table India be a adopted 3. That the permission having been granted by Tr. D. K. Jain, Area Chairman of Area 2, the Table be known as Madras Knights Round Table.



All Prospect Tablers	We second
Amit Saiya	I request all the founder members having passed the resolution to endorse on the new Table inaugural from one to one. Please come forward & sign on this document. <i>All Prospective Tablers come forward &amp; signature on the scroll.</i>
Punit	Thank you Prospective Tablers. I now hand over the proceedings to The Area Chairman, Tr. D K Jain.
Area Chairman	The Resolutions as set out on the agenda having been carried & endorsed, it is my pleasure to announce that the Madras Knights Round Table has been formed & will be accepted as Associate Member of Round Table India.
Punit	Thank you Area Chairman. I now request the Chief Guest, Tr. Manoj Nair, to induct the prospective Tablers into the movement.
Vice President	<i>Induction of Prospective Tablers</i> Tonight, it is my privilege to induct the members of Madras Knights Round Table.
Punit	Prospectives, as I call your name, please come forward. Ahmed Husain Amit Kapur Balaji Bhavesht Saiya Ganesh Jaideep Kavalpreet Singh Manek K Makhija Mukesh Kumar Sinha Rajiv A Shah Rahul Aneja Sameer Rasane Vinod Jain Vivek Gupta Ravi Chandran
Chief Guest	Tablers, please raise.  You have been chosen for membership of Madras Knights Round Table because you are believed to be worthy representatives of your vocations, possessed of qualities which can be of service to our movement and your fellow men. Your acceptance of membership implies that you will carry into your public & private lives the Aims & Objects for which this movement stands. Your membership will involve you in an obligation to make regular attendance at meetings and to support in every possible way, the various activities of your Table. Wear your badge at all times and remember as you wear it, you carry the repute of Round Table into all your affairs, for the movement is judged by those who recognise you as members.  Fellow Tablers, I commend to you, the new members of Madras Knights Round Table, and ask you to raise a toast to them. Toast to Madras Knights Round Table. I would remind you that the obligations which they have today assumed towards you and your fellowmen are obligations of which you should be equally mindful.
Punit	Election of new Table Chairman & Investing him with his Jewel of Office. I request Chairman Tr. Amit to take over.
Amit Saiya	I now calls for Nominations of Chairman of Madras Knights RT.
Kaval	I propose the name of Tr Jaideep Gautam for the post of Table Chairman.
Vinod	I second his nomination.

Amit Saiya	There are no other nominations. Tr Jaideep Gautam having been elected as the Chairman, I call upon him to come forward & invest him with the jewel of office as the Chairman of Madras Knights Round Table.
Punit	May I invite the Prospective Chairman of the new Table, Pros Tr Jaideep, to the dias.
	<i>Amit invests the Chairman's jewel on Jaideep. All 95ers to leave the dias.</i>
Jaideep	I request the Chairman of Madras Metro Round Table 95, Tr. Amit and the Extension Convenor, Tr. Ravi Chandran, to join me on the dias.
Jaideep	Appointment of Sergeant at Arms: I appoint Tr. Ahmed as Sergeant for the evening.
	<i>Election of Other Table Offices &amp; Executives</i>
Jaideep	I now call for nominations for Table Officers & Executives. Proposals for Vice Chairman's post, please.
Vinod	I propose Tr. Kavalpreet for the post of Vice Chairman.
Amit Kapur	I second his nomination.
Jaideep	Thank you Trs. Vinod & Amit.
Jaideep	Can we have nominations for the post of Secretary, please.
Vinod	I propose the name of Tr. Rajeev for the post of Secretary.
Amit Kapur	I second it.
Jaideep	Thank you Trs. Vinod & Amit.
Jaideep	I call for nominations for the post of Treasurer.
Amit Kapur	I propose the name of Tr. Vinod for the post of Treasurer.
Ganesh	I second his nomination.
Jaideep	Thank you Trs. Amit & Ganesh.
Jaideep	Since there are no other nominations, I declare them elected as Table Officers. They are Vice Chairman Tr. Kavalpreet ( <i>Invest Jewel</i> ) Secretary Tr. Rajiv ( <i>Invest Jewel</i> ) Treasurer Tr. Vinod ( <i>Invest Jewel</i> )
	<i>Call for the nominations for TABLE CONVENORS</i>
Jaideep	I call for nominations for Community Service Convenor
M u k e s h Sinha	I propose the name of Tr. Ahmed for this post.
Balaji	I second his nomination.
Jaideep	Thank you Trs. Mukesh & Balaji
Rahul	I propose the name of Tr. Amit Kapur for the post of Fund Raising Convenor.
Amit Kapur	I second his nomination.
Jaideep	Thank you.
Jaideep	Nominations for the post of Fellowship Convenor.
Balaji	I propose the name of Tr. Mukesh Sinha for the post of Fellowship Convenor.
Amit Kapur	I second his nomination.

Jaideep	Thank you Trs. Balaji & Amit.
Balaji	I propose the name of Tr. Bhavesh for the post of Inter Table.
Ganesh	I second his nomination.
Jaideep	Thank you.
Jaideep	I call for nominations for Rules & Extensions Convenor.
Sameer	I proposes Tr. Balaji for the post of Rules & Extensions Convenor.
Manek	I second his nomination.
Jaideep	Thank you Trs. Sameer & Manek.
Ahmed	I propose the name of Tr. Vivek Gupta for the post of
M u k e s h Sinha	I second his nomination.
Jaideep	Thank you.
Jaideep	Nominations for the post of International Relations Officer.
Ganesh	I proposes Tr. Jaideep for the post of International Relations Officer.
Rahul	I second his nomination.
Jaideep	Thank you Trs. Ganesh & Rahul.
Jaideep	Can we have nominations for the posts of Magazine Editor & Table Communications Officer ?
Ahmed	I proposes the name of Tr. Kavalpreet for these two posts.
Balaji	I second his nomination.
Jaideep	Thank you Trs. Ahmed & Balaji.
Jaideep	Since there are no other nominations, I declare them elected. Hence, Table Convenors are Community Service Convenor is Tr. Ahmed Fellowship Convenor is Tr. Mukesh Rules & Extension Convenor is Tr. Balaji Magazine Editor & T able Communications Officer is Tr. Kavalpreet & I will perform the duties of International Relations Officer.
Jaideep	The Chairman & Secretary of the Table shall be delegates at National AGMs and Vice Chairman & Treasurer shall be the delegates at Area AGMs.
Jaideep	Tablers, this is your team for the first year of Madras Knights Round Table.
Punit	<i>Arrange for photos</i>
Jaideep	I now request Tr. Gopal Chopra, Extention Convenor, Round Table India, to address us.
Gopal Chopra	His Address.
Jaideep	Thank you Tr. Gopal.
Jaideep	I now request the Guest of Honour, Tr. D K Jain, Chairman, Area 2, Round Table India, to address us.
A r e a Chairman	<i>AC Address</i>
Jaideep	Thank you Area Chairman, for your kind words.
Jaideep	I request the Chief Guest, Tr. Manoj Nair, Vice President, Round Table India, to address us.

Chief Guest	<i>Chief Guest's Address</i>
Jaideep	Thank you, Mr. Vice President, for your thought provoking speech. I am sure that the our new Tablers will reach your expectations.
Jaideep	<i>Addresses the gathering</i>
Punit	I now request The Chairman of Madras Knights Round Table to present the Table Flag to Tr. Manoj Nair, Vice President, RTI Tr. D K Jain, Chairman, Area 2, RTI, Tr. Amit Saiya, Chairman of MMRT 95, Tr. Gopal Chopra, Extension Convenor, RT I, Chairman of Area 2 Tables, and Representatives of other Tables.
Punit	Table Resolutions
Jaideep	I request the Treasurer to read out the resolutions operating bank a/cs.
Vinod	It is hereby resolved that the Admin a/c of Madras Knights Round Table shall be maintained in ICICI bank. I need a seconder please.
Balaji	I second it.
Vinod	It is hereby resolved that the Projects a/c of Madras Knights Round Table shall be maintained in ICICI bank. I need a seconder please.
Ahmed	I second it.
Vinod	It is hereby resolved that the bank a/cs shall be operated by any two of Executives of Madras Knights Round Table, namely, Chairman, Vice Chairman, Secretary & Treasurer. Seconder, please.
Rahul	I second it.
Vinod	It is hereby resolved that M/s abc & co be appointed as auditors of a/cs of Madras Knights Round Table.
Vivek	I second it.
Punit	<i>Sergeants Act.</i>
Jaideep	We are at Any Other Matter.
Jaideep	I now request the Vice Chairman to read the Greetings & Messages received.
Kavalpreet	List of Greetings & Messages
Punit	I request the Secretary, Tr. Rajiv to propose the vote of thanks.
Punit	I request The Chairman, Tr. Jaideep, to close the meeting.
Jaideep	Fellow Tablers, I request you to raise a toast to Round Table India and Round Table Intrenational.
Jaideep	I hereby close the First meeting Madras Knights Round Table.
	National Anthem.

## Proposed Minute By Minute Format of The Charter Ceremony

### 156 CONSTITUTION

#### Agenda For The Charter Meeting

Chairman Of Nagercoil Round Table 176 takes the dais.

Ushering in of the Dignitaries – Chairman, NRT 176  
Calling of the Charter Meeting to Order – Chairman, NRT 176  
Toast to President Republic of India – Chairman, NRT 176  
Reading of the Aims & Objects of Round Table - Tr. . . . .  
RTI song - Ladies of NRT  
Lighting of the Lamp by President, RT India & Chairman, RTI Area 1  
Reading of Apologies of Absence by Secretary NRT 176  
Welcome Address by Chairman, NRT 176  
Reading of the greetings and the messages received by Secretary, NRT 176  
Presentation of Charter by President, RT India  
Acceptance of Charter & Address – Chairman, NRT 176  
Address by Chairman, TRT 66 (Sponsor Table)  
Address by Chairman, RTI Area 1  
Address by President, RT India  
Roll call of the visiting Tablers present  
Felicitations  
Vote of Thanks by Secretary, NRT 176  
Toast to Round Table India and Round Table International: Chairman, NRT 176  
Closing of the Charter Meeting by Chairman, NRT 176  
National Anthem.

# 9. Convention Manual

## I. Organisational Structure

The National Executive in the person of the President makes the appointment of the Convention Chairman in consultation with the host Tables.

The Convention Chairman appoints the members of the Executive Committee in consultation with the host Tables. The Convention Executive with the approval of the host Tables may appoint a full or part-time paid Secretary to assist with the organisation of the convention.

### 1. Composition of Committees:

The Convention Executive will consist of the Convention Chairman, the Vice Chairman, Secretary, Treasurer and the Chairmen of the host Tables. The Convention Committee will consist of the Convention Executive and the Convenors of the following action committees:

1. Registration (could have a sub-committee for Accommodation)
2. Catering (could have separate sub-committees for Bar and House parties)
3. Official Functions
4. Printing and Publicity
5. Transport (could have a sub-committee for Tours)
6. Stewards (could have a sub-committee for Manpower)
7. Entertainment
8. Sponsorships.

The Convention Executive shall be responsible to the Round Table India National Executive through the Convention Chairman. In the event of a vacancy occurring on the Executive an appointment shall be made by the remaining members of the Executive.

The Action Committee Convenors shall be appointed by the Executive and be responsible for information and functioning of their respective committees. The Executive shall appoint members to the various committees in consultation with the Convenors. The Committee Convenors may appoint sub-committees at their discretion as and when required in liaison with the Executive. Members of the Executive shall be ex-officio members of all Action Committees and sub-committees and shall be notified of all meetings which the committees or sub-committees have, in order that one of their members may be present.

### 2. Meeting Policy and Procedure:

The Executive shall meet as directed by the Convention Chairman. The Convention Committee shall meet monthly or fortnightly if necessary on a fixed day or days of the month to be mutually agreed.

The Action Committee shall meet monthly or fortnightly, if necessary before Convention Committee meeting in order that any decisions taken at their meeting be brought forth as recommendation to the Convention Committee.

All Executive, Convention and Action Committee meetings shall be conducted in accordance with the normal practices of parliamentary procedure and debate. The agenda for Convention Committee meetings may be as follows:

1. Opening remarks by the Chairman.
2. Apologies.
3. Confirmation of minutes of previous meeting.
4. Matters arising from previous minutes not to be dealt with under "Reports".
5. Receive and deal with correspondence.
6. Treasurer's report
7. Reports from Action Committee Convenors & discussion thereon.
8. Any other business.
9. Analysis of forward plan.
10. Venue of next meeting.

## 11. Close of meeting.

Each Action Committee Convenor may bring to the Convention Committee meetings one or more members of his Committee, as observers, with the permission of the Chair. Convention Committee meetings shall be wherever possible, a report session to coordinate the activities of Action Committees.

