

CONSTITUTION [RULE BOOK] OF ROUND TABLE INTERNATIONAL [RTI]

Original constitution authors from 1948: Eric Einborg (for Denmark and Sweden), Henk Bruna (for Nederlandsche Tafelronde) and F. Leslie Crew and Reg Bates (for R.T.B.I.)

Re-written in 1991 by Ian DeCesare (RT Malta), Waldo Thole (ARTSA), Gerard O'Herlihy (RT GB&I) & Rijn van Baal (RT Netherlands)

Re-written again in 2004 by Arawn Johnson (RT GB&I)

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Updated after approved amendments (AGM Pattaya 22 Aug. 2008) by Rikus Badenhorst (RT Arabian Gulf)

Updated after approved amendments (AGM Alkmaar 14 Aug. 2009) by Rikus Badenhorst (RT Southern Africa)

Updated after approved amendments (AGM Dubai 1 Oct. 2010) by Gilles Debert (RT Mauritius)

Updated after approved amendments (AGM Bremerhaven 26 Aug 2011) by Yves Lecocq (RT Belgium)

Updated after approved amendments (AGM Hyderabad 28 Sep 2012) by Chamika Godamanna (RT Sri Lanka)

Updated after approved amendments (EGM Rodersheim 13 Feb 2015) by Brett Tungay (RT Southern Africa)

Updated after approved amendments (AGM Visby 15 Aug 2015) by Irshad Paurobally (RT Mauritius)

Updated after approved amendments (HYM Eger 19 Feb 2016) by Irshad Paurobally (RT Mauritius)

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Updated after approved amendments (AGM Kathmandu 2016) by Toni Keränen (RT Finland)

Updated after approved amendments (HYM Capetown 2016) by Toni Keränen (RT Finland)

Updated after approved amendments (AGM Tallinn 2017) by Toni Keränen (RT Finland)

Updated after approved amendments (AGM Negombo 2018) by Toni Keränen (RT Finland) and Marc Germeshausen (RT Austria)

Updated after approved amendments (HYM Levi 2019) by Marc Germeshausen (RT Austria)

Updated after approved amendments (AGM Brasov 2019) by Marc Germeshausen (RT Austria)

Updated after approved amendments (HYM Luxembourg 2020) by Marc Germeshausen (RT Austria)

Constitution [Rule Book] of Round Table International [RTI]

In 2004 at the RTI AGM it was agreed that this new rule book should replace all previous rule books of RTI and its Regions. The reason for such a radical change was to simplify matters, to have a single RTI budget, capitation fee and set of accounts, to have a single RTI Constitution, to eliminate duplication of effort at a Regional level and then at an RTI level by identifying the administrative functions of RTI Secretary, RTI Treasurer and RTI Community Service Officer and allocating one to each of the Regional Representatives [which also ensured that each Region will always have a representative on the RTI Board] and to reduce the amount of time spent at our meetings discussing these items.

In 2016 at the RTI AGM it was agreed to change the RTI Board structure in order to meet new requirements of membership, expansion and communication. As a consequence, three new regions were introduced to replace the EMA Region (Northern Europe and Americas Region, Central and Eastern Europe Region, Southern Europe and Mediterranean Region) and respectively three new Regional Chairmen to replace the EMA Chairman. RTI Community Service Officer function was eliminated and distributed to RTI President and Regional Chairmen. RTI Secretary and RTI Treasurer functions were individualised, thus raising the number of RTI Board members from five to nine.

Proposals to amend this rule book may only be considered at an RTI AGM or RTI HYM. Proposals to amend any of the Forms, Guidelines and Handbooks adopted by RTI may be considered at any RTI Meeting. However, only those Forms, Guidelines and Handbooks, or parts thereof, which relate specifically to a Region, shall be considered at a meeting of the RTI Councillors of that Region.

Any problems experienced interpreting the rule book shall be directed to the RTI Board.

Constitution [Rule Book] of Round Table International [RTI]

Definitions

Throughout this rule book, unless the context otherwise requires, the following definitions shall apply:

"The Association" means Round Table International [RTI].

"The Regions" means the geographical areas into which RTI is divided, as defined under rule 1.2.

"The Member" means either an Associate Member or a Full Member of RTI, as defined under rule 5.1.

"The RTI Board" means the administrative body consisting of the RTI Officers, as defined under rule 8.

"The RTI Officers" means the active Tablers elected to serve on the RTI Board, as defined under rule 6.

"The Regional Chairmen" means the RTI Officers elected at the Regional Meetings.

"The RTI Council" means the administrative body consisting of the RTI Officers and the RTI Councillors, as defined under rule 9.

"The RTI Councillors" mean the representatives of the Full Members, who are entitled to vote, and the Associate Members, who are not entitled to vote, as defined under rule 9.3.

"The RTI Meetings" mean the RTI AGM, RTI HYM, The RTI Council Meeting and the Regional Meetings, as defined under rule 10.

"The RTI AGM" means the Annual General Meeting of RTI, as defined under rule 10.1.

"The RTI HYM" means the Half Year Meeting of RTI, as defined under rule 10.1.

"The Regional Meetings" mean the Meetings of the Regions, as defined under rule 10.3.

"The RTI World Meeting" means the event during which the RTI AGM and the RTI Council Meeting takes place.

Constitution [Rule Book] of Round Table International [RTI]

1. Name & Regions

- 1.1 The name of the Association shall be "Round Table International" [RTI].
- 1.2 RTI shall be divided into 5 geographical regions:
 - 1.2.1 The Africa, Middle East & Indian Ocean Region [AMI]
 - 1.2.2 The Asia Pacific Region [ASPA]
 - 1.2.3 Northern Europe and Americas Region [NEA]
 - 1.2.4 Central and Eastern Europe Region [CEE]
 - 1.2.5 Southern Europe and Mediterranean Region [SEM]

2. Motto

- 2.1 The RTI motto shall be "Adopt, Adapt, Improve".

3. Emblem

- 3.1 The RTI emblem shall be the Rondel shown here, in the adopted colour scheme
- 3.2 Font and colour of lettering are updated through the guidelines



4. Aims & Objects

- 4.1 The Aims & Objects of RTI shall be:
 - 4.1.1 To promote fellowship and understanding between Round Table Associations worldwide
 - 4.1.2 To promote the formation of new Round Table Associations throughout the world.
 - 4.1.3 To initiate, develop and improve working relationships with Club 41 International, Ladies Circle International, Tangent Club International and Agora Club International for fellowship, networking and Joint Service objectives.
 - 4.1.4 To promote and administer Joint Service Projects worldwide.

5. Members

- 5.1 The Members of RTI shall consist of Associate Members and Full Members.
 - 5.1.1 Associate Members
 - 5.1.1.1 The first duly chartered Table in any country shall automatically become an Associate Member of RTI.
 - 5.1.1.2 The RTI Board shall recommend which Region the new Associate Member shall be allocated to. They shall consider such representations as the new Associate Member shall make especially in respect of participation in Regional Meetings. The concerned Region shall at their Regional Meeting discuss the RTI Board's recommendation and take a decision whether to admit the Associate Member or not to the Region.

- 5.1.1.3 This Associate Membership, and allocation to a Region, shall be officially ratified by the RTI Council upon approval of the Regions decision at the next RTI AGM following the charter.
- 5.1.1.4 Once allocated to a Region and or accepted by the Region, a Member may consult the RTI Board for further recommendation to be reallocated to another Region. The RTI Council shall have the power to reallocate the Member to another region at a RTI AGM.
- 5.1.1.5 No capitation fees shall be payable in the year of the charter, but the following years fees shall be payable, once the membership status has been ratified.
- 5.1.1.6 As additional Tables are chartered, so the Associate Membership shall automatically transfer to the group of chartered Tables, and then to a duly chartered National Association, as appropriate.
- 5.1.1.7 Associate Members may appoint an RTI Councillor, in accordance with rule 9.3 below, who shall always be welcome to RTI meetings, but who shall have no voting rights.

5.1.2 Full Members

- 5.1.2.1 An Associate Member may apply for Full Membership if:
 - 5.1.2.1.1 It has chartered a National Association, and;
 - 5.1.2.1.2 It has not less than three chartered Tables, and;
 - 5.1.2.1.3 It has not less than fifty members.
- 5.1.2.2 Application for Full Membership, under rule 5.2, by an Associate Member, may not be made before the third RTI AGM after the one at which it was officially recognised as an Associate Member.
- 5.1.2.3 Alternatively, where an Associate Member is unable to apply for Full Membership under rule 5.2, it may make an application anyway, but not before the fourth RTI AGM after the one at which it was officially recognised as an Associate Member. Associate Member must participate all RTI meetings during this period.
- 5.1.2.4 Full Members shall appoint an RTI Councillor, in accordance with rule 9.3 below, who shall have voting rights.

5.2 Application for Full Membership

- 5.2.1 Application for Full Membership shall be made using the "Application for Full Membership of RTI Form". The form shall be submitted by the prospective Full Member to the RTI Board, and shall be received by them at least 42 days prior to the RTI AGM. Applications shall be accompanied by:
 - 5.2.1.1 A copy of the applicant's Constitution translated in English.
 - 5.2.1.2 The written recommendation of at least two Full Members.
 - 5.2.1.3 A completed "RTI Directory Changes" form.
 - 5.2.1.4 An electronic copy of the applicant's emblem.
 - 5.2.1.5 Such further evidence as the RTI Board may require regarding the status of the applicant.
- 5.2.2 At the RTI AGM where the application for Full Membership is considered, the applicant shall carry only Associate Membership status. Full Membership status shall not apply until the next RTI AGM.

5.3 Qualification for Full Membership

- 5.3.1 To qualify for Full Membership, the Member's own Constitution shall not conflict with this Constitution, and shall specifically include rules dealing with each of the following 7 important areas of unity:
 - 5.3.1.1 The Member's name shall include the words "Round Table".
 - 5.3.1.2 The Member's emblem shall include, as a main feature, the Rondel as shown in rule 3.1 above. The globe forming the inner part of the Rondel, or the king, may be substituted by any other reference provided that such reference is compatible with the Aims & Objects.

- 5.3.1.3 The Member's Aims & Objects shall include the following provisions, so far as they are in accordance with local law [slight differences in wording and minor additional provisions may be used provided that the overall meaning remains unchanged]:
 - 5.3.1.3.1 To develop the acquaintance of young men through the medium of their various occupations.
 - 5.3.1.3.2 To emphasise the fact that one's calling offers an excellent medium of service to the community.
 - 5.3.1.3.3 To cultivate the highest ideals in business, professional and civic traditions.
 - 5.3.1.3.4 To recognise the worthiness of all legitimate occupations and to dignify each his own by precept and example.
 - 5.3.1.3.5 To further the establishment of peace and goodwill in international relationships.
- 5.3.1.4 The Member's Officers shall be active Tablers at the moment they enter office.
- 5.3.1.5 The Member's individual Tables shall be open to men aged between 18 and 40 [or 18 and 45] who shall be prohibited from discussing party politics or sectarian religion.
- 5.3.1.6 For Associate Members accepted after the 22 August 2008 individual Tables shall be open to men aged 18 to 40. Upon achieving Full member status 5.3.1.5 may apply at their discretion.
- 5.3.1.7 The Member's Constitution shall allow the affiliation of all Full Members of RTI that grant an equivalent status with equivalent rights to the Member in question on the basis of a strict reciprocity.
- 5.3.1.8 The Member's Constitution shall require that any proposals that might affect its compliance with rules 5.3.1.1–5.3.1.5 above are only submitted to the Member's own AGM if they have first been submitted to, and approved by, an RTI AGM [using the same procedures that apply to amendments to the RTI Constitution].

5.4 Termination of Membership

5.4.1 Suspension

- 5.4.1.1 Membership may be suspended at an RTI AGM for contravention of this Constitution, or, for activities detrimental to the interests of RTI.
- 5.4.1.2 Membership may be suspended at a meeting of the RTI Board following 31 January if capitation fees are still outstanding at that date.

5.4.2 Expulsion

- 5.4.2.1 A suspended Member may be expelled at the next RTI AGM following the one at which their membership was suspended, if the reasons for the suspension have not been suitably addressed to the satisfaction of the RTI Board.
- 5.4.2.2 A Member suspended for non-payment of capitation fees may be expelled, by vote, at the next RTI AGM unless the outstanding fees, together with the penalty, have already cleared through the RTI bank account.

5.4.3 Automatic Revocation

- 5.4.3.1 Full Membership shall be automatically reduced to Associate Membership at the next RTI AGM following the breach by any Full Member of the terms of rule 5.3.1.8 above.

5.4.4 Reinstatement

- 5.4.4.1 Reinstatement to the previous level of membership shall be considered at the next RTI AGM following the one at which the membership status changed, provided that the reasons for the change have been suitably addressed to the satisfaction of the RTI Board.

- 5.4.4.2 Reinstatement to the previous level of membership in the case of a Member suspended for non-payment of capitation fees shall automatically take place once the outstanding fees, together with the penalty, have cleared through the RTI bank account.
- 5.4.5 Resignation
 - 5.4.5.1 Any Member shall be entitled to resign with effect from the RTI AGM after the one at which the intention to resign is reported. The intention to resign shall not be reported until the Member wishing to resign has informed the RTI President in writing.
- 5.4.6 Surrender
 - 5.4.6.1 Upon the cessation of membership, all certificates of membership and any insignia that belongs to RTI shall forthwith be returned to the RTI President, together with any funds that belong to, or are due to, RTI. Thereafter, use of RTI's name and emblem shall not be permitted in any manner whatsoever.

6. The RTI Officers

6.1 The RTI Officers

- 6.1.1 The RTI Officers shall be the RTI President, the RTI Vice-President, the RTI Secretary, the RTI Treasurer and 5 RTI Regional Chairmen, who shall be active Tablers of Full Members and shall hold office until the end of the next RTI AGM following the one at which they took office, unless they become unwilling, or unable, to do so.
- 6.1.2 The 5 regional representatives are named:
 - 6.1.2.1 Africa, Middle East & Indian Ocean Chairman
 - 6.1.2.2 Asia Pacific Chairman
 - 6.1.2.3 Northern Europe and Americas Chairman
 - 6.1.2.4 Central and Eastern Europe Chairman
 - 6.1.2.5 Southern Europe and Mediterranean Chairman
- 6.1.3 An RTI Officer must not hold another office in his National Association at national or area level. Holding an office in one's local club is possible, but not recommended.
- 6.1.4 Where an RTI Officer becomes unwilling or unable, for any reason, to continue to act during his term of office, the appropriate RTI Councillors may appoint a replacement by e-mail, who shall then serve until the end of the next RTI AGM, subject to the following:
 - 6.1.4.1 The RTI Vice-President shall be chosen to fill the vacancy of the RTI President.
 - 6.1.4.2 An active Tabler of a Full Member of the relevant Region shall be chosen to fill the vacancy of a Regional Chairman.
 - 6.1.4.3 An active Tabler of a Full Member shall be chosen by RTI President to fill the vacancy of RTI Secretary or RTI Treasurer.
 - 6.1.4.4 RTI President will fill the vacancy of the RTI Vice-President and at the next RTI AGM the RTI President should be elected respecting nominations form like in the case of RTI Vice-President, point 6.3.2.
- 6.1.5 The RTI President may appoint unlimited number of administrative assistants directly reporting to any of the officers of the RTI Board to assist the RTI Board with various administrative duties for the better operation of Round Table International. Duties will be described in the RTI Officers Handbook, which will be reviewed on an annual basis prior to the RTI WM by the RTI Officers. Administrative assistants should be appointed on a voluntary base.
 - 6.1.5.1 In addition the RTI Board at its discretion may set up a web based shop that will be outsourced to one of its full member associations for the benefit of RTI. The shop will operate under the guidelines to be issued by the RTI Board at its discretion.

- 6.1.5.2 The RTI President at his discretion may terminate the services of any of the assistants and / or replace them with suitable candidates.
- 6.1.5.3 The RTI President at his discretion may invite any or all of the assistants to attend any RTI Meeting at the expense of the RTI budget if the expense were budgeted for in RTI Budget at beginning of the year.
- 6.1.5.4 Each RTI Board Assistant shall produce their report with the RTI board members at the RTI HYM and the RTI WM.

6.2 Term of Office

- 6.2.1 The term of office shall run from the end of one RTI AGM to the end of the next RTI AGM. For the period between election and taking over office the Regional Chairmen shall be referred to as the Regional Chairmen Elect.

6.3 Nominations

- 6.3.1 The RTI Vice-President should normally become the RTI President.
- 6.3.2 Nominations for RTI Vice-President, RTI Secretary and RTI Treasurer shall be made by Full Members, using the "RTI Board Nomination Form", to the RTI Board, and shall be received by them at least 42 days prior to the RTI AGM.
- 6.3.3 Nominations for Regional Chairmen shall be made by Full Members of the relevant Regions, using the "RTI Board Nomination Form", to the RTI Board, and shall be received by them at least 42 days prior to the relevant Regional Meetings.
- 6.3.4 All valid "RTI Board Nomination Form" received on time shall be sent by e-mail to the appropriate RTI Councillors along with the relevant Notices and Agendas. Nominees for RTI Officers must still be active Tablers of a full member on the day the nomination is to be considered and their respective association constitution must allow them to remain active Tablers until the RTI AGM at which their term of office is due to end. For RTI Vice President Nominees this applies until the RTI AGM at which the term of office is due to end as President. The RTI Board at its discretion may request additional information from the member association for any nominee.
- 6.3.5 In the event that no nominations have been received by the relevant deadlines, proposals shall be invited from the relevant Full Members present at the relevant meetings. Only active Tablers of Full Members of the relevant Region(s) may be proposed in this way as per restrictions of clause 6.3.4 above.

6.4 Promotion & Canvassing

- 6.4.1 Whenever there is more than one candidate, then each of those candidates should be prepared to speak to the relevant meeting for no more than 5 minutes to promote their candidacy.
- 6.4.2 All other forms of canvassing for support shall be prohibited. Such activities will cause a nomination to become invalid.

7. Rights & Duties of the RTI Officers

- 7.1 The RTI Officers shall serve without any remuneration whatsoever except for any allowances and contribution towards expenses as shall be granted to them.
- 7.2 The RTI Officers shall open such accounts and invest the RTI funds in such recognised financial institutions, as they shall, in their discretion, determine.
- 7.3 The duties of the RTI Officers shall be set out in the "RTI Officers' Handbook".
- 7.4 The RTI Board can impose a financial penalty to any Association that has not stayed within the event pricing guidelines, taking into consideration the exchange rate fluctuations between local currency and the Euro. This penalty will be calculated as a reduction of registration until the price guidelines are met.

8. The RTI Board

- 8.1 The RTI Board shall consist of the RTI Officers.
- 8.2 The RTI Board shall be responsible for administering the RTI affairs as directed by the RTI Council.
- 8.3 As a guideline, the RTI Board shall physically meet not more than 4 times and not less than 2 times:
 - 8.3.1 At the RTI World Meeting, after the RTI AGM (Mandatory)
 - 8.3.2 At the venue of the RTI World Meeting (preferred) or just before or at any other regional meeting at the Board's discretion
 - 8.3.3 At the home country of one of the RTI Board members selected at the convenience of the RTI Board, with preference to the home country of the President or the Vice President.
 - 8.3.4 At the RTI World Meeting, before the RTI AGM (Mandatory)
- 8.4 As a guideline the RTI Board shall carry out its usual business between the above mentioned meetings via electronic means (i.e. e-mail, Skype, telephone-conferences, v.o.i.p., etc....)

9. The RTI Council

- 9.1 The RTI Council shall consist of the RTI Officers and the RTI Councillors.
- 9.2 The RTI Council shall be responsible for directing and controlling the affairs of the Association, although the day-to-day administration shall be delegated to the RTI Board.
- 9.3 The RTI Councillors shall normally be the International Relations Officer [IRO] of each Member, but may be the National President, or their appointed deputy, provided that they are current members of their National Board and that they are not also current members of the RTI Board.

10. The RTI Meetings

- 10.1 The RTI AGM
 - 10.1.1 There shall be an RTI AGM in each calendar year, which shall take place during the RTI World Meeting. The date of the RTI AGM itself shall be no earlier than 15 August and not later than 15 October.
 - 10.1.2 A second RTI meeting shall be organised, called RTI Half Year Meeting in each calendar year. This shall take place in February.
 - 10.1.2.1 In the event the RTI World Meeting is being organized outside one of the following regions: NEA or CEE or SEM, the RTI HYM should be held within one of the following regions: NEA or CEE or SEM.
- 10.2 The RTI Council Meeting
 - 10.2.1 A second meeting of the RTI Council shall take place during the RTI World Meeting before the RTI AGM, where the RTI Councillors shall have the power to make changes to any of the Forms, Guidelines and Handbooks adopted by the RTI Council. However, where the issue relates only to a specific Region, then that matter shall be considered at the relevant Regional Meeting.
 - 10.2.2 On the written request of RTI Councillors representing at least two thirds of the full members having fully paid up capitations, an Extraordinary General Meeting (EGM) shall be called by the RTI President. The Agenda of the EGM shall be circulated and only matters set out in the Agenda shall be discussed at such a meeting. The Notice and Agenda for the EGM shall be circulated to all members 86 days before the EGM advising on a suitable venue, time and date for the EGM.
- 10.3 The Regional Meetings
 - 10.3.1 Each Region shall hold a Regional Meeting in each calendar year as follows:
 - 10.3.1.1 The AMI Regional Meeting, shall take place between April and June.

10.3.1.2 The ASPA Regional Meeting shall take place between January and June.

10.3.1.3 The NEA Regional Meeting shall take place between mid of October and first week of November.

10.3.1.4 The CEE Regional Meeting shall take place within October

10.3.1.5 The SEM Regional Meeting shall take place between April and June.

10.3.2 Notwithstanding the above timelines, Regional Meetings shall take place at least 49 days before the RTI AGM.

10.3.3 In addition, there will be a three regions' work meeting between NEA, CEE and SEM regions in connection with the RTI Half Year Meeting and RTI World meeting. This meeting takes place the day before the RTI Half Year Meeting and the RTI World Councilors' meeting.

10.4 Venues

10.4.1 The venues shall be decided at least 2 years in advance. The Member acting as host shall be responsible for all arrangements for the meeting. The profit or loss of the meeting shall be for the account of the host. Any Full Member, or Associate Member that has been chartered for a minimum of two years, wishing to host an RTI Meeting shall submit the appropriate application form to the RTI Board at least 42 days before the RTI Meeting at which the application is to be considered. If no such application is filed by the deadline, proposals shall be invited from the floor, up to that point on the agenda of the RTI meeting, such proposals being duly submitted in the prescribed format to the RTI Secretary, providing all details required on the application form. If no applications received by the time this point is addressed on the agenda, the RTI President, or Regional Chairmen in case of a Regional Meeting, at his discretion will take the needed steps to find a suitable association to host the event within a period of 30 days after the RTI AGM or RTI HYM, or RTI Regional Meeting respectively.

10.4.2 Voting for an international event. The winning venue will be the one that will receive more than 50% of the votes. In cases when:

10.4.2.1 There is only 1 candidate the associations should still have to vote. The venue should still get a majority vote, with associations voting being YES or NO

10.4.2.2 There are 2 candidates, the venue with more than 50% will be the successful candidate venue.

10.4.2.3 There are 3 or more candidates, the Single Transferable Voting System, as defined at point 12.8, shall be used to determine the successful candidate venue.

10.4.3 The RTI AGM shall be hosted in rotation by the Regions in the following order:

10.4.3.1 In the NEA Region or CEE Region or SEM Region, then

10.4.3.2 In the ASPA Region, then

10.4.3.3 In the NEA Region or CEE Region or SEM Region, and then

10.4.3.4 In the AMI Region.

10.4.3.5 The rotation will start back from thereafter.

10.4.4 Any Full or Associate Member Association applying to host an RTI Meeting must have

explored that all RTI Member Associations have the availability of a tourist or equivalent visa at the time of submitting the application.

10.5 Variations

10.5.1 The RTI Board may vary venues and dates of RTI Meetings in special circumstances.

10.6 Notices & Agendas

10.6.1 Not less than 35 days before an RTI Meeting the Notice of, and Agenda for, that meeting shall be made available for download from the RTI admin

- platform and sent by e-mail to the relevant RTI Councillors.
- 10.7 Business to be Transacted at RTI AGM
- 10.7.1 At each RTI AGM the following business shall be transacted:
- 10.7.1.1 Notice Convening the Meeting
 - 10.7.1.2 Minutes of the Previous RTI HYM
 - 10.7.1.3 Consider Changes to the Membership of RTI
 - 10.7.1.4 Annual Reports of the RTI Officers
 - 10.7.1.5 Annual Reports of the RTI Councillors
 - 10.7.1.6 Motions Submitted by the RTI Board
 - 10.7.1.7 Motions Submitted by the Full Members
 - 10.7.1.8 Receive and Adopt the Independently Examined Accounts
 - 10.7.1.9 Approval of the Budget
 - 10.7.1.10 Election of RTI Officers
 - 10.7.1.11 Appointment of the Independent Examiner
 - 10.7.1.12 Any Other Business
- 10.8 Business to be Transacted at RTI HYM
- 10.8.1 At each RTI HYM the following business shall be transacted:
- 10.8.1.1 Notice Convening the Meeting
 - 10.8.1.2 Minutes of the Previous RTI AGM
 - 10.8.1.3 Bi-annual Reports of the RTI Officers
 - 10.8.1.4 Motions Submitted by the RTI Board
 - 10.8.1.5 Motions Submitted by the Full Members
 - 10.8.1.6 RTI half year accounts presented by the Treasurer
 - 10.8.1.7 Any Other Business
- 10.9 The business to be transacted at the other RTI Meetings shall be determined by the RTI Board, in conjunction with the relevant RTI Councillors.
- 10.10 Minutes
- 10.10.1 Minutes of the RTI Meetings must be written and circulated to the RTI Board within 21 days of the meeting for amendments, corrections, omissions by the RTI Secretary or Minutes Secretary.
 - 10.10.2 The first draft of the minutes released by the RTI Board is to be circulated only to the delegates present at the meeting for any corrections/additions or omissions.
 - 10.10.3 Corrections/additions or omissions to the minutes as circulated must be submitted by any delegate present at the relevant meeting within 30 days of the date of their circulation. The amended minutes will again be circulated for further scrutiny for a period of 14 days.
 - 10.10.4 The final amended minutes will be subsequently released to all relevant member associations thereafter. A copy of these final amended minutes will be archived on the RTI "Administration Platform" (<http://admin.rtinternational.org/>) to stand as the official record for the meeting without any further opportunity for alteration and be adopted at the next RTI Meeting.

11. Amendments to the RTI Constitution

- 11.1 Motions
- 11.1.1 Proposals to amend the RTI Constitution shall only be accepted from Full Members or the RTI Board. Any such proposals shall be received in writing by the RTI Board not less than 42 days before the RTI AGM or RTI HYM.
 - 11.1.2 All proposals received in time by the RTI Board shall be sent by e-mail to the RTI Councillors along with the Notice and Agenda for the RTI AGM or RTI HYM.
 - 11.1.3 Motions submitted by Full Members shall be seconded by another Full Member.

- 11.1.4 Motions submitted by the RTI Board shall not require a seconder.
- 11.2 Reconsideration of Resolutions
 - 11.2.1 Motions resolved at an RTI AGM or RTI HYM, whether adopted or rejected [i.e. resolutions], shall not be brought forward for reconsideration before the second RTI AGM or RTI HYM following that year at which such motions were resolved, unless otherwise directed by the RTI Council.

12. Voting at RTI Meetings

- 12.1 Quorum
 - 12.1.1 The quorum for all RTI meetings shall be one half of the Full Members, which, in the case of the Regional Meetings, shall mean the Full Members of that Region.
- 12.2 Voting Rights
 - 12.2.1 Each Full Member shall have one vote, which shall be cast by their RTI Councillor.
 - 12.2.2 Only Full Members of a Region shall be entitled to vote at a Regional Meeting.
 - 12.2.3 The RTI Officers shall not be entitled to vote at any RTI meetings, except if one of them is chairing a meeting and a casting vote is required.
- 12.3 Casting Vote
 - 12.3.1 The chairman of the meeting shall have a casting vote. Where the vote is by secret ballot he shall place his casting vote in a sealed envelope. This vote shall be cast, or envelope opened, only in the event that there would otherwise be no successful candidate.
- 12.4 Proxy Votes
 - 12.4.1 Voting by proxy shall not be permitted.
- 12.5 Poll Votes
 - 12.5.1 Each Full Member entitled to and voting [excludes abstentions] shall have one vote for each of the active Tablers that they have been invoiced for in their most recent capitation fee.
- 12.6 Voting by Secret Ballot
 - 12.6.1 A ballot paper for each candidate shall be issued to each Full Member entitled to vote showing the names of the candidates in alphabetical order.
 - 12.6.2 Voting by secret ballot shall normally only be for RTI Officers and Full Members to host the next RTI Meeting, although it may be for other votes should the RTI Council direct, and shall depend on the number of candidates:
 - 12.6.2.1 Where there are two valid nominations, each Full Member shall mark his preferred candidate, as directed by the Chairman of the meeting, and the successful candidate shall be the one with a majority from the unspoiled votes.
 - 12.6.2.2 Where there are more than two valid nominations, the Single Transferable Voting System, as defined at point 12.8, shall be used to determine the successful candidate.
- 12.7 Voting by a Show of Cards
 - 12.7.1 Voting on amendments to the RTI Constitution, on the admission to, suspension or expulsion from, or reinstatement of, membership, and on the budget, shall only be passed if:
 - 12.7.1.1 A simple majority of the Full Members voting [excludes abstentions] at the meeting shall vote in favour, and;
 - 12.7.1.2 On the taking of separate Poll Vote, a majority of the active Tablers shall vote in favour.
 - 12.7.2 Voting on all other matters shall only be passed if:
 - 12.7.2.1 A simple majority of the Full Members entitled to and voting [excludes abstentions] at the meeting shall vote in favour.

12.8 Single transferable voting system

- 12.8.1 Where there are more than two valid nominations marked on a ballot paper, each Full Member shall number the candidates in order of preference, as directed by the Chairman of the meeting. Only ballot papers that have been completed correctly will be counted.
- 12.8.2 If, on the first count, one candidate has a majority of the unspoilt votes, they shall be declared the successful candidate. However, if no one candidate polls more than 50% of the unspoilt votes, then all the votes cast for the candidate with the least number of votes shall be reallocated to the remaining candidates in accordance with the indicated second preference.
- 12.8.3 If, on the second count, there is now a candidate with a majority, they shall be declared the successful candidate. However, if there is still no majority, the process of transferring votes shall continue until a majority candidate does emerge, and they shall be declared the successful candidate.

13. Accounts & Finance

13.1 Accounts

- 13.1.1 Accounts shall be prepared annually by the RTI Board and, after being independently examined by a qualified accountant, shall be presented to the RTI Council for adoption at the RTI AGM.
- 13.1.2 Audited accounts of RTI Meetings in 10.1 and 10.2 in the RTI constitution, should be circulated no later than 42 days before the next RTI Meeting and shall be presented to the council at the following relevant RTI Meeting for approval. In case an association fails to submit the accounts (by filling the RTI accounts standard excel form sheet like shown in the 2017 RTIWM Meeting pack) at least 42 days before the next RTI Meeting, it will face a fine of EUR 1.000, which association has to pay out of their own budget to RTI within 6 months after the failure to present the accounts. In addition there will be a vote on immediate suspension. In case of suspension, the suspension will end upon payment of the fine and the submission of correct accounts.

13.2 Financial Year

- 13.2.1 The financial year shall be from 1 July to 30 June.
- 13.2.2 RTI financial reports shall be circulated by email to the relevant RTI Councillors not less than 30 days before RTI World Meeting and shall be made available for download from the RTI admin platform.

13.3 Capitation Fees

- 13.3.1 Each Member shall advise the RTI Board in writing, immediately after its own AGM, as to the number of active Tablers and the number of chartered Tables it has, as at the date of that AGM.
- 13.3.2 Each Member shall pay an annual capitation fee, calculated in Euros, based on the number of active Tablers last submitted to the RTI Board.
 - 13.3.2.1 In addition to the annual capitation fee, a Delegate Registration Levy of Euro 200.00 or such other amount as may be determined by the RTI Councillors at the RTI AGM, shall be payable by each Full Member to the RTI Treasurer on or before the 30th November each year in respect of each such Full members delegate costs at the next following RTI AGM; which total Delegate Registration Levies shall, not later than 90 days prior to the date of that RTI AGM, be paid over by the RTI Treasurer to the Annual General Meeting Conference Committee to be used for the actual funding of that Annual General Meeting Conference, provided that:
 - 13.3.2.1.1 The Delegate Registration Levy paid by a Full Member shall be deducted from the registration costs of the delegates of each such Full Member who attend the RTI AGM.

13.3.2.1.2 In the event that no delegate of an Full Member attend the Annual General Meeting of RTI, then the Delegate Registration Levy, paid or payable by that Full Member, shall be forfeited by such Full Member and used for the purpose of generally funding the costs of the RTI AGM Conference.

13.3.3 The capitation fee shall be invoiced in October and is due by 30 November. Members are responsible for any related bank charges, not RTI.

13.3.4 The penalty for late payment of capitation fees shall be 10% of the invoiced amount.

13.4 Budget

13.4.1 At the RTI AGM the RTI Council shall approve a budget [including the associated per capita fee] for the financial year that started the previous 1 July.

13.5 Expenses

13.5.1 Expenses incurred in accordance with an approved budget shall be reimbursed through completion of the "RTI Expenses Claim Form".

13.5.2 Any Member formally inviting or requesting an RTI Officer to visit their AGM or Event shall undertake their travel, registration and accommodation expenses.

13.5.3 Where the RTI President, or his representative from the RTI Board, visits a Member's AGM by rotation the travel costs will be covered by the budget but the Member shall pay the costs of registration and accommodation or home hosting.

13.6 RTI World Meeting and RTI HYM Travel Fund

13.6.1 The costs incurred by the RTI Councillors in attending any RTI Meeting shall always be the responsibility of the Members.

13.6.2 Members with 5 or less chartered Tables, as detailed in the most recent invoice for capitation fees, may apply to the RTI Board for a contribution towards the travel costs incurred by their RTI Councillors in attending the RTI World Meeting and RTI Half Year Meeting. The RTI Board may, in its sole discretion, entertain other claims on a case by case basis.

13.6.3 No application shall be considered after the RTI AGM, or RTI HYM, and no grant shall be made unless section 1 of the "RTI Expenses Claim Form" has been properly completed and submitted to the RTI Board within 28 days of the RTI AGM, respectively RTI HYM.

13.6.4 The RTI Board, in their absolute discretion, shall determine how much to grant to each claimant, taking into account which meetings the RTI Councillor actually attends.

13.6.5 Any grant authorised shall be paid to the Member's bank account not the bank account of their RTI Councillor or unless specifically authorised in writing by the Member's National Treasurer and President.

13.6.6 Notwithstanding anything mentioned above, claims submitted by members whose councillor did not attend all of the official meetings, will be entertained only on a pro-rata basis. So as an example, if there are 5 official events, and the claiming member's councillor only attended 4 of the meetings, then only 80% of the value of the total claim will be reimbursed.

13.6.6.1 Official meetings are the Board Meeting held at the RTI World Meeting before the RTI AGM, the Board Meeting hosted by a RTI Councillor, the Board meeting hosted at a Regional Meeting e.g. ASPA, AMI etc., the Board Meeting held at the RTI World Meeting after the RTI AGM as well as any other meetings of official standing (including non voting meetings) such as Forums, Workshops, Speaker Events, and Presentations. All Meetings where voting may be necessary are automatically Official meetings. Attendance will be recorded by the RTI Secretary for all official meetings.

13.6.6.2 All official meetings will take an official roll call, updated up to 30 minutes after the start of the meeting. This list of councillors present will provide the basis to calculate the reimbursement percentage of any claims submitted under this section.

13.7 Limitations

13.7.1 Nothing in this rule shall be held to express or imply any financial liability on the part of RTI to any Member, or, the right of any Member to commit RTI to any financial or other undertaking without the authority of the RTI Council, or, to claim any part of RTI's funds, except as herein provided.

14. Communication

14.1 Official Language

14.1.1 The official language of RTI shall be English.

14.2 E-mail

14.2.1 The RTI Councillors shall be responsible for providing suitable e-mail addresses to the RTI Board. All e-mail correspondence from the RTI Board shall use the last e-mail address so supplied.

14.2.2 All e-mail correspondence to the RTI Councillors shall be copied to their National Presidents, if the RTI Councillor is not also the National President, and, a suitable e-mail address for him has been provided to the RTI Board.

14.3 RTI Administration Platform

14.3.1 Members are responsible for updating their National Board information (name, statutory year, contact details) and shall do so immediately or as reasonably soon their National AGM to ensure all RTI related communication can be properly received

14.3.2 The RTI Administration platform is accessible only by Tablers using a login and a password. Each Tabler belonging to a Full Member or an Associate Member can have access to that database either by signing up as an individual or by default in case the entire association decides to use the RTI platform. In case a Member association does not sign up for the service, RTI will cover the annual fees for up to 5 Board Members.

15 Round Table International Awards

15.1 Each award shall be bestowed during the RTI WM. A plaque for the RTI Award shall be presented in recognition of the achievement.

15.2 The award is made at the sole discretion of the international board; it is not a democratic decision.

15.3 Nomination proposals can not originate from the Award nominee.

16. Legal Proceedings

16.1 All legal proceedings instituted by or against RTI shall be instituted in the name of RTI and the address of the RTI President shall be regarded as the address of RTI for this purpose. No legal proceedings shall be instituted by or on behalf of RTI save by the direction of the RTI Council.

17. Winding up of RTI

17.1 If a resolution to wind up the affairs of RTI is passed at an RTI AGM, the realised assets of RTI shall be divided amongst the Full Members on a per capita basis, using the membership numbers detailed in the invoices issued in the previous October.

17.2 The RTI Council shall decide, at that RTI AGM, how best to dispose of the all the records, insignia and other RTI possessions.

18. The RTI Diversity Charter

18.1 The RTI commits to the following:

18.1.1 Increase the attention and focus on diversity in our organisations

- 18.1.2 Ensure that tablers are aware of our work on inclusiveness and diversity and the value of this initiative
- 18.1.3 Give a description in annual reports on our work with a description of the activities that are implemented and the results achieved
- 18.1.4 Make an effort to reflect the diversity of our societies

By-Law (as per resolution at RTI AGM, Dubai 2010)
Membership & Development Committee

1. Any motion with regards to age rule is postponed until at least 2020.

Amendment for point 6.3.4 (takes effect after RTIWM 2020, as per resolution at RTI HYM, Ghent 2018)

RTI board proposes to change

"6.3.4 All valid "RTI Board Nomination Form" received on time shall be sent by e- mail to the appropriate RTI Councillors along with the relevant Notices and Agendas. Nominees for RTI Officers must still be active Tablers of a full member on the day the nomination is to be considered and their respective association constitution must allow them to remain active Tablers until the RTI AGM at which their term of office is due to end. For RTI Vice President Nominees this applies until the RTI AGM at which the term of office is due to end as President. The RTI Board at its discretion may request additional information from the member association for any nominee."

To

"6.3.4 All valid "RTI Board Nomination Form" received on time shall be sent by e- mail to the appropriate RTI Councillors along with the relevant Notices and Agendas. Nominees for RTI Officers must still be active Tablers of a full member, **no older than 39 years old (or 38 years old** in case of RTI VP) on the day the nomination is to be considered. Their respective association constitution must allow them to remain active members until the RTI AGM at which their term of office is due to end. For RTI Vice President Nominees this applies until the RTI AGM at which the term of office is due to end as President. The RTI Board at its discretion may request additional information from the member association for any nominee."

Motivation:

This will give Tablers from around the world an equal chance to hold an RTI office. Even though some associations have a 45 year age limit, the purpose of this revised age limit has always been to temporarily help a struggling association with unusual declining membership. The purpose has never meant to be permanent and is supposed to be reversed in the shortest possible delay.