



**Round Table International**

**Rulebook**

**[As after RTI Half Year Meeting,  
Tallinn, Estonia, 3 March 2023]**

# Round Table International Rulebook

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## PREFACE

### RTI Rulebook

#### HISTORY

The original rulebook of Round Table International was authored in 1948 as constitutional document by Eric Einborg (RT Denmark and RT Sweden), Henk Bruna (RT The Netherlands) and F. Leslie Crew and Reg Bates (both RT Great Britain & Ireland). The document was subsequently rewritten in 1991 by Ian DeCesare (RT Malta), Waldo Thole (RT Southern Africa), Gerard O'Herlihy (RT Great Britain & Ireland) and Rijn van Baal (RT The Netherlands) and in 2004 by Arawn Johnson (RT Great Britain & Ireland).

Following the adoption of the latest rewrite on 20 November 2004 in Iceland, the 2<sup>nd</sup> and 3<sup>rd</sup> edition were approved respectively on 19 August 2005 in Costa Rica and on 16 September 2006 in South Africa.

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.

Since 2006, the document was regularly updated and adapted in light of approved amendments duly voted at the Round Table International Annual General Meeting and the Round Table International Half-Year Meeting by the following individuals (in chronological order):

- Rikus Badenhorst (RT Southern Africa and RT Arabian Gulf)
  - AGM Cyprus (31 August 2007)
  - AGM Pattaya (22 August 2008)
  - AGM Alkmaar (14 August 2009)
- Gilles Debert (RT Mauritius)
  - AGM Dubai (1 October 2010)
- Yves Lecocq (RT Belgium)
  - AGM Bremerhaven (26 August 2011)
- Chamika Godamanna (RT Sri Lanka)
  - AGM Hyderabad (28 September 2012)
- Brett Tungay (RT Southern Africa)
  - EGM Rodersheim (13 February 2015)
- Irshad Paurobally (RT Mauritius)
  - AGM Visby (15 August 2015)
  - HYM Eger (19 February 2016)

The subsequent rewrite of the document took place in 2016 by Kaj Kostander (RT Suomi-Finland) and Dragos Chirita (RT Romania).

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. Consequently, 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.

Since then, the document was kept updated and adapted in light of approved amendments duly voted at the Round Table International Annual General Meeting and the Round Table International Half-Year Meeting by the following individuals (in chronological order):

- Toni Keränen (RT Suomi-Finland)
  - AGM Kathmandu 2016, HYM Cape Town 2016
  - AGM Tallinn 2017, AGM Negombo 2018
- Marc Germeshausen (RT Austria)
  - AGM Negombo 2018
  - HYM Levi 2019, AGM Brasov 2019
  - HYM Luxembourg 2020
- Round Table International Board
  - AGM Virtual 2020
  - HYM Virtual 2021, AGM Virtual 2021
- Nadeen Kumarasinghe (RT Sri Lanka)
  - HYM Marrakesh and Virtual 2022

## **PURPOSE**

The purpose of the Rulebook is to place all general and permanent policies of RTI, the RTI Board, the RTI Meetings, and the RTI Councillors Meetings, which are currently in effect, into an integrated and comprehensive volume with the topics arranged in logical order and with consistent language. The existence of such a code will make it easier for councillors, and those charged with the responsibility to administer the policies, to be familiar with all general and permanent policies currently in force, regardless of the dates of their adoption. This inaugural Rulebook is expected to provide an important source of information for Round Table leaders.

## **INITIAL STEP**

This first version of the Rulebook is limited to a compilation of general and permanent policies currently in effect. It is recognised that some areas still need the development of policies and that some of the policies shown in the Rulebook need restatement. Therefore, it is contemplated that the various chapters will be revised and supplemented, as time permits, in order to perfect and refine the Rulebook as a comprehensive document. The goal is to make the Rulebook a practical and helpful document, which will serve as a model for Round Table clubs and regions.

## **ARRANGEMENT**

Each chapter in the Rulebook is intended to represent a separate subject, and each article is intended to represent a separate topic, as indicated by the titles. The chapters are numbered consecutively and are arranged in logical order for easy reference.

A listing of the articles within the chapters is shown at the beginning of each chapter, and a listing of the sections within the articles is shown at the beginning of each article. If new articles become necessary between the issuance of revised editions of the Rulebook, then such articles may be inserted in the appropriate location with an "A" following the number of the new article. For example, "Article 2A" may be added between Article 2 and Article 3.

## **NUMBERING**

The Rulebook's sections are numbered progressively with Arabic numerals. A progressive rather than consecutive system is used in order to provide space for the insertion of additional sections within the articles to accommodate new policies in the future. Generally, the sections are numbered progressively by hundreds. For example, in Article 5 the first three sections are numbered 5.001, 5.002, and 5.003.

Each section number also carries the number of the article in which it is found. The article number and the section number are separated by a decimal point. When it is recognised that the number to the left of the decimal point is the article number, and the number to the right of the decimal point is the section number

within that article, the system is easily comprehended and utilised. For example, Section 7.050 means Section 50 in Article 7.

## **ANNOTATIONS**

Annotations for development of the various sections of the Rulebook are shown at the end of the sections. All sections will have an adoption date of 5<sup>th</sup> September 2020 at RTI WM, Virtual, unless otherwise specified in the individual section. As the policies are amended, the sections will show the dates and meeting of the applicable amendments. For example, if a section is amended at an RTI Half-Year Meeting on 6 February 2020, the following annotation will appear at the end of the amended section “6 Feb. 2020, HYM”.

The “source” notes at the end of the sections also show the historical development of the policies prior to adoption of the Rulebook. “Cross-reference” notes also are shown at the end of some of the sections to refer the reader to other sections of the Rulebook for related topics. “Exhibit” notes also appear the end of some sections to call attention to related documents in the exhibits portion of the Rulebook.

## **INDEX**

An index for the Rulebook follows the last chapter. Index entries are arranged in alphabetical sequence and have been made as concise as possible to enable rapid scanning of the index.

## **AMENDMENTS AND NEW POLICIES**

As RTI adopts new policies and amends existing policies in its regular course of business, the relevant sections of the Rulebook being amended or being introduced as new policies will be referenced in the relevant meeting pack prepared by the RTI Board. All amendments must be passed by the RTI Council as per the rules outlined.

## **REVISED EDITIONS**

The Rulebook will be revised on a continuous basis in order to incorporate the amendments and additions into the body of the Rulebook and be published in a consolidated version on the Tabler.World platform after each World Meeting and each Half-Year Meeting. This publication includes a blackline version of the Rulebook against the last published version as well as against the original version of the Rulebook.

## **ACKNOWLEDGMENTS**

The present Rulebook has been prepared by the combined efforts of a joint meeting of tablers hailing from different national associations around the globe, under the leadership of 2019-2020 RTI Treasurer Graham Cornelissen (RT Southern Africa) and assisted by 2019-2020 RTI President Sebastian Walter (RT Germany), 2018-2019 RTI President Majid Tunda (RT Mauritius) and 2019-2020 RTI Vice-president D.K. Singh (RT India):

- Jayant Agrawal (RT Nepal)
- Paul Dippenaar (RT Southern Africa)
- Tremayne D'Souza (RT Eastern Africa)
- Pierre Di Martino (RT France)
- Christian Fiedler (RT Germany)
- Nick Gomez (RT Gibraltar)
- Antti Kantola (RT Suomi-Finland)
- Philip Moriya (RT India)
- Mike Round (RT Great Britain & Ireland)
- Paul Vreeburg (RT The Netherlands)

- Gilles Wajers (RT Luxembourg)
- John Clark (RT Great Britain & Ireland)

## OUTLINE OF RULEBOOK

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## **CHAPTER 1**

### **GENERAL PROVISIONS**

#### **Article 1. The Rulebook**

- 1.001 Purpose
- 1.002 Citation
- 1.003 Rules of Construction
- 1.004 Definitions
- 1.005 Relationship to the Articles of Association
- 1.006 Severability
- 1.007 Repeal of Policies
- 1.008 Implementation of Policies
- 1.009 Amendments
- 1.010 Supplements
- 1.011 Revised Editions
- 1.012 Authentication

#### **1.001 Purpose**

The purpose of this RTI Rulebook is to establish a comprehensive document containing all of the general and permanent policies of Round Table International. All policies of a general and permanent nature adopted by the RTI Board or the RTI Council after the effective date of this RTI Rulebook will be added to the Rulebook in order for it to remain a single collection of such policies.

#### **1.002 Citation**

The policies contained in this RTI Rulebook shall constitute and be designated the RTI Rulebook and may be so cited. Such policies may also be cited simply as “Rulebook” or “Rules”. Revised editions, as prepared and authenticated from time to time in accordance with this article, shall be designated by listing the year of the revision and adding the word “revised” to the title. For example, a revised edition of the Rulebook in 2025 would be designated as the “2025 Revised RTI Rulebook”. Such a revised edition also may be cited simply as the “2025 Revised Rulebook” or the “2025 Rules”.

#### **1.003 Rules of Construction**

All general provisions, terms, phrases, and expressions contained in this Rulebook are to be construed in a manner that allows for the implementation of the policies. Words and phrases are to be taken in their plain or usual sense, but technical words and phrases having a particular or appropriate meaning in law or in the constitutional documentation are to be understood according to their technical import. As used in this Rulebook, the words “shall”, “is” and “are” are mandatory, and the words “may” and “should” are permissive. In case of dispute, the final ruling on the interpretation of these Rules shall be at the sole discretion of the RTI Executive Board with the RTI President having a casting vote in addition to his deliberate vote.

#### **1.004 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 Article 3.001.
- “The Member” means either an Associate Member or a Full Member of RTI, as defined under Article 2.
- “The RTI Board” means the administrative body consisting of the RTI Officers, as defined under Article 7.001.
- “The RTI Officers” means the active Tablers elected to serve on the RTI Board, as defined under Article 7.001.
- “The Regional Chairmen” means the RTI Officers elected no later than at the Regional Meetings that forms part of the RTI Half Year Meeting.
- “The RTI Council” means the administrative body consisting of the RTI Officers and the RTI Councillors, as defined under Article 8.001.
- “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 Article 8.001.2.
- “The RTI Meetings” mean the RTI AGM, RTI HYM, The RTI Council Meeting and the Regional Meetings
- “The RTI AGM” means the Annual General Meeting of RTI, as defined under Article 16
- “The RTI HYM” means the Half Year Meeting of RTI, as defined under Article 17
- “The Regional Meetings” mean the Meetings of the Regions, as defined under rule Article 29.003
- “The RTI World Meeting” means the event during which the RTI AGM and the RTI Council Meeting takes place.

#### **1.005. Relationship to the Constitutional Documents**

This Rulebook is supplemental to the constitutional documents and should be construed in harmony with them. In the event of a conflict between the provisions of the constitutional documents and the provisions of this Rulebook, the constitutional documents take precedence and thereby modify the conflicting provisions of the Rulebook.

#### **1.006. Severability**

The chapters, articles, sections and subsections of this Rulebook are severable. If any chapter, article, section, or subsection of this Rulebook is declared invalid by the judgment of any court or other agency of competent jurisdiction, such invalidity shall not affect any of the remaining chapters, articles, sections, or subsections of this Code. If any part of this Rulebook is declared invalid by any court or agency of competent jurisdiction, it shall be invalid only within the jurisdiction of such court or agency.

#### **1.007 Repeal of Policies**

When an action repealing a former policy is itself repealed or rescinded, such repeal or rescission shall not be construed to revive the former policy, unless such policy is expressly reinstated.

#### **1.008 Implementation of Policies**

Unless noted to the contrary in a particular provision, the RTI Executive Board shall have both the duty and the authority to implement the policies set forth in this Rulebook. For that purpose, the RTI Executive Board may prepare and approve policies, procedures, guidelines, rules, schedules and other documents to

implement the policies. The RTI Executive Board may not delegate authority for the implementation of various policies to the RTI Board or Board Assistants.

### **1.009 Amendments**

Amendments to this Rulebook may be made through action of the RTI Council, in accordance with the provisions of the constitutional documents and Chapter 16 or 17. Amendments to the Rulebook may also be made by the RTI Board, in accordance with the provisions of the constitutional documents and Chapter 16 or 17 for actions by the RTI Board. The amendments shall become effective upon their adoption by the RTI Council, unless a later date is specified in such action. When appropriate, the RTI Council will delay the effective date of the amendments to the Rulebook in order to provide adequate notice of the changes or additions to the policies.

When amending this Rulebook, the RTI Board shall endeavour to specify the chapter, article, section, or subsection being amended or to designate the place in the Rulebook for the new policies to be inserted. Failure to make such references shall not affect the validity of the actions taken to adopt new or different policies. The RTI Secretary has the duty and authority to make technical corrections in the amendments adopted to incorporate such corrections into the Rulebook. Such corrections shall be reported to the RTI Board at its next meeting as well as to the RTI Council at its next meeting.

### **1.010 Annual Supplements**

This Rulebook shall be updated by the RTI secretary after each RTI Council meeting. An annual cumulative supplement to this Rulebook shall be prepared by the RTI Secretary following the end of each RTI year. Such cumulative supplements shall contain all amendments to the Rulebook, and all other changes or additions of general and permanent policies, since the Rulebook's adoption or its last revision.

### **1.011 Revised Editions**

Revised editions of this Rulebook shall be prepared by the RTI Secretary from time-to-time, but not less than once every four years. Revised editions shall merge the Rulebook (or the latest revised edition), the latest cumulative annual supplement and any subsequent amendments of the Rulebook, and all other changes or additions of general and permanent policies, into a single integrated document. Revised editions of the Rulebook will bear the year of publication as part of the title. Revised editions, when duly prepared and authenticated, will replace earlier editions of the Rulebook. When a revised edition of the Rulebook is prepared and authenticated, the revised edition shall be presented to the RTI Board at a regular meeting, and its receipt shall be noted in the minutes and shall be presented to the RTI Council at its next meeting, where its receipt shall equally be noted in the minutes.

The new edition of the Rulebook will become effective at the time of such presentation to the RTI Council with the proviso that any policies inadvertently omitted or altered in their transfer from the previous edition of the Rulebook to the new edition will remain effective as stated in the earlier edition for six-months. During the six-month period after its presentation to the RTI Council, the new edition may be corrected by the RTI Secretary to reflect accurately the transfer of policies from the previous edition, and such corrections shall be reported to the RTI Council at its next meeting. After the expiration of the six month period, the new edition will become as fully effective as if adopted in toto by the RTI Council, and the text of the policies in such revised edition may not be changed thereafter except by action of the RTI Board and/or the RTI Council.

### **1.012 Authentication**

The RTI Secretary has the duty to prepare, and the authority to authenticate, the cumulative annual supplements and the revised editions of the Rulebook as they are issued in accordance with this article.

## CHAPTER II ASSOCIATIONS AND MEMBERSHIP

### Article 2. Membership of associations in RTI

- 2.001 Associate Members
- 2.002 Full Members
- 2.003 Application for Full Membership
- 2.004 Conditions for Full Membership
- 2.005 Termination of Membership

#### **2.001 Associate Members (Formerly point 5.1.1 of the Constitution)**

**2.001.1.** The first duly chartered Table in any country shall automatically become an Associate Member of RTI.

**2.001.2.** 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.

**2.001.3.** This Associate Membership, and allocation to a Region, shall be officially ratified by the RTI Council upon approval of the Region's decision at the next RTI AGM following the charter.

**2.001.4.** 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.

**2.001.5.** 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.

**2.001.6.** 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.

**2.001.7.** Associate Members may appoint an RTI Councillor, in accordance with Article 8.001.2, who shall always be welcome to RTI meetings, but who shall have no voting rights.

**2.001.8** Virtual members (E-Clubs) may appoint an RTI Councillor, in accordance with Article 8.001.2, who shall always be welcome to RTI meetings, but who shall have no voting rights. Virtual members (E-Clubs) will remain a perpetual associate member and will form a part of the CEE region.

#### **2.002 Full Members (Formerly point 5.1.2. of the Constitution)**

**2.002.1.** An Associate Member may apply for Full Membership if:

- **2.002.1.1.** It has chartered a National Association, and;
- **2.002.1.2.** It has not less than three chartered Tables, and;
- **2.002.1.3.** It has not less than fifty members.

**2.002.2.** Application for Full Membership, as per article 2.003, 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.

**2.002.3.** Alternatively, where an Associate Member is unable to apply for Full Membership under rule 2.003, 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.

**2.002.4.** Full Members shall appoint an RTI Councillor, in accordance with Article 8.001.2 below, who shall have voting rights.

### **2.003 Application for Full Membership (Formerly point 5.2 of the Constitution)**

**2.003.1.** 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:

- **2.003.1.1.** A copy of the applicant’s Constitution translated in English.
- **2.003.1.2.** The written recommendation of at least two Full Members.
- **2.003.1.3.** A completed “RTI Directory Changes” form.
- **2.003.1.4.** An electronic copy of the applicant’s emblem.
- **2.003.1.5.** Such further evidence as the RTI Board may require regarding the status of the applicant.

**2.003.2.** 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.

### **2.004 Conditions for Full Membership (Formerly point 5.3 of the Constitution)**

**2.004.1.** To qualify for Full Membership, the Member’s own Constitution shall not conflict with the Constitution, and shall specifically include rules dealing with each of the following 7 important areas of unity:

- **2.004.1.1.** The Member’s name shall include the words “Round Table”.
- **2.004.1.2.** The Member’s emblem shall include, as a main feature, the Round Table Rondel as shown in the Article 4.002.1. 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.
- **2.004.1.3.** The Member’s Aims & Objectives 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:
  - **2.004.1.3.1.** To develop the acquaintance of young men through the medium of their various occupations.
  - **2.004.1.3.2.** To emphasise the fact that one’s calling offers an excellent medium of service to the community.
  - **2.004.1.3.3.** To cultivate the