Decision making shall be carried out, whenever possible, at Action Committee meetings and these decisions brought forward as recommendations to the Executive at Convention Committee meetings (through the Committee Convenor's report) for approval. The Convention Secretary shall take the minutes of the Convention Committee meetings and Executive meetings.

These minutes shall be the monthly report of progress and shall be circulated to all members of the Convention Committee with a copy to the National Secretary/Treasurer, National President, National Vice President and National Secretariat.

Action Committee meetings shall be properly conducted and the minutes taken shall be in the form of an 'Action Sheet' with the name of the Committee Member delegated to carry out a certain activity inserted in an action column down the right hand side. Copies of minutes of the Action Committee meetings and the reports of the Action Committee shall be forwarded to the Convention Secretary in enough numbers for distribution to members of the Convention Committee. All incoming correspondence shall be addressed to the Convention Secretary with copies to the Convention Chairman. The Convention Secretary shall immediately forward copies of correspondence to the appropriate Committee. A copy of all outgoing correspondence shall be sent to the Convention Secretary in order that he shall maintain a complete record of all Committee's activities.

## II Round Table India Requirements

### 1. Invitation:

An invitation to host a convention is accepted 2 years prior to the date of the Convention i.e. at the preceding but one Annual General Meeting of the Association. This invitation shall be forwarded to the respective Area Secretary/Treasurer for approval at the Area AGM. On the invitation being accepted at the Area AGM, it shall be forwarded by the AEX to the National Secretary/Treasurer before October 15, Such an invitation which comes from the host Tables concerned should be accompanied by:

- a) Name of the actual venue (City)
- b) The details of the venues for the various functions including the General & Workshop meetings of the General Body.
- c) Hotel accommodation available for participants and price range and local terms.
- d) Scope and number of planned pre and post convention tours.
- e) Social and sporting facilities available.
- f) Approximate Convention Fees together with details of any major sponsorship available.

It is for the General Body to vote and decide on the invitation if there is more than one. Once the invitation has been accepted by the General Body and the President has appointed the Convention Chairman, the host Tables are responsible to the National Executive in the person of the Convention Chairman in:

- a) Preparation of a budget
- b) Setting-up Secretarial organisation
- c) Convention Publicity
- d) Reservation of all venues
- e) Preparation of programme
- f) Organisation of pre and post convention tours

As the Chairmen of the Host Tables are represented on the Executive Committee the Convention Committee in effect acts as the host on behalf of the Tables. The Chairman, Vice Chairman, Secretary and Treasurer should be those who will remain as active members at the time of the conference.

## 2. Reservation:

With the approval of the Convention venue, date and the creation of the Convention Committee, firm reservations should be made for all functions and meetings on behalf of the Association. As mentioned earlier approval of the meeting places etc. should be obtained from the National Executive.

## 3. Financial Responsibilities:

Round Table India as a body will only advance money subject to a maximum of Rs.5,000/-towards the initial operating expenses for the Convention. This advance should be returned immediately after the Convention is over, The host Tables are responsible for this advance.

THE CONVENTION BUDGET SHALL INCLUDE THE FOLLOWING;

- a) The Registration fee, and boarding and lodging (billeting) for three nights for upto a maximum of four persons (or two couples) who are the official invitees of the Association.
- b) The Registration fee and billeting (preferably near to the Convention Venue) for the RTI President and his wife.
- c) Boarding and Lodging (including lunch coupons during the AGM) for two members of the National Secretariat staff at a nearby "budget hotel".
- d) A room for the members of the NEX with Table and chairs to accommodate about 20 people may be provided for the National Executive meeting during the two days preceding the Convention. As far as possible it may be held in the President's hotel itself in a suitable room.
- e) Transportation facilities in the form of a car each at the disposal of the President and Vice President during the Convention.
- f) Transportation for the NEX to and from the venue of pre and post conference board meetings.
- g) Any surplus which may accrue out of any National or Area Conventions or any other convention of the association shall be to the account of the host Tables only. It need not be shared with the National Association or the Area. The surplus emanating out of such activity, shall be shared by the host Tables. Any loss at any such convention or meetings under any circumstances will not be subsidised by Round Table India or the Area.

All dues payable to sundry creditors by the hosts shall be cleared within 60 days of the closure of the Convention, the date of closure being the day succeeding the date of the President's banquet. However, in the event of the Convention incurring a loss, the Convention Committee and the hosts shall have a further period of 60 days to arrange for such finances as may be required to clear the dues. In the event of the Convention Committee being unable to raise the amount, the shortfall shall be made up and the payments made to such sundry creditors by host Tables equally from their administrative funds or from the Tablers of the hosts' Table who are Members on the date of inauguration of the Convention.

The National Association will not bear the loss even in the event of the Convention being cancelled or postponed due to circumstances beyond the control of the Convention Committee, such as force majeure conditions. Whereas it is assumed that essential costs are necessary, the temptation to provide lavish and expensive entertainment at the cost of the individuals must be resisted. Host tables are reminded that while the success or failure of the Convention will be laid at their doors, so also will be the criticism on overcharging. However it should also be remembered that Round Table India Conventions are of a certain high standard. Participants come from far away places to enjoy the holiday and the fellowship generated at these Conventions and hence a certain minimum standard is necessary since such participants spend large amounts of money in coming to the Conventions.

- h) Such an amount of insurance premium as would be necessary to cover the contingency of cancellation or postponement of the AGM on account of the riots, strikes, acts of God or such other force majeure conditions as may warrant such cancellation or postponement. The Convention Committee may decide on the quantum of insurance but the sum shall not be for a cover of loss less than Rs.50,000/-.



- i) The cost of the President's cocktail for the Members and the wives of the National Executive, Chairmen of the host city Tables, such members of the Convention Committee and important guests from the local community in order to promote public relations for the Association, as may be decided between the President and the Convention Chairman. The venue of such a cocktail, as far as possible should be the Convention centre or in the President's Hotel Itself .

#### **4. Sponsorship:**

It has been proved in recent Conventions that substantial sponsorship can contribute towards the Convention Budget. Host Tables must endeavour to obtain sponsorships and are also warned that all forms of sponsorships should be kept under the strict control of the Committees. Commercial competition should not be allowed to enter into the Convention atmosphere. The benefit of sponsorship should be passed on to participants by way of a reduced Convention Fee. Sponsorship should be co-ordinated in order not to conflict with any other sponsorship commitment the National Association might have. The Sponsorship appeal and all other publicity materials published by the Convention Committee, must clearly indicate the utilisation/purpose of funds through this sponsorship raised for a project/projects connected with the Convention must be utilized for the purpose of the project only. A copy of the appeal must be cleared by the President before being issued to the public/sponsors to safeguard the interest of the Association's image.

#### **5. Supply House Shop:**

The shop is organised on behalf of the National Association by the Convention subcommittee so delegated. All expenses in setting up the shop such as furniture hire etc., shall be borne by the Convention. The entire proceeds of the Supply House articles sold in the shop should be separately accounted to the National Secretary/Treasurer or to the National Secretariat direct (whoever is handling the items) along with the unsold Supply House articles at the end of the Convention. The manpower required for the sale of the RTI Supply House articles will be arranged for by the Convention Committee.

The Convention Committee may sell not more than two items with the Round Table emblem as Souvenirs of the Convention. Local products unique to the host city or state may also be sold. 10% of all sales of the RTI Supply House articles made at the Convention Centre shall be paid to the Convention Committee.

#### **6. Secretariat:**

This should be set up at least two days prior to the Convention (to enable the pre-convention National Executive Meeting to have full facilities) and should remain in operation until the day after the Convention. The minimum requirements are:

- a) One steno typist
- b) One typewriter
- c) One duplicator (preferably electric/photo copier) plus carbon papers, typing and duplicating papers, stencils etc.

The final requirements should be obtained by the Convention Chairman three months prior to the Convention from the National Secretary/Treasurer. The Secretariat should be located in the same building as the Annual General Meeting and should not be moved. Staff should be prepared to work in the evening after the meetings are over and be made aware of this requirement prior to their employment. Expenses of the Secretariat should be borne by the Convention Budget.

#### **7. Ladies Circle India:**

Ever since the wives of Tablers joined to form Ladies Circle their Annual General Meeting is also held on the same days as that of Round Table India's. In order to avoid any confusion or misunderstanding, Convention Chairmen are requested to observe the following carefully. Whatever be the requirements of Ladies Circle India in matters such as publicity, printing, reservation of halls for their meetings, arrangements for their President's tea etc. should as far as possible be complied with. However, the cost of all such amenities or provisions made for them including fees for their guests should be recovered from Ladies Circle India.

- a) Round Table India registration form will be for the Tabler and his wife (who may not be a Circle member). Hence all arrangements for accommodation for ladies will be covered in the Tabler's regis-

tration form itself. There are instances when Ladies Circle Members attend Conventions without their husbands and in such cases their requirements of rooms, etc. may be ascertained through the Ladies Circle Convention Convenor and arrangements made on receipt of the required amount and the registration form. Ladies Circle India will have its own registration fees and its own registration form. They collect this amount for their overheads such as printing, publicity, and gifts as well as for their President's tea.

- b) All official functions such as house parties, informal nights, Presidents dinner and the lunches on the three Convention days are official Round Table India Convention functions. They are not joint functions held with the Ladies Circle.
- c) However, in order not to have a separate opening ceremony for Ladies Circle, as it would not only be a waste of time but also duplicate efforts, it has been permitted that the opening ceremony alone would be a joint ceremony. However, there shall be only one chief guest who will be chosen with the approval of the Round Table India President. Having the wife of the chief guest or some other lady to open the Ladies Circle India convention is to be avoided. Part of the expenses of the opening ceremony is to be recovered from Ladies Circle India.
- d) All arrangements shall be made for the Ladies Circle and the expenses incurred may be recovered from them.
- e) If the President of Ladies Circle International is present she would speak at the opening ceremony.
- f) As a matter of courtesy the Ladies Circle India President would be asked to say a few words at the Round Table India President's dinner.

## 8. NEX Meetings:

Every Convention Chairman or his duly authorised representative, who shall be a member of the Conference Committee, should be present at all meetings of the National Executive from the change over Board Meeting after the Convention bid is accepted till the change over board meeting after the Convention. (period of 2 years)

## III Convention Committees

### 1. Convention Executive

- a) **Convention Chairman:** The line of communication between the National Association and the host Tables is through the Convention Chairman and he is responsible for the successful organisation and running of the Convention and is responsible for policy in all Convention matters. The Chairman is responsible to Round Table India in ensuring that the Convention takes that form in every respect that the Association requires and will expect. He should ascertain the views of the President and other members of the National Executive on those matters with which they are most concerned. Matters of policy and approval of the programme and budget and the fees are the responsibility of the National Executive who will act through the Secretary/Treasurer. The detailed administration and organisation of the Convention in accordance with the policy are the responsibility of the Convention Committee. The Convention Chairman should closely supervise the function of the various committees and ensure that the different committees know what is expected of them. To this end he should note that certain matters are essentially the prerogative of the President and he must ensure that the President's wishes are fulfilled. The Chairman should always be tactful since a lot of problems are bound to creep in during the organisation. He should encourage and keep in good humour all members in order to get the maximum co-operation from them.
- b) **Convention Vice-Chairman:** During the absence of the Chairman the Vice-Chairman shall take over his duties. He shall in addition perform such other duties entrusted by the National Executive and will help the Chairman in supervising and monitoring the activities of the various committees.
- c) **Convention Secretary:** As the Secretary in any organisation he will in addition to taking the minutes of all Executive and Convention Committee meetings, co-ordinate and distribute the various correspondence flowing through him. He shall keep a complete record of all its activities and supply whatever information that may be required by any committee.

- d) **Convention Treasurer:** The Treasurer should be in charge of the accounts of the Convention. He may, if necessary, with the approval of the Convention Executive, have a sub-committee to help him in his duties. The Treasurer of the Convention Committee should submit to the Convention Chairman for approval of the National Executive, a series of budgets the first being required at the AGM preceding the Convention for which the budget is prepared.

Thereafter budgets should be presented every quarter as commitments change and statistics become more realistic. It should be ensured that these budgets are sent every quarter so that the National Executives may consider them at their quarterly meetings.

Care must be taken to avoid excessive optimism regarding the expenditure, number of participants, etc. Guidance should be sought from the Convention Chairman of the last two Conventions as to the final number of delegates likely to attend.

The preparation of the budget should be kept as simple as possible. The following layout is meant merely as a guide.

### Expenditure

Printing and Publicity Committee

- a) Convention booklet
- b) Posters, Signs, Leaflets, Tickets, Passes etc.
- c) Badges, name cards, menu cards, name tag, banners, participant's portfolios, invitation cards etc.
- Printing requirements of all other committees, i.e. registration forms, souvenir etc.

Registration

- a) Office equipment
- b) Postage
- c) Telephone Charges
- d) Office accommodation
- e) Insurance

Catering

- a) Allowance to hostesses for house parties
- b) Lunch on the three days of the Convention
- c) Informal night
- d) President's dinner
- e) Other expenses involved in catering

Official functions: Cost of hire of the venue for social functions, meeting room and other entertainments, prizes and other miscellaneous expenses involved, decoration, microphone hire, illumination etc.

Administration expenses

- a) All expenses as mentioned under RTI requirement - financial responsibilities.
- b) Postage and stationary for all committee members.

Transport Committee: Cost of hire of buses and other vehicles for transport of participants to and from official functions.

- e) **Chairmen of the host Tables:** They represent the host Tables in taking decisions regarding the Convention. Their main duties would be not only to help the Executive in taking decisions but also in ensuring that members of their Tables co-operate in whatever is required by the Convention Committee. For example, if a fund raising is required and decision has been made to collect a minimum figure, each Chairman should take up on himself to get Tablers to work on this. They would also be able to help the Convention Executive in deciding on suitable venues and committee members.

## 2. Action Committees

### a. Registration:

The Registration Committee is one of the most important ones and hence it is essential that it is staffed by capable and hard working personnel.

### **Registration Booklet**

The registration booklet should contain details of the following:

1. Detailed programme of activities including business and social sessions.
2. Pre and post Convention Tours.
3. Daily excursion and tours during the period of the Convention.
4. Local information like climate, historical background, transport facilities etc.
5. Details of hotel accommodation including rates for the various types of hotels.
6. Cancellation charges and conditions.
7. Payment conditions.

### **The Registration form.**

The Registration form which is removable from the booklet should contain details of the following:

1. Full name of Tabler and full name of wife.
2. Address.
3. Name of Table.
4. Position held in Table.
5. Position held in the Association.
6. Mode of travel, point of arrival, date etc.
7. Convention fees.
8. Late fee charges.
9. Hotel accommodation required with the type of hotel (out of those listed in the registration folder).
10. Excursion and tour required.
11. Pre and post Convention tours required.
12. Whether vegetarian or non-vegetarian.
13. Whether return journey arrangements require to be made.

The committee should decide the precise layout of the registration form. It should be closely related to the system created by the committee for processing the information gained from the form. It is desired that a late fee for late registration be charged and the cancellation conditions be specified and these are to be approved by the National Executive. A clear direction should be given for the despatch of the form together with the last date for despatch and the preferred system for payment.

**Registration Facilities:** Arrival at the registration desk is the first contact the participant has with the Convention. However, where possible arrangements should be made for receiving the participants at the airports or railway stations. Many participants will have arrived after long journeys and it is therefore essential that the process of registration is simple, efficient and above all, fast.

Most, registration forms will have been returned in advance, together with the full registration fee. Those who have not paid or made an error in payment should be dealt with as part of the registration process. Form filling should be kept to a minimum.

**Participant's portfolio:** On completion of the registration process the participant is handed the folder or portfolio which should contain:

1. A book of all tickets for social functions including the name of the house party and seat and Table number for President's dinner.
2. Individual invitations to special functions wherever appropriate. (For example if a special invitation has been issued for the President's Cocktail).
3. A Convention booklet containing a detailed programme of social functions and business meetings. (This should give guidance on dress, formalities, time for meals, arrival of V.I.Ps, etc. The information should apply to both sexes).
4. A name tag which should show the name and Table. The tag should be given for ladies also.
5. A list of all participants with the name of wife and the name of hotel during the Convention week and the name of the participants' Tables together with a list of all hotel telephone numbers.

6. A schedule of excursion and day time entertainments and cost together with a city map and any other useful information.
7. Gimmicks which advertisers are prepared to donate free, such as cigarettes, etc.

**Registration desk:** The registration desk is not primarily the information centre. It should be set up and staffed separately within the registration area. It is upto each committee to decide on their system of registration procedure. It is essential that the registration desk is manned by efficient and well-drilled personnel. The registration office should be open throughout the first day and at least well into the second day to take care of late arrivals.

**Headquarters Hotel:** A central hotel should be selected and designated as Headquarters Hotel in which preference for accommodation should be given to the President and other Members of the National Executive. A meeting room should be provided for meetings of the National Executive.

**Registration Centre:** The registration centre should act as the vehicle point for all participants. It should be connected by direct telephone to the Headquarters Hotel and be manned by persons who are fully informed of all aspects of the Convention and with extensive local knowledge. The Supply House Shop should ideally be situated in the registration centre preferably in a prominent position but away from the registration desk.

Other facilities useful in the Convention Centre are:

1. Refreshment bar.
2. Details of projects of member Tables.
3. Details of the next year's Convention venue.
4. Stewards staffing the registration centre should wear a distinctive badge.
5. Flags of all Tables should be displayed in or outside the registration centre.

#### **a) Duties of Registration Committee**

1. Designing and processing of registration (with publicity committee).
2. Distribution of registration forms (through Convention Secretary).
3. Creation of registration system.
4. Creation of registration office, staffing and equipping as necessary.
5. Creation of a filing system for registration forms to ensure rapid recall of information as required by other action committees.
6. Organisation of registration finance (in conjunction with the Treasurer).
7. Co-ordination of convention leaflets and literature useful with registration forms.
8. Production of a large map of India with pins for all tables (with publicity committee).
9. Booking hotels in advance.
10. Booking rooms for each registrant.
11. Organise any special arrangements at Headquarters hotel (with Convention Chairman).
12. Organisation of invitation to special guests in conjunction with Convention Chairman.
13. Completing sets of documents together with gifts, Convention booklet, timetables, maps etc. to go into the portfolio.
14. Organising and staffing the registration desk throughout the Convention.
15. Preparation of master charts containing all relevant information of each participant to be distributed to Convenors of each action committee and others, if necessary.
16. To establish an information centre and make available the following:
  - Schedule of Bank facilities, Air, Rail and Bus bookings and timings.
  - Postal facilities, medical facilities, shopping facilities and transport facilities.
  - Schedule of accommodation reserved for delegates.
  - Schedule of venues, time and date of all business and social functions.
  - Schedule of catering arrangements for business and social functions, house parties and 'un-official' programmed activities.
  - Schedule of entertainment programmed for functions.
  - Schedule of shopping facilities.
  - Transport plan for business, social functions, house parties and 'unofficial' programmed activities.
  - Schedule of pre and post Convention tours and 'unofficial' programmed activities.
  - Schedule of Ladies' activities, services arranged for ladies' and children's programmes.
17. To prepare a schedule of billeting of all participants in the house parties.
18. To prepare in liaison with the catering committee the schedule of seating arrangements for the President's dinner.

19. Provide for any last minute registrations.
20. To assume responsibilities for the Convention Shop in the registration area.
21. To arrange for a commercial photographer to be in attendance at all business and social functions and have proofs available the same or next day for viewing and ordering at the centre.
22. To prepare a budget and estimated costs for the Treasurer.

### **b) Printing and Publicity Committee:**

Advance publicity is essential and for this purpose the Table Talk is the best medium.

Duties of Printing and Publicity Committee

1. Organise all sponsorships for printing and publicity.
2. To arrange to publicise the Convention in the regional and local newspapers.
3. The design and production of the following:
  - a) Pre Convention registration booklet
  - b) Tickets to all functions with notation as to dress
  - c) Invitation cards to the opening ceremony
  - d) Car stickers and posters
  - e) Passes
  - f) Name tags (in liaison with Convention Chairman)
  - g) President's Dinner Table plans (in liaison with the official functions committee, registration committee and catering committee)
  - h) Registration form (in liaison with registration committee)
  - i) Time tables.
4. Reports to Table Talk
5. Employment of graphic designer for sign writing during the Convention(honorary wherever possible)
6. Design and distribution of direction notices
7. Design and distribution of welcome cards
8. Production of Convention booklet
9. Production of Convention news sheet
10. Stewards badge.
11. Arrangements for all press facilities including press conference
12. Arrangement for banners and flags
13. Production of Convention notice board at the registration centre
14. Design and production of all menu cards (with catering committee)
15. Co-ordination of banner display (together with registration committee)
16. Prepare all sign writings required for the business sessions.
17. To arrange for the printing of participants' list as required by the registration committee.
18. Any other printing requirements for any committee
19. Prepare a budget for the Treasurer

The Convention booklet should contain the following:

- a) Place of the information centre and the registration headquarters.
- b) List of Convention hotels.
- c) Schedule of venues and programmes of business and social functions.
- d) Shopping facilities available.
- e) Tours programme
- f) Transport arrangements made for pick-up and return of participants to business and social functions.
- g) Ladies' activities schedule.
- h) List of nearest Banks, post offices and doctors available round the clock, Hairdressers etc.
- i) Creche facilities available, etc.

### **c) Catering Committee**

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1. Undertake all catering including refreshments needed for -
    - a) House parties if required.
    - b) The President's Cocktail.

- c) The buffet lunches.
  - d) Informal night.
  - e) President's sit down dinner.
2. Provide refreshment at the following functions:
    - a) National Executive meetings.
    - b) All sessions of the Annual General Meeting.
  3. Provide details of all menus for printing committee.
  4. Provide meal boxes and refreshments for stewards and Convention Officers on duty.
  5. Provide President's Dinner seating plan for the printing committee (with the Registration Committee).
  6. Arrange for snacks/refreshments at registration centre.

#### **d) Official Functions Committee**

1. Undertake detailed arrangements including finalising the venues (in consultation with Convention Chairman) for
  - a) Opening ceremony.
  - b) Informal night.
  - c) President's dinner.
2. Provide details of requirements to printing committee in respect of tickets, invitations, direction signs, decoration, display material etc.
3. Arrange for special floral displays, balloons etc.
4. Arrange for venues of the meeting halls, National Executive meeting room and also to provide public address system for the same.
5. To arrange desk plaque for the National Executive.
6. Arrange secretarial service as required.
7. To decorate the meeting places of business and social functions.
8. To provide budget of estimated cost to the Treasurer.

#### **e) Transport Committee**

1. Arrange movements of participants from points of arrival to registration centre and from registration centre to hotels.
2. Arrange for use of a medium size van for use as personal transport and as luggage carrier.
3. Arrange transportation of secretarial equipment and documents.
4. Arrange for special buses to transport participants to and from functions.
5. Transport to be provided either from the major hotels where participants are staying or from the registration centre if this is located centrally.
6. Provide transportation for members of the National Executive separately if necessary to facilitate convening of meetings on time.
7. Arrange for sight seeing tours in and around the city.
8. Arrange for ladies and children's programmes and tours of the city for those ladies not participating in the Convention.
9. Organise pre and post Convention tours.
10. Prepare budget for the Treasurer.

#### **f) Stewards Committee:**

The efficiency with which the Convention progresses will rely largely upon preparation in advance by the stewarding committee. Ideally, a steward should be present in the background at every key point through all functions. Lack of sufficient stewards results in confusion, poor time-keeping and general dissatisfaction from the participants.

The Chief Steward should form teams whose task is to aid the smooth running of each function, meeting, excursion or event.

- a) Determine from each Tabler on what days and for what length of time he is available to act as steward during the Convention.



- b) Determine in liaison with the other committees what duties have to be performed during the week of the Convention and how many Tablers will be required for these duties.
- c) Roster Tablers to these duties and advise the other Committees of arrangements made.
- d) Ensure that there is a sufficient pool of Tablers available during the week for emergency duties, located at registration centre.
- e) Fix sign-posts for all functions, registration centre, information desk, convention shop etc.
- f) Supervise layout of rooms for meetings.
- g) Arrange for display of flags.
- h) Fix all welcome signs.
- i) Arrange briefing meeting for stewards.
- j) Provide separate steward to take care of the President and other members of the National Executive.

### **Stewards' Meetings:**

It is recommended that these meetings should be held daily in the morning. They should always be in the same room preferably at the registration centre. The Chief Steward will be the Chairman of the meeting. Other members of the Convention Committee may attend if requested to do so by the Chief Steward. The Chief Steward should describe the day's function outlining the responsibilities of the Stewards. Stewards should be told not to deviate from their specific instructions unless expressly told to do so by either the Chief Steward or the steward of the day. For this purpose, the blue book (prepared well in advance of the Convention) giving in detail the time, the action to be taken and the person responsible for the action should be minuted. Example as follows:

### **President's Dinner Venue: Meeting Hall 1**

	Time	Action by Tabler
1. Announcement for Dinner	20.40 hrs.	XYZ
2. Soup to be served	20.50 hrs	AB
3. Dessert to be served	20.00 hrs	AB
4. President's speech etc. etc.	22.10 hrs	President

Copies of this blue book are to be given to each steward and Convenors of the various action committees. This would enable each person who has a specific job to do during the Convention to find out by referring to this exactly what he has to do and when. This is the only way of ensuring that things will happen automatically one after the other on schedule without the need of the Chief Steward running here and there and without keeping the other Stewards and Convenors in the dark about what is going to happen, when and by whom.

This blue book should contain the complete schedule of all activities. The details in this book should cover events from the very first day of the Convention (i.e. from the start of the National Executive meeting) till the last event and winding up of the Convention.

### **General Instructions to Stewards**

- a) Report at the time already specified to the Steward of the day.
- b) Refer to the blue book to obtain details of functions of the day.
- c) Receive instructions from the Steward of the day.
- d) Receive a Steward Badge (this must be returned to the Steward of the day at the completion of all duties of the day; this applies even if he is a Steward on the other days).
- e) On completing duties for functions, report immediately to the Steward of the day either for further duties or for dismissal.
- f) Any queries or request for further duties or instructions should be made to the Steward of the day.
- g) When on door duty, ensure that admittance to a function is given by one of the following methods only:
  1. Ticket for the function.



2. Convention pass.
3. Convention committee badge.
4. Stewards badge.
5. Pass out tickets.

#### **g) Entertainment Committee**

1. Arrange entertainment programmes for
  - a) Inaugural Function
  - b) Informal Night
  - c) President's Dinner
2. Arrange for bands and groups for all functions
3. Arrange special lighting, sound equipment where necessary.
4. Arrange for any other equipment needed for entertainment for all functions.
5. To provide budget of estimated cost to the Treasurer.

#### **h) Sponsorships Committee**

1. To find ways and means to get major sponsorships for the various functions of the AGM.
2. To find minor sponsors for the smaller items.
3. To find ways and means of making good the deficit of the AGM budget, if any, by way of souvenir etc.
4. It is advised that each Convention Committee obtains data of all matters concerning the convention from the previous two conventions in order to constantly improve things as well as to obtain details needed for a smooth functioning of the convention.

### **IV Convention Programme**

#### **1. Sequence:**

The pattern of convention programme has been improved from year to year. If the Convention Committee feels there is room for innovation, permission should first be sought from the National Executive. The recommended sequence of events could be as follows.

	<b>Day</b>		<b>Evening</b>
First Day	10 AM to 12 Noon	Opening Ceremony	House parties
Second Day	9.30 AM to 1.00 PM	AGM	Informal night
	2 PM to 5 PM	AGM	
Third Day	9.30 AM to 1.00 PM	AGM	President's Dinner

In addition to the above social functions, there is the President's Cocktail where important guests from local community will be invited in order to promote public relations for the Association. This is usually held in the evening of the first day, prior to the house parties. Immediately preceding the Convention there will be a meeting of the National Executive. Usually the lunches will be of 1½ hours duration. If necessary they may be made into a two-hour session but in this case the meeting timings will have to be changed. It is important to remember that apart from the opening ceremony a minimum of approximately 15 hours of meeting time is required for the annual general meeting. This must be kept in mind while finalising the timings. If no instruction from the Association is received regarding the sequence and the timing of the convention then the above pattern may be followed.

#### **2. Opening Ceremony:**

The formal opening ceremony is ideally arranged on the morning of the first day of the convention (though it could be held in the afternoon if circumstances prevent a morning ceremony). The ceremony will consist of the following speeches:

1. Welcome by the Convention Chairman.
2. Speech by Round Table India President.
3. Speech by Ladies Circle India President.
4. Chief Guest's remarks and inauguration of both conventions.
5. Vote of thanks by Convention Secretary.

If the RT International President and the Ladies Circle International President are present they will speak following the Round Table India and Ladies Circle India Presidents respectively. The speeches usually are of 5 to 7 minutes duration except for the Chief Guest. Generally the entire time allowed for these speeches are not more than 40 minutes.

When the opening ceremony is taking place no other function, event or excursion should be programmed. Recent Conventions have added an entertainment of local flavour which has made a valuable contribution to a formal occasion. The ceremony should be held in a venue large enough to take all the participants and invitees. Special seating arrangements should be made for the President, Members of the National Executive and the Chief Guest. This is the only occasion when non-member visitors are present and special arrangements should be made for their reception and hospitality. The exact proceedings are settled by the President of the day. The host tables should send out invitations issued by the Association to the local civic dignitaries, members of other service clubs, etc. The Chief Guest should be so selected in order that the Round Table movement locally as well as in the rest of the country will gain prestige by his presence and will give enough publicity to the movement. The selection of the Chief Guest should be approved by the President.

Instead of having a main Table on the stage the best way would be for all the speechmakers to remain in the front row and to go up on to the stage to the podium only at the time of speeches with a spotlight on them. This is merely a suggestion as it has been found to be very impressive if done in this manner.

### **3. Annual General Meeting:**

The organisation of the business of the Association comes under the general jurisdiction of the President. It is necessary to provide a head Table for the members of the National Executive. The Area Chairman shall be seated at a Table immediately below the dais and facing the delegates. Delegates should be seated in the first rows of the meeting in numerical order. Table name and number for each delegate should be indicated on the

Table. Delegates should be provided with writing tables to enable them to take notes during the meeting. Behind the Delegates, seats should be provided for the other participants namely all other active members and honorary members and any other invitees of the Association. The seating arrangements should be so made that there is easy access for each person to a microphone and it is important that adequate number of microphones are made available. (A rough guide would be to provide at least 6 microphones for about 200 tablers). Where possible, cordless mikes should be arranged. Next to the main Table there shall also be a podium. Microphones shall also be arranged for the podium, for the President and a third movable mike should be available for the other members on the main Table. The Area Chairman's Table shall be provided with a movable mike. It is important that the Secretariat is as near as possible to the meeting room. Stewards will be required whenever the meeting is in session.

In the course of the AGM, workshop discussions will be held on various subjects or themes. For this purpose the participants will be broken up into as many workshop discussions or themes as are on the agenda for discussion and hence at the venue of the AGM separate rooms must be made available and arrangements should be made for holding these workshop discussions. (For example, if there are three subjects for workshop discussion and if about 200 tablers attend the conference two other rooms each with a capacity of 70 seats, apart from the main meeting hall should be made available. If the crowd is large enough microphone arrangements will have to be made for these rooms also).

If in case the President decides that all the participants should participate in all the workshop discussions (this would depend on the number and type of subjects at each conference) then these separate rooms are not necessary since all the discussions could be held in the main meeting hall one after the other. During the AGM no other function, event or excursion (except those programmed for the ladies) should be held.

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### **4. First night - House parties:**

These should be held in Tablers' houses. These house parties have been programmed so that at the beginning of the convention itself Tablers from different parts of the country can meet and get to know each other in more "personal" surroundings and in smaller groups which will enable them to build on this initial acquaintance during the remaining period of the convention. It should be ensured that in order to make a great success of the principle behind the house parties a careful selection procedure should be made for each party to ensure a good cross-section of Tablers from all over the country in each party. Parties should also be so planned that enough ladies are distributed among all the parties. Grouping of Tables should be avoided and the members of the National Executive should be split up into separate parties. It is possible that the President and Vice-President may wish to visit more than one house party in which event transport and escort arrangements will have to be made to take them to different house parties which gives an opportunity for the President and the Vice-President to meet all the participants.

Care should be taken in ensuring that the proportion of host members does not exceed the number of guest members. Hosts of such house parties should be given a per capita allowance from the convention budget together with guidance as to the standard of hospitality required. Entertainment in the form of either dance or party games should be planned in order to make the house parties a success. Transportation should be arranged for taking the participants from the major Convention Hotels and/or the Convention-Headquarters to the house parties and return.

Though house parties will be held in Tablers' houses, a group of Tablers should be appointed for the arrangements for each house party.

## **5. Second night - Informal night:**

A theme could be adopted that is unique to the host city, preferably traditional, colourful and one in which all members can happily participate. It should be as informal as possible. A proper entertainment should be provided in keeping with the standard of the Convention. The function should not be just a getting-together of people without sufficient entertainment or other activities to maintain interest.

## **6. Third night - President's Banquet:**

This is the only formal social occasion of the Convention. The function can be made more spectacular by the adoption of a theme. Care should be taken not to detract from the seriousness of the function which can be divided into four parts.

a) **Reception:** The arrangements should be made for the reception of all the participants. A pre-dinner drink should be provided (at the participants' cost if necessary) prior to taking their places in the banquet hall.

b) **Dinner:** The menu card should be on the theme of the evening or alternatively based upon the wishes of the President. It is advisable that one menu card per participant be provided to enable him to take it home as a souvenir. Dinner must be a sit-down affair and the seating arrangements should be so made as to get a cross-section of Tablers from different parts of the country at each Table. Menu cards should be placed on the various tables and the Table number should be indicated to the participants at the time of registration itself. Where it is possible place cards may be kept on the Table. Grouping of Tablers from the same Table or Area should be avoided. In recent Conventions in keeping up with the informality of the movement the top Table has been done away with.

(If, however, the President of the day wishes to have a top Table it may be so provided). The members of the National Executive should be seated at various tables but preferably as close to the entertainments as possible. The Immediate President and the President will however be seated at the same Table and as close to the microphone as possible to avoid a long walk for the speeches. If possible the microphone may be brought to the Table itself.

c) **Speeches:** The speeches, the sequence, length and precise position during or after the meal, will be decided by the President. (This information must be obtained well before the Convention and should not be left to the last minute). The list of speeches will be prepared by the President of the day and should be included in the menu card.

Generally, the order speeches will be as follows:

1. Speech by the outgoing L.C. India President.
2. Investing the incoming L.C. India President with her Jewel of office.
3. Speech by the new LC India President
4. Speech by the Immediate Past President - Round Table India.
5. Speech by the President - Round Table India.

d) **Dancing and Entertainment:** First class entertainment with dancing should be provided. It is recommended to have the entertainment during the dinner also. As said earlier this is the only formal social occasion and it is important to make all arrangements in keeping with the dignity of the function. This dinner which is in honour of the outgoing President is a symbolic way of saying 'thank you' by the members of the Association to the President who has served them during the last year. Care must be taken that a strict adherence to the time schedule is kept. During the speeches it should be strictly ensured that no Table service or movement of personnel takes place within the hall. In order to prevent persons from moving about and to maintain the time schedule it is advised that the bar be closed ten minutes before dinner time (in order that Tablers seat themselves promptly) and should be re-opened only after the speeches are over. However, order for drinks may be taken at the Table or the bar may be opened for a short period during the dinner. However, it must be ensured that before the start of the dinner the bar is closed and at least 20 minutes before the start of the speeches it is again closed if it has been opened in the interim period for a short time.

## V. General

Amendments to this Convention Manual: Any amendments, deletions or additions to this Convention Manual may be made from time to time by the National Executive.

### ROUND TABLE INDIA'S CONVENTIONS

Year	2016	Place
1963	March	New Delhi
1963	December	Bombay
1963	December	Bangalore
1965	November	Madras
1966	December	Hyderabad
1967	December	Coonoor
1968	December	Calcutta
1969	December	New Delhi
1970	December	Bombay
1971	December	Madras
1972	December	Bangalore
1973	December	Hyderabad
1974	January '75	Calcutta
1975	January '76	Ooty
1976	January '77	Delhi
1977	December	Madras
1978	December	Bombay
1979	December	Bangalore
1980	December	Calcutta
1981	December	Jamshedpur
1982	December	New Delhi
1983	December	Hyderabad
1984	December	Madras
1985	December	Dehradun

1986	December	Calcutta
1987	January 1988	Coimbatore
1988	January 1989	Bombay
1989	December	Bangalore
1990	December	New Delhi
1991	December	Cochin
1992	December	Calcutta
1993	December	Hyderabad
1994	December	Coimbatore
1995	December	Bhubaneswar
1996	December	Pune
1997	December	Bangalore
1998	December	Calcutta
1999	December	Chennai
2000	December	Vijayawada
2001	December	Hyderabad
2002	December	Kochi
2003	December	Mysore
2004	December	Mumbai
2005	December	Coimbatore
2006	December	Calcutta
2007	January 2008	Goa
2008	December	Vishakapatnam
2009	January 2010	Delhi
2010	December	Hyderabad
2011	December	Chennai
2012	December	Coimbatore
2013	December	Goa
2014	December	Kolkatta
2015	January 2016	Delhi
2016	September 2016	Bangalore
2017	September 2017	Coimbatore

# 10. Round Table International

## I. RTI

Round Table International (RTI) had been in existence much before the start of the Second World War. At the conclusion of the war efforts were made to get like-minded clubs together as a world body and this resulted in the formation of WoCo in October 1946 at Sacramento. RTI did continue to exist till at the Salzburg conference in Austria in 1961, Round Table International was formally dissolved.

With WoCo having gone through many changing phases has prompted the Round Tables to have a closer look at having Round Table International. And ironically at the same place of its dissolution, RTI was given a rebirth on 16<sup>th</sup> September 1991 in Austria.

## II. Objects of RTI

1. To promote fellowship and understanding between Round Table Associations World wide.
2. To promote the formation of new Round Table Associations throughout the World.
3. To promote and administer Joint Service Projects Worldwide.

## III. Organisation and Administration

Round Table International is basically divided into 2 regions:

1. The European, Mediterranean and Americas Region.
2. The Africas and Asia Pacific Region.

The representatives of each Member Association meet annually at the Conference and AGM to elect the President who will be the sole officer of the Association. A Member Association is one which is a National Association of Round Tables and which has been accepted for membership by RTI as per the provisions of the Constitution. The basic qualification for membership shall be:

- a) All clubs shall be non-sectarian.
- b) Clubs shall not engage in party politics.
- c) Active members of clubs shall be Men between the ages of 18 and 40.

## IV. Officers and Duties

### The President

The President should be an Active Tabler of the Member Association and shall not serve in office beyond the year when he attains the age of 40. His Duties are

- a) Preparation and maintenance of minutes and other records of the Association
- b) Send notices of meetings and shall perform such other duties as the constitution requires from time
- c) Prepare annual statistical report and present it at the AGM

The President can appoint a Honorary Secretary or Treasurer with no financial implication to the Association. In the event of the President unable to continue in office the EMA regional Chairman shall act as President till the next AGM.

## V. The Conference Travel Fund

Travel and subsistence allowance of Delegates attending AGM's shall normally be the responsibility of individual Associations. To assist Member Associations, which might not otherwise be represented, the Association shall make such grants, as they consider appropriate. The allocation of all such grants shall be considered by the officers of the Association and shall be allocated as the officers of the Association in their absolute discretion shall determine.

## **VI. The World Joint Service Project Fund**

- a) This award may annually be made to one or more worthy Joint Service Projects as decided by the officers in their absolute discretion, save that the President may appoint a committee to assist the officers in adjudicating upon any such grant.
- b) Any Association who wishes to apply for assistance from the Fund shall submit a written motivation together with any other relevant material regarding the project to the General Secretary at least sixty (60) days prior to the holding of the AGM.
- c) The criteria to be taken into consideration in granting any assistance shall be the following:
  - the project must be an existing project
  - the nature and benefit of the project
  - the effect on the community which have benefited from the project
  - the duration of the project
  - the financial situation of the applicant
- d) The assistance of any, shall be paid to the Member Association on the day following the AGM, unless in the opinion of the officers grounds exist for earlier payment, and shall be made known during the AGM.

## **VII. Extension Fund**

- a) Grants and assistance to promote the formation of New Round Table Associations throughout the World may be made at any time by the officers together with the General Secretary, save that the President may appoint a committee to assist the officers in deciding upon any such request.
- b) Written applications for assistance, made by any Member Association shall be submitted to the President which application shall contain such details and vouchers as requested by the President.
- c) The criteria to be taken into account in deciding upon the granting of assistance shall be following:
  - the financial standing of the applicant
  - the need for incurring such expenditure
  - the chances of success of any such extension.

## **VIII. RT International officers from Round Table India**

Tr. T. Ramakrishnan (MRT1) – President 1993-1994  
Tr. Ravi Khanna (DWRT 50) – President 2007-2008

## **IX. Awards**

The only trophy at the Round Table International level donated by the Charter President Tr. Waldo Thole of South Africa is the Attendance Trophy, which is calculated, based on a formula of the attendance at the AGM and the active membership of the Member Association. The Hosting RT Association is not eligible for the trophy.

# Annexure A

## Chartered and Inaugurated Tables as on 16th September 2017

### Area – 1

S.No.	Table Name & Table No.
-------	------------------------

1	Madurai R.T. # 14
2	Trichy R.T. # 54
3	Trivandrum R.T. # 66
4	Cochin R.T. # 71
5	Kottayam R.T. # 79
6	Quilon R.T. # 85
7	Trichur R.T. # 88
8	Madurai City R.T. # 99
9	Greater Cochin R.T. # 102
10	Alleppey R.T. # 103
11	Trichy Moonrock R.T. # 108
12	Kottayam Rubber Town R.T. # 121
13	Trivandrum Beach City R.T. # 126
14	Cochin Backwater R.T. # 131
15	Rajapalayam-Sivakasi R.T. # 158
16	Nagercoil R.T. # 176
17	Ernakulam R.T. # 214
18	Thodupuzha R.T # 288

### Area – 2

S.No.	Table Name & Table No.
-------	------------------------

1	Madras R.T. # 1
2	Madras Mylapore R.T. # 3
3	Madras West R.T. # 10
4	Madras Esplanade R.T. # 30
5	Madras South R.T. # 39
6	Madras Midtown R.T. # 42
7	Pondicherry R.T. # 70
8	Madras Central R.T. # 82



- 9 Madras Cosmopolitan R.T. # 94
- 10 Madras Metro R.T. # 95
- 11 Madras Anchorage R.T. # 100
- 12 Pondicherry Rivage R.T. # 104
- 13 Madras Sterling R.T. # 123
- 14 Madras Heritage R.T. # 124
- 15 Madras Spice R.T. # 159
- 16 Madras Coastal R.T. # 162
- 17 Pondicherry Heritage R.T. # 167
- 18 Madras Knights R.T. # 181
- 19 Nellore RT # 259
- 20 Madras Amigos RT # 260

### Area – 3

S.No.	Table Name & Table No.
-------	------------------------

1	Bombay R.T. # 2
2	Bombay West R.T. # 6
3	Bombay North R.T. # 19
4	Bombay South R.T. # 26
5	Nagpur R.T. # 83
6	Nasik R.T. # 107
7	Raipur R.T. # 169
8	Nagpur Arthurs R.T. # 180
9	Mumbai Gateway 198
10	Mumbai Mirror R.T. # 200
11	Mumbai One R.T. # 221
12	Mumbai Spirit R.T # 223
13	Raipur Capital RT # 241
14	Bhilai RT # 243
15	Nasik Synergy R.T. # 245
16	Nagpur Spirits R.T. # 258
17	New Mumbai RT # 262
18	Bilaspur RT # 283
19	Nagpur Tigers R.T. # 299
20	Bilaspur Amigo RT # 300
21	Thane RT
22	Raipur Resonate RT
23	Bandra RT

### Area – 4

1	Calcutta R.T. # 4
2	Calcutta Alipore R.T. # 12
3	Calcutta South R.T. # 17
4	Calcutta Parkstreet R.T. # 34

- 5 Calcutta Central R.T. # 38
- 6 Calcutta Metropolitan R.T. # 41
- 7 Kolkata Evergreen R.T. # 63
- 8 Calcutta Heritage RT # 67
- 9 Calcutta Sterling R.T. # 106
- 10 Calcutta Midtown R.T. # 113
- 11 Kolkata Aspire R.T. # 161
- 12 Kolkata Victorian R.T. # 227
- 13 Durgapur RT # 271
- 14 Kolkata Spartans RT # 280
- 15 Calcutta Pinnacle RT # 290
- 16 Kolkata Knights R.T. # 293

## Area – 5

S. No.	Table Name & Table No.
1	Delhi R.T. # 5
2	New Delhi R.T. # 24
3	Delhi South R.T. # 32
4	Delhi Midtown R.T. # 43
5	Delhi West R.T. # 50
6	Dehradun R.T. # 51
7	Delhi Achievers R.T. # 130
8	Delhi Cosmopolitan R.T. # 145
9	Delhi Friends R.T. # 146
10	Delhi Millennium R.T. # 149
11	Delhi Star R.T. # 151
12	Delhi Dynamic R.T. # 157
13	Ludhiana R.T. # 188
14	Ludhiana Invincibles R.T. # 202
15	Chandigarh R.T. # 216
16	Gurgaon Millineum City R.T. # 217
17	Delhi United Round Table 229
18	Indore R T # 242
19	Gurgaon R.T. # 246
20	Ludhiana Dynamic R.T. # 250
21	Bhopal RT # 257
22	Faridabad RT # 263
23	Indore United R T # 268
24	Bhopal Lake City RT # 269
25	Chandigarh United R.T. # 270
26	Agra RT # 279
27	Noida RT # 285
28	Chandigarh Spartans R.T. # 294
29	Indore Illuminati R T # 296
30	Indore Majestic R T # 297
31	Ghaziabad RT # 308
32	Delhi Amigos RT

## Area – 6

S.No.	Table Name & Table No.
-------	------------------------

1	Bangalore R.T. # 7
2	Vellore R.T. # 23
3	Bangalore North R.T. # 25
4	Bangalore East R.T. # 27
5	Bangalore Metropolitan R.T. # 44
6	Hosur R.T. # 87
7	Bangalore Central R.T. # 90
8	Bangalore South R.T. # 96
9	Bangalore Mid-Town R.T. # 129
10	Bangalore August R.T. # 140
11	Bangalore Cosmo R.T. # 172
12	Tumkur R.T. # 173
13	Bangalore Knights R.T. # 174
14	Bangalore Royals R.T. # 219
15	Bangalore Titans R.T. # 222
16	Bangalore Mavericks R.T. # 275


## Area – 7

S.No.	Table Name & Table No.
-------	------------------------

1	Coimbatore R.T. # 9
2	Coimbatore North R.T. # 20
3	Salem R.T. # 28
4	Coimbatore City R.T. # 31
5	Ooty R.T. # 55
6	Coimbatore Metropolitan R.T. # 62
7	Calicut R.T. # 69

8	Palghat R.T. # 81
9	Salem City R.T. # 84
10	Erode R.T. # 98
11	Coimbatore Penta R.T. # 101
12	Tirupur R.T. # 116
13	Coonoor R.T. # 117
14	Coimbatore ACME R.T. # 133
15	Karur R.T. # 138
16	Greater Calicut R.T. # 143
17	Cannanore R.T. # 165
18	Salem Metro Acme R.T. # 175
19	Coimbatore United R.T. # 186
20	Erode Spice R.T. # 211
21	Pollachi R.T. # 226
22	Wayanad RT # 277

## Area – 8

### S.No. Table Name & Table No.

1	Kanpur R.T. # 16
2	Bareilly R.T. # 45
3	Pilibhit R.T. # 74
4	Kanpur Cosmopolitan R.T. # 111
5	Kanpur Heritage R.T. # 125
6	Lucknow R.T. # 136
7	Allahabad R.T. # 192
8	Varanasi R.T. # 196
9	Lucknow Tigers R.T. # 207
10	Varanasi Royals R.T. # 218
11	Patna Platinum RT # 247
12	Lucknow Mavericks R.T. # 255
13	Allahabad Allrounders R.T. # 264
14	Varanasi Elite R.T. # 278
15	Bhadohi RT # 295
16	Shahjahanpur RT # 298



## Area – 9

S.No.	Table Name & Table No.
-------	------------------------

1	Hyderabad R.T. # 8
2	Secunderabad R.T. # 33
3	Vijayawada R.T. # 68
4	Vizag R.T. # 77
5	Guntur R.T. # 86
6	Secunderabad City R.T. # 89
7	Waltair R.T. # 92
8	Secunderabad Metro Area R.T. # 118
9	Hyderabad Area R.T. # 134
10	Secunderabad Twin Area R.T. # 148
11	Hyderabad Pearl R.T. # 183
12	Hyderabad Deccan R.T. # 189
13	Hyderabad One R.T. # 212
14	Vizag Vikings R.T. # 213
15	Vizag Knights R.T. # 225
16	Hyderabad Kings R.T. # 249
17	Amaravati RT # 282
18	Hyderabad Titana R.T. # 303
19	Hyderabad Youth R.T. # 304
20	Vizag Alpha R.T. # 305

## Area – 10

S.No.	Table Name & Table No.
-------	------------------------

1	Hubli R.T. # 37
2	Dharwad R.T. # 60
3	Davangere R.T. # 76
4	Belgaum R.T. # 119
5	Panjim City R.T. # 128
6	Hubli Central R.T. # 142
7	Bellary R.T. # 152



- 8 Hubli Accent R.T. # 153
- 9 Kolaphur R.T. # 154
- 10 Hubli Knights R.T. # 178
- 11 Belgaum Royals R.T. # 205
- 12 Margao Youth RT # 228
- 13 Hospet RT # 231
- 14 Belgaum Cosmo R.T. # 237
- 15 Panjim Elite R.T. # 251
- 16 Ichalkaranji RT # 267

## Area – 11

### S.No. Table Name & Table No.

1	Ahmedabad R.T. # 40
2	Baroda R.T. # 49
3	Surat R.T. # 135
4	Surat Metro R.T. # 155
5	Ahmedabad Dynamic R.T. # 170
6	Ahmedabad Heritage R.T. # 193
7	Surat Cosmo R.T. # 195
8	Ahmedabad Frolic R.T. # 199
9	Baroda Young Truks R.T. # 201
10	Ahmedabad Leading Edge R.T. # 208
11	Surat Green R.T. # 209
12	Vadodara Vibrant R.T. # 210
10	Gandhidham RT # 254
11	Surat United RT # 265
12	Jamnagar RT # 302

## Area – 12

### S.No. Table Name & Table No.

1	Jaipur Pinkcity RT # 171
2	Bhilwara United RT # 184
3	Jaipur Heritage RT # 185
4	Jaipur Jewel City RT # 191
5	Udaipur Lakecity RT # 206
6	Jaipur Royals RT # 215
7	Jaipur RT # 233
8	Udaipur United RT # 234
9	Udaipur RT # 253
10	Jaipur United RT # 272
11	Jaipur RT # 273
12	Kota RT # 281

- 13      Ajmer RT # 291
- 14      Jaipur Tigers RT # 292
- 15      Kota United RT # 306
- 16      Bikaner RT

### Area - 13

S.No.	Table Name and Table No
1	Mysore RT # 21
2	Mysore Heritage RT # 109
3	Mangalore RT # 115
4	Mysore Amity RT # 156
5	Chikmagalur RT # 164
6	Shimoga RT # 166
7	Mangalore Coastal RT # 190
8	Mysore Elite RT # 256
9	Shimoga Malnad RT # 266
10	Sakleshpur RT # 276

## Area 14

S No.	Table Name and Table No.
1	Siliguri RT # 220
2	Siliguri ACE RT # 232
3	Guwahati RT # 235
4	Guwahati Progressive RT # 238
5	Guwahati City RT # 239
6	Guwahati Gateway RT # 240
7	Tinsukia RT # 248
8	Shillong RT # 252
9	Jorhat RT # 261
10	Siliguri Tigers RT # 274
11	Gangtok R.T # 301

## AREA 15

S No.	Table Name and Table No.
1	Pune RT # 15
2	Pune Midtown RT # 65
3	Poona Riverside RT # 105
4	Poona Cosmopolitan RT # 110
5	Poona United RT# 144
6	Solapur Towelcity RT # 150
7	Poona Synergy RT # 177
8	Pune Heritage RT # 182
9	Solapur Achievers RT# 187
10	Aurangabad RT # 286
11	Aurangabad Amigos RT # 287
12	Pune Urban RT # 289
13	Solapur Highflyers RT #

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### AREA 16

1	Bhubaneswar RT # 53
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- 2 Bhubaneswar Midtown RT # 93
- 3 Cuttack RT # 137
- 4 Ranchi Anchorage RT # 160
- 5 Rourkela RT # 194
- 6 Jamshedpur Green Steel RT# 224
- 7 Bhubaneswar Knights RT # 230
- 8 Jharsuguda RT # 236
- 9 Ranchi Samartians RT # 244
- 10 Ranchi Utopians RT # 284
- 11 Rourkela City RT # 307

## Annexure B

### RTI Past Officers

Year	Office	Name	Table
1962-63	President	Vir Khare	MRT 1
	Vice President	Tejinder Singh	BRT 2
	Secretary / Treasurer	S. L. Chitale	MRT 1
1963	President	Tejinder Singh	BRT 2
	Vice President	Frank Wildman	DRT 5
	Secretary / Treasurer	Eardley Samuels	BRT 2
1964	President	Frank Wildman	DRT 5
	Vice President	R. G. Padke	MRT 1
	Secretary / Treasurer	P. C. Bose	DRT 5
1965	President	R. G. Phadke	MRT 1
	Vice President	B. C. Bhushan	MMRT 3
	Secretary	Gopal Madhavan	MRT 1
	Treasurer	P. C. Bose	DRT 5
1966	President	B. C. Bhushan	MMRT 3
	Vice President	H. K. Singh	CRT 4
	Secretary	Gopal Madhavan	MRT 1
	Treasurer	R. Shivashankar	BRT 7
1967	President	H. K. Singh	CRT 4
	Vice President	R. Shivashankar	BRT 7
	Secretary	Gireesh Mohan	CRT 4
	Treasurer	R. V. Maniar	DRT 5
1968	President	R. Shivashankar	BRT 7
	Vice President	Jitinder Singh	DRT 5
	Secretary	S. R. Chari	BRT 7
	Treasurer	J. N. Patel	MRT 1
1969	President	S. L. Chitale	MRT 1
	Vice President	Jitinder Singh	DRT 5

	Secretary	R. I. Chandhok	MMRT 3
	Treasurer	R. Jagadish Chandran	CRT 9
1970	President	Jitinder Singh	DRT 5
	Vice President	R. Desikan	BWRT 6
	Secretary	Deepak Banker	MRT 1
	Treasurer	R. Jagadish Chandran	CRT 9
1971	President	R. Desikan	BWRT 6
	Vice President	Gopal Madhavan	PRT 15
	Secretary	R. Jagadish Chandran	CRT 9
	Treasurer	Itaat Hussain	HRT 8
1972	President	Gopal Madhavan	PRT 15
	Vice President	Deepak Banker	MRT 1
	Secretary	Viji Iyengar	CART 12
	Treasurer	J. K. Mehra	DRT 5
	Editor	Alban Scolt	CSRT 17
1973	President	Deepak Banker	MRT 1
	Vice President	R. Jagadish Chandran	CRT 9
	Secretary	N. Krishnan	MWRT 10
	Treasurer	M. M. Bhatia	BRT 7
	Editor	Alban Scolt	CSRT 17
1974	President	R. Jagadish Chandran	CRT 9
	Vice President	Itaat Hussain	HRT 8
	Secretary	Alban Scolt	CSRT 17
	Treasurer	E. K. Parthasarathy	MRT 1
	Extension Officer	N. Krishnan	MWRT 10
	Editor	Prakash V. Nair	CNRT 20
1975	President	Itaat Hussian	HRT 8
	Vice President	N. Krishnan	MWRT 10
	Secretary	Prakash V. Nair	CNRT 20
	Extension Officer	A. V. Iyengar	CART 12
	Editor	Anil Bagga	MRT 1
1976	President	N. Krishan	MWRT 10
	Vice President	A. V. Iyengar	CART 12
	Secretary-Organisation	Lakshmi C. Sharma	NDRT 24

	Secretary-Administration	Suresh Gokuldas	CRT 9
	Treasurer	Ajitkumar C. Patel	MRT 14
	Extension Officer	T. S. Venkatachalam	BWRT 6
	Editor	S. Rangarajan	BNRT 19
1977	President	A. V. Iyengar	CART 12
	Vice President & IRO	KL. Ramanathan	MRT 1
	Secretary-Organisation	T. S. Venkatachalam	BWRT 6
	Secretary-Administration	Lakshmi C. Sharma	NDRT 24
	Treasurer	Shireesh C. Nadkar	BWRT 6
	Extension Officer	R. V. Rajan	MWRT 10
	Editor, Table Talk	R. Raman	BNRT 19
1978	President	KL. Ramanathan	MRT 1
	Vice President	Prakash V. Nair	CNRT 20
	Secretary	Ashok Das Gupta	CPSRT 34
	Treasurer	N. V. Srinivasamurthy	BNRT 25
	Extension Officer	Uday Shah	BSRT 26
	Editor, Table Talk	Prem P. Verma	CART 12
1979	President	Prakash V. Nair	CNRT 20
	Vice President	N. V. Srinivasamurthy	BNRT 25
	Secretary	P. Hariraj	MRT 1
	Treasurer	Dileep Agarwal	KRT 16
	Extension	Officer H. W. Maniktala	LRT 22
	Editor, Table Talk	S. Raja	BNRT 25
1980	President	N. V. Srinivasamurthy	BNRT 25
	Vice President	P. Hariraj	MRT 1
	Secretary / Treasurer	SC. Nadkar	BWRT 6
	International Rel. Offr.	S. S. Oberoi	CART 12
	Editor, Table Talk	Rohit Pombra	CSRT 17
1981	President	P. Hariraj	MRT 1
	Vice President	Prem P. Verma	CART 12
	Secretary / Treasurer	Rohit Pombra	CSRT 17
	International Rel. Offr.	P. D. Kothari	MRT 1
	Editor, Table Talk	C. S. Ananth	MWRT 10
1982	President	R. Raman	BNRT 19



	Vice President	P. D. Kothari	MRT 1
	Secretary / Treasurer	H. Jagdish Chander	SRT 33
	International Rel. Offr.	Jyothirmoy Hazra	BNRT 25
	Editor, Table Talk	Tony Mirchandani	SRT 33
1983	President	P. D. Kothari	MRT 1
	Vice President	Rohit Pombra	CSRT 17
	Secretary / Treasurer	Ravi Nath	DRT 5
	International Rel. Offr.	Rajendra Kiri	DSRT 32
	Editor, Table Talk	S. Anand	MWRT 10
1984	President	Rohit Pombra	CSRT 17
	Vice President	Keshav S. Rao	BWRT 6
	Secretary / Treasurer	G. Balakrishna	VRT 68
	Extension Officer	Rahinder K. Malhotra	NDRT 24
	Editor, Table Talk	C. Rajan	CMRT 62

1985	President	Keshav S. Rao	BWRT 6
	Vice President & IRO	D. Sudhakar Reddy	MRT 1
	Secretary / Treasurer	Balbir Verma	DRT 5
	Extension Officer	Lalith C. Shah	MERT 30
	Editor, Table Talk	Anup Gulati	DSRT 32
1986	President	D. Sudhakar Reddy	MRT 1
	Vice President & IRO	Joe Nejedly	CRT 9
	Secretary / Treasurer	T. Ramakrishnan	SRT33 /MRT 1
	Extension Officer	Chandan Kumar Naha	BRT 67
	Editor, Table Talk	N. K. Gopinath	MSRT 39
1987	President	Joe Nejedly	CRT 9
	Vice President	Chander Shekar	DWRT 50
	Secretary / Treasurer	V. Rajkumar	CCRT 31
	Extension Officer	J. S. Malhan	MRT 1
	Editor, Table Talk	Jogesh J. Shelat	CRT 71
1988	President	Chander Shekar	DWRT 50
	Vice President	V. Rajkumar	CCRT 31
	Secretary / Treasurer	Mohan Rajes	SRT 28
	Editor, Table Talk	Anup Gulati	DSRT 32
1989	President	V. Rajkumar	CCRT 31
	Vice President	Bhupinder Singh Sabharwal	CSRT 17
	Secretary / Treasurer	Gurdip Singh Anand	CMRT 62
	Editor, Table Talk	P. S. Gopalakrishnan	CNRT 20
1990	President	Bhupinder Singh Sabharwal	CSRT 17
	Vice President	Gurdip Singh Anand	CMRT 62
	Secretary / Treasurer	P. V. Raman	MMRT 42
	Editor, Table Talk	R. Suri Menon	BSRT 96
1991	President	Gurdip Singh Anand	CMRT 62
	Vice President	T. Ramakrishnan	MRT 1
	Secretary / Treasurer	Dilip Arren	KRT 16
	Editor, Table	Talk Shailendra Swarup	SRT 33
1992	President	T. Ramakrishnan	MRT 1

	Vice President	M. Jayakumar	CMRT 62
	Secretary / Treasurer	A. Sridharan	MMRT 42
	Editor, Table Talk	Gautam Kodikal	BMRT 44
1993	President	M. Jayakumar	CMRT 62
	Vice President	Lalit K. Khanna	NDRT 24
	Secretary / Treasurer	R. Gopalakrishnan	BNRT 19
	Editor, Table Talk	Jeff Antony	TRT 88
1994	President	Lalit K. Khanna	NDRT 24
	Vice President	S. Suresh Hari	BNRT 25
	Secretary / Treasurer	Alok Harnathka	GRT 86
	Editor, Table Talk	Vagish Dixit	SRT 33
1995	President	S. Suresh Hari	BNRT 25
	Vice President	V. V. S. Ravi	GRT 86
	Secretary / Treasurer	V. Jawahar	SRT 33
	Editor, Table Talk	Tapas Chakravarthy	SRT 33
1996	President	V. V. S. Ravi	GRT 86
	Vice President	P. Uttam	ORT 55
	Secretary / Treasurer	Prem Patro	BRT 53
	Editor, Table Talk	M. Gururaj	SMART 118
1997	President	P. Uttam	ORT 55
	Vice President	Vagish Dixit	SRT 33
	Secretary / Treasurer	M. Nandakumar	BSRT 96
	Editor, Table Talk	Nilesh Kapse	BRT 7
1998	President	Vagish Dixit	SRT 33
	Vice President	B.V. Ramanan	TRT 54
	Secretary / Treasurer	R.Dhirendra	BCRT 90
	Editor, Table Talk	Ajit Nair	MMRT 3
1999-00	President	B.V. Ramanan	TRT 54
	Vice President	R.Dhirendra	BCRT 90
	Secretary / Treasurer	Tilak Wadhwa	PRT 15
	Editor, Table Talk	Bhupinder Singh	BRT 53

2000-01	President	R.Dhirendra	BCRT 90
	Vice President	K. Ilango	CCRT 31
	Secretary / Treasurer	S. Muralidharan	KRTRT 121
	Editor, Table Talk	Alok Marda	BMRT 44
2001-02	President	K. Ilango	CCRT 31
	Vice President	Jayakumar Ramdass	CMRT 62
	Secretary / Treasurer	Prem Raja	PRRT 104
	Editor, Table Talk	Pareesh Chaudhry	DWRT 50
2002-03	President	Jayakumar Ramdass	CMRT 62
	Vice President	R.Girish	SCRT 84
	Secretary / Treasurer	Manoj Nair	BRT 7
	Editor, Table Talk	Rajesh Rajaram	BRT 7
2003-04	President	R.Girish	SCRT 84
	Vice President	Manoj Nair	BRT 7
	Secretary / Treasurer	Ravi Khanna	DWRT50
	Editor, Table Talk	Mammen Jacob	KRT 79
2004-05	President	Manoj Nair	BRT 7
	Vice President	Ravi Khanna	DWRT50
	Secretary / Treasurer	Shiv Eshwaran	MMRT42
	Editor, Table Talk	Ambareesh Pittie S	MART118
2005-06	President	Ravi Khanna	DWRT50
	Vice President	Shivkumar Eshwaran	MMRT42
	Secretary / Treasurer	B. Lakshminarayana	CRT 9
	Editor, Table Talk	Mohan Mankani	HRT 37
2006-07	President	Shivkumar Eshwaran	MMRT 42
	Vice President	Prashant Jalan Ajay Handa	KART161 HRT 37
	Secretary / Treasurer	Muralidharan V	CCRT 31
	Editor, Table Talk	Deepu Paul	CRT 71
2007-08	President	Ajay Handa	HRT 37
	Vice President	Pranay Trivedi	SMART 118
	Secretary / Treasurer	Himanshu Gupta	BRT 7
	Editor, Table Talk	Rajan Verma RV	NDRT 24

2008-09	President	Pranay Trivedi	SMART 118
	Vice President	Himanshu Gupta	BRT 7
	Secretary / Treasurer	Manish P. Bhanushali	ART 40
	Editor, Table Talk	Satish Balagopal	CART 133
2009-10	President	Himanshu Gupta	BRT 7
	Vice President	Manish P. Bhanushali	ART 40
	Secretary / Treasurer	Ashwini Kumar P Hemdev	MRT 21
	Editor, Table Talk	Syed Zishan Ali	BRT 53
2010-11	President	Vivek Vardhan Prasad	CPRT 101
	Vice President	Ashwinni Kumar Hemdev	MRT21
	Secretary / Treasurer	Vineet Parikh M	ART 40
	Editor, Table Talk	Bhavesh Vithlani	HPRT 183
2011-12	President	Ashwinni Kumar P Hemdev	MRT 21
	Vice President	Vineet Parikh M	ART 40
	Secretary / Treasurer	Harish Shenoy M S	MHRT 109
	Editor, Table Talk	Punit Sampat B	MMRT 95
2012-13	President	Vineet Parikh	ART 40
	Vice President	Harish Shenoy	MHRT 109
	Secretary / Treasurer	Deepak Menda	VRT 77
	Editor, Table Talk	Jyothish Pillai	CURT 186
2013-14	President	Harish Shenoy	MHRT 109
	Vice President	Deepak M Menda	VRT 77
	Secretary	Suman Voora	MMRT 42
	Treasurer	Mukesh R	BMRT 129
	Editor, Table Talk	Raghu	VRT 77

2014-15	President	Deepak Manu Menda	VRT 77
	Vice President	Suman Voora	MMRT 42
	Secretary	Neeraj Banka	CHRT 67
	Treasurer	ABS Sanjjay	SRT 28
	Editor, Table Talk	Niraj Dhote	CRT 4
2015-16	President	Suman Voora	MMRT 42
	Vice President	Manpreet Singh Raja	RART 160
	Secretary	Christopher Arvinth	CRT 31
	Treasurer	Dhruv Dalmia	KHRT 125
	Editor, Table Talk	Hamir Sampat	MKRT 181
2016-17	President	Manpreet Singh Raja	RART 160
	Vice President	Christopher Arvinth	CRT 31
	Secretary	Dhruv Dalmia	KHRT 125
	Treasurer	Hamir Sampat	MKRT 181
	Editor, Table Talk	Inder Singh	MSRT 39
2017-18	President	Christopher Arvinth	CRT 31
	Vice President		
	Secretary		
	Treasurer	Akshay Dugar	MSRT 123

## Annexure C

### RTI Life Honorary Tablers

S. L. Chitale (RT-1)  
R. Jagadish Chandran (RT-9)

## Annexure D

### RTI Honorary Tablers

Year	Name	Table
1973	S. L. Chari	
1974	Indu Chandhok	MMRT 3
1975	K. N. Rajan	CRT 4
1976	Deepak Banker	MRT 1
	K. N. Rajan	CRT 4
1977	Deepak Banker	MRT 1
	Gopal Madhavan	MRT 1
	Itaat Hussain	HRT 8
	Deepak Shah	BWRT 6
1978	N. Krishnan	MWRT 10
	E. K. Parthasarathy	MRT 1
1981	KL. Ramanathan	MRT 1
1982	Alban Scolt	CSRT 17
1983	S. Raja	BNRT 25
1984	Pratap Gokuldas	CNRT 20
1985	H. Jagadish Chander	SRT 33
	C. S. Ananth	MWRT 10
	Jyothirmoy Hazra	BNRT 25
1986	Ravi Nath	DRT 5
	L. V. Gopalakrishnan	BNRT 25
1987	Suresh Magnolias	CNRT 30
	Kishore Shahani	MMRT 3
	Ashda Lalvani	BMRT 44

1988	Anil K. Bagga	MRT 1
	Ashok Agarwal	DRT 51
	Rohit Pombra	CRT 4
1989	Netha Viswanathan	BRT 2
	Balbir Verma	DRT 5
	Prakash Mehta	SRT 28
1990	K.M. Mammen	MWRT 10
1991	George Verghese	MMRT 42
	Ashok Gupta	CCRT 31
1992	C. Rajan	CMRT 62
	J. S. Malhan	MRT 1
1993	R. Baskeren	CNRT 20
	Pratap Ojha	CCRT 38
	S. Gokulavasan	VRT 23
1994	Abraham Markos	KRT 79
	Subash Goel	MWRT 10
	Shafiq Ahmed	SRT 33
1995	Goutam Das Gupta	BNRT 19
	Manoj Dalal	MWRT 10
	R. Suri Menon	BSRT 96
1996	P. S. Gopalakrishnan	CNRT 20
	Pramod Sharma	PMRT 58
	Rajiv C. Bhambri	BNRT 19
	F. R. Singhvi	BRT 7
1997	A. Sridharan	MMRT 42
	Srivivas Prasad	PMRT 65
	Jyoti Bhusan Pany	BRT 53
	Manoj Agarwal	KRT 16
1998	Jikku Isaac	GCRT 102
	Rafiq Sait	MMRT 3
	Harish Chandra Prasad	HRT 8
	Sharad Shevade	HRT 38
1999-00	M. Sriram	TRT 54
	Alok Harnathka	GRT 86



	Bishwanath Das	SRT 33
2000-01	V.Siddarthan	SRT 28
	Ajit Nair	MMRT 3
	Kayu Dhanboora	BMRT 44
	Umesh Jatia	PRT 15
2001-02	Vinod Kumar	QRT 85
	Anil Nair	MMRT 3
	Tilak Wadhwa	PRT 15
	Nandan Mavinkurve	HRT 37
	Satish S.	CMRT 62
2002-03	George Thomas	KRTRT 121
	Bharat Raman	MMRT 42
	Raman Kishore Channa	DMRT 43
	Alok Marda	BMRT 44
	Jawahar	SRT 33
2003-04	Joseph Rodricks	TRT 66
	Balakrishnan S	MRT 1
	Sanjiv Shah	BNRT 19
	Lalit Mohan Tyagi	CPRT 34
	Rajesh Luthra	DMRT 149
	Sanjay Sanghani	BMRT 44
	Sumanth Ramamurthi	CRT 9
	Prasad	SCRT 89
2004-05	S. Muralidharan	KRTRT 121
	B.B. Vengatesh	MERT 30
	Rajan Mehra	SRT 135
	Mahesh Bahroos	PRT 91
	Khushroo Kalyanwala	DSRT 32
	Manoj Kumar Agarwal	BSRT 96
	Balamurugan J	CCRT 31
	Sanjay Mahendra	KCRT 111
	M Gururaj	SMART 118
	Sandeep Bidasaria	HRT 37
2005-06	Reji Markos	KRT 79

	Divyesh Sheth	MERT 30
	Manoj Prabhakar Gaitonde	BRT 2
	Ramalingam	CMRT 41
	Yash Manoj Handa	DSRT 32
	Fazal ur Rahaman	BRT 7
	Mahesh Babu	CNRT 20
	C.S.Bahri	LRT 136
	Harpreet Singh	SRT 33
	Gaurish Dhond	PCRT 128
2006-07	Umanath Pai S	GCRT 102
	Prem Raja	PRRT 104
	Sandeep Jain	NRT 83
	Samir Agarwal	CPRT 34
	Navin Gupta	DWRT 50
	Sundeeep Gupta	BRT 7
	Kawaljit Singh	CPRT 101
	Nikhil Tandon	KCRT 111
	Yashwant Jhabakh	START 148
	Gautam S Oswal	HRT 37
2007-08	Mammen Jacob	KRT 79
	Ravindran Ramachandran	MMRT 3
	Shashank Sandhu	BWRT 6
	Pankaj Poddar	CPRT 34
	Paresh Chaudhry	BRT 2
	Prashant Popat	BART 140
	Lakshmi Narayana B	CRT 9
	Peeyush Agarwal	PRT 74
	Venkatesh RP	VRT 68
	Srinath DK	HART 153
2008-09	Balasubramanian P	TRT 54
	Sesha Sai M	MMRT 42
	Jayesh Chhatiawala	SCRT 195
	Anirban Banerjee	CMRT 41
	Rajiv Grover	DMRT 43

	Yogesh V. Sheth	BKRT 174
	Sivabal MK	ERT 98
	Vipin Sahni	PRT 74
	Inderjit AV	SRT 33
	Riyaz B. Basari	HART 153
2009-10	John Chakola	TRT 88
	Satish Jupiter	MCRT 162
	Rajiv Mehra (Sr)	BRT 2
	Hitesh Dani	CMRT41
	Rajiv Jain	DSRT32
	Gopal Chopra	BRT 7
	V.Muralidharan	CCRT 31
	Deepak Bajaj	MRT 75
	V.Satyanarayana	HART 134
	Vasu Kalghatgi	KRT 154
2010-11	Venugopal	KRT 121
	Sanjay Ramaswami	MCRT 162
	Kiran Sanghvi	PURT 144
	Sahil Desai	CART 12
	Ravi Baid	DMRT149
	Sanjay Asher	BRT 7
	Praveen Chandra Prasad	CART 133
	Vikram Bhargava	BRT 45
	Hari Krishna	VRT 77
	Amit Bhailal Shanghavi	HCRT 142
	Basant Choudhary	ART 40
2011-12	George G.Poothicote	CBRT 131
	Sandeep Kumar Somani	MMRT 3
	Narendra Mehta	BWRT 6
	Anirban Bannerjee	CRT4
	Atul Gupta	DSRT32
	Ali Abbas Vagh	MRT 21
	Govindarajulu	CART 133
	Sandeep Malhotra	KRT 16

Ramesh Kumar P	START 148
Mohan Mankani	HRT 37
Patel Jitendra Balubhai	SRT 135

2012-13	Koshy P Titus	GCRT 102
	Shivkumar Eashwaran	MMRT 42
	Samir Sheth	PRT 15
	Rajesh Agarwal	CPRT 34
	Pankaj Vats	DRT 5
	Kushalappa	MART 156
	Rajesh	PRT 81
2013-14	Abiruben	RSRT 158
	DK Jain	MSRT 39
	Neeraj Gupta	RRT 169
	Yogesh Gupta	CMRT 41
	Puneet Gupta	NDRT 24
	Naveen Pishe	BNRT 25
	Udayappan	SRT 28
	Rajat Mathur	LRT 136
	Jitendra Chug	START 148
	Abdul Sadiq	HART 153
	Nayan Shah	ART 40
2014-15	Rakesh Ramchandran	CBRT 131
	Punit Sampat	MMRT 95
	Rajesh Varma	RRT 169
	Nirmal Agarwal	CMRT 41
	Ravi Goenka	JPRT 171
	Dr Srivatsan Chari	BMRT 129
	Satish Balagopal	CART 133
	Anjan Narain Singh	VRT 196
	Aanand Khara	VRT 77
	Harin Bhonsle	PCRT 128
	Vaishal Kapadia	SMRT 155
2015-16	Sejoe Jose	GCRT 102
	Satish Kumar	MMRT 3
	Sanjay Mathrani	PMRT 65

	Anurag Agarwal	CMRT 113
	Jaideep Singh Anand	LRT 188
	Prashant Shah	BRT 7
	Balakrishnan	KRT 138
	Prashant Gupta	VRT 196
	Siddharth Karan	SMART 118
	Nikhil Dubeer	HCRT 142
	Prakash Udeshi	ART 40
	Sanjay Porwal	JHRT 185
	Rajesh Kumar Y R	MART 156
	Anand Kumar Goyal	SRT 220
2016-17	Jabyson Philip	KRTRT 121
	Vinay Gandhi	MKRT181
	Rohit Kale	RRT 169
	Zishan Ali	BRT 53
	Mohit Arya	DMRT 149
	Anand Ramu	TRT 173
	Ramesh S	ERT 98
	Rajpreet Singh	KCRT 111
	Kishore Kumar	HPRT 183
	Bryan Dsouza	HART 153
	Ruchir Gupta	ADRT 170
	Manish Kasliwal	JPRT 171
	Ashwinni Hemdev	MRT 21
	Kuldip Chowdhary	SRT 220
	Sanjay Kanakia	PURT 144
2017-18	Shridhar	MRT 14
	Shriram Duvuri	MSRT 159
	Jignesh Goda	NRT 107

Krishna Raj Gupta	CMRT 113
Tushar Agarwal	DMRT 149
Mukesh Lund	BMRT 129
Balaji Jagdeeshan	CMRT 62
Saurabh Chakarbarty	VRRT 218
Deepak Menda	VRT 77
Vijesh Saigal	HCRT 142
Ravi Gattani	AFRT 199
Sandeep Singhvi	ULRT 206
Rajesh Kutnikar	MRT 21
Manish Agarwal	SRT 220
Karan Gehani	PURT 144
Binay Agarwal	RRT 194



## Annexure E

### RTI Distinguished Service Award (DSA) Winners

S. L. Chitale	MRT 1
Deepak Banker	MRT 1
A. V. Iyengar	CART 12
R. Jagadish Chandran	CRT 9
T. S. Venkatachalam	BWRT 6
R. V. Rajan	MWRT 10
R. Raman	BNRT 19
P. Hariraj	MRT 1
Prakash V. Nair	CNRT 20
Babu Raman	BNRT 19
Kishore Shahani	MMRT 3
Lalit Shah	MERT 30
V. Rajkumar	CCRT 31
Bhupinder Singh Sabharwal	CSRT 17
M. Jayakumar	CMRT 62
Mahendra Parmar	MMRT 42
T. Ramakrishnan	MRT 1
Ramkumar Seshu	BSRT 26
B. V. Ramanan	TRT 54
Khushrooh Kalyanwala	DWRT 50
Srivatsan Chari	BKRT 174
Tushaar agarwal	DMRT 149
Sanjay Kanakia	PURT 144
Punit Sampat	MMRT 95



## Round Table India Foundation Trustees (2017-18)

1	Sq. Leg. K. Ilango	Chairman
2	Sq. Leg. Ashwinni Kumar P Hemdev	Secretary
3	Sq. Leg. Ganesh Ananthakrishnan	Treasurer
4	Sq. Leg. A. Sridharan	
5	Sq. Leg. R. Jagadish Chandran	
6	Sq. Leg. Jayakumar Ramdass	
7	Sq. Leg. Tushar Agarwal	
8	Sq. Leg. Gopal Chopra	
9	Sq. Leg. Kiran Sanghvi	
10	Sq. Leg. A. Prashant M Shah	
11	Sq. Leg. Vagish Dixit	
12	Sq. Leg. Nitesh Agarwal	
13	Sq. Leg. Harsh Sehgal	
14	Tr. Christopher Arvinth	RT President
15	Tr. Moriya Philip	RT Project Convener
16		

## Annexure G

### Ready Reckoner

#### Officers, Executives, and Voting Rights

	<b>National</b>	<b>Area</b>	<b>Table</b>
Officers	President Vice President Secretary Treasurer Imm. Past President	Chairman Vice Chairman Secretary / Treasurer Imm. Past Chairman	Chairman Vice Chairman Secretary Treasurer Imm. Past Chairman
Executives NEX / AEX / TEX	President Vice President Secretary Treasurer Imm. Past President Area Chairmen Committee Convenors	Chairman Vice Chairman Secretary / Treasurer Imm. Past Chairman Table Chairmen Committee Convenors	Chairman Vice Chairman Secretary Treasurer Imm. Past Chairman Committee Convenors
Voting Rights at Executive Meetings	President Vice President Secretary Treasurer Area Chairmen	Chairman Vice Chairman Secretary / Treasurer Table Chairmen	Chairman – Casting Vote Vice Chairman Secretary Treasurer Imm. Past Chairman Committee Convenors
Voting Rights at AGM	National Delegates President has Casting Vote	Area Delegates Area Chairman has Casting Vote	NA

All Active Tablers have voting rights at Table Meetings. The Table Chairman has vote only for election of new Tablers, and Casting Vote only on all other matters.

#### Executive Meetings

NEX – at least 5 times a year  
AEX – at least 4 times a year

#### Table Meetings

The Table shall meet at least 24 times in a Tabling Year including the Table AGM and usually twice a month.

#### Honorary Tabler

**National Honorary Tabler:** Tables have to forward to their respective AEX, names of Tablers by the 31<sup>st</sup> of July of the new Tabling Year. The recommended Tablers should have retired from the movement on or before 1<sup>st</sup> of July of the Year. More details on qualification for NHT are in the National Code. The AEX discusses the names and recommends only one name to the NEX on or before 15<sup>th</sup> October. The NEX at their meeting will make the final decision. There can be only one NHT from each Area and Tables can only recommend Past Active Tablers.

**Area Honorary Tabler:** The AEX appoints Area Honorary Tabler who are/is decorated at the Area AGM. The AEX appoints 1 Area HT for every 200 Active Tablers or part thereof, and the Area strength is based on 1<sup>st</sup> July of the Tabling Year. AEX can appoint Past Active Tablers or other deserving persons.

**Table Honorary Tabler:** The Table appoints Table Honorary Tabler who are/is decorated at the Table AGM. The Table appoints 1 Table HT for every 10 Active Tablers or part thereof, and the Table strength is based on 1<sup>st</sup> July of the Tabling Year. Table can appoint Past Active Tablers or other deserving persons.

## **Elections at Table**

The Table elects new board by the 15<sup>th</sup> of May each year for the following Tabling Year and informs the AEX and National Secretariat by the 31<sup>st</sup> of May. The Table Chairman, Vice Chairman, Secretary, and Treasurer are elected by the Table. The Chairman Elect appoints the Convenors.

## **Election at Area**

The Area Secretary / Treasurer calls for nominations to the posts of Area Vice Chairman and Secretary / Treasurer along with the AGM Notice which is sent 60 days before the Area AGM. The Nominations should reach the Secretary / Treasurer 30 days before the AGM. The Area Vice Chairman shall automatically take over as the Chairman at the Area AGM. The Area Delegates elect the Area Vice Chairman and Secretary / Treasurer during the Area AGM.

## **Election at National**

Nominations for the post of Vice President, Secretary and Treasurer should be sent by the Tables to the National Secretary by the 15<sup>th</sup> of October. The nominations are for the portfolios for the following Tabling Year.

## **Age Rule Eligibility for Nominations to Table, Area, and National Executives**

### **For Tabling Year 2009 – 2010 (01/07/2009 – 30/06/2010)**

For the Post of	Born on or After
Table Chairman	01/07/1969
Table Vice Chairman	01/07/1970
Table Secretary	01/07/1970
Table Treasurer	01/07/1970
Table Convenor	01/07/1970
Area Chairman	01/07/1969
Area Vice Chairman	01/07/1970
Area Secretary / Treasurer	01/07/1970
Area Convenor	01/07/1970
National President	01/07/1969

National Vice President	01/07/1970
National Secretary / Treasurer	01/07/1970
Editor – Table Talk	01/07/1970
National Convenor	01/07/1970

**Note:** The Table Chairman, Area Chairman, and President become The Immediate Past Table Chairman, Immediate Past Area Chairman, and Immediate Past National President respectively when they hand over their Jewel of Office to their successor, and hence, there is no age rule eligibility for Immediate Past portfolio.

## Annual General Meetings

Table AGM	Between 1 <sup>st</sup>
Area AGM	Between 1 <sup>st</sup>
National AGM	In the month of September

## Cessation of Membership

Tabler born on or before 30/06/1969

	Retires On	Vote at Table	Vote at TEX	Vote at AEX	Vote at NEX
Floor Member	30/06/2009	Till 30/06/2009	Till Table AGM 2009	NA	NA
Table Chairman	30/06/2010	Till 30/06/2010	Till Table AGM 2010	NA	NA
Area Chairman	30/06/2010	Till 30/06/2010	NA	Till Area AGM 2010	Till COB 2009
National President	30/06/2010	Till 30/06/2010	NA	NA	Till COB 2009

Table Chairman, Area Chairman become Immediate Past Table Chairman and Immediate Past Area Chairman respectively at their AGM. President becomes Immediate Past President at the Changeover Banquet.

1. Table Chairman has voting rights at Table Meetings only on Election of New Tablers. On all other matters, he only has a Casting Vote.
2. Table Chairman only has a Casting Vote on the Table Executive.
3. Area Chairman has voting rights at Area Executive Meetings. At the Area AGM, he only has a casting vote.
4. National President has voting rights at National Executive Meetings. At the National AGM, he only has a casting vote.

## 212 CONSTITUTION

## Articles in the Constitution

Any change in the Constitution (Article I through Article VIII) and Meeting Procedure can be brought about only with a 2/3<sup>rd</sup> majority at the National AGM. Simple majority is sufficient to bring about changes in the rest of the RTI Handbook.

## **Quorum**

**National AGM** – 40% of Chartered Tables eligible to Vote. Tables who have NOT

1. filed the 'C' and / or 'D' Form returns,
2. paid all levies and fees to RTI and Area,
3. submitted audited account statements of each of Table's accounts

will lose their voting rights at the National and Area AGM.

**Area AGM** – 40% of the Chartered tables of the Area eligible to Vote. Refer above for reasons for losing voting rights.

**Table Meetings** – 40% of the Total Active Membership of the Table.

## Due Dates

‘C’ Form to the RTI Secretariat – 15<sup>th</sup> of October

Difference amount of the ‘C’ form already Paid and the Revised “C” Form dues (if any approved at the NAGM in September) to the RTI – 15<sup>th</sup> of December

(The prevailing / existing Annual Budget and C Form dues shall by default become the Annual Budget and C Form Dues for the succeeding year. Tables accordingly shall remit the C Form dues on or before 15th October of the year. However if the elected National Vice President wishes to propose a revised budget and there is a consequent revision in C Form Dues, then the revised budget along with the revised C Form dues shall be circulated in the subsequent year's Annual Report. The revised C Form dues upon approval shall come into effect immediately. The difference amount only of the revised C Form dues shall be payable by the Tables on or before 15th December of the year.)

‘D’ Form to the Area Secretary / Treasurer – 31<sup>st</sup> of October

National AGM Notice – 105 days before the date of the NAGM, if not incorporated in the previous NAGM minutes.

Area AGM Notice– 60 days before the date of the Area AGM to all Tables in the Area

Table AGM Notice – 15 days before the date of the Table AGM to all Tablers of the Table

Filing of Nominations for NVP, NS and NT – 15<sup>th</sup> of July.

Filing of Nominations for AVC and AST – 30 days before the date of the Area AGM to the current AST

Filing of Nominations for Table Chairman, Vice Chairman, Secretary, and Treasurer – 15<sup>th</sup> of April to the current Table Secretary

Submission of motions, bids for Area and National AGM - 30 days before the date of the Area AGM to the current AST

Dispatch of Area AGM Annual Report - 15 days before the date of the Area AGM by the AST

Circulation of Minutes of Table / Area / National AGM – 45 days from the date of the event

## Phone Numbers

RTI Secretariat: 044-28275760, 28263862

RTIF Secretariat: 044-28274539

## Address

RTI National Secretariat,  
Round Table House, 2<sup>nd</sup> Floor,  
New No. 80, Nungambakkam High Road,  
Chennai – 600 034.

**Note:** This is only a quick reference. Please inform the National Secretary / Treasurer if some errors have inadvertently crept in or to add more items in this Ready Reckoner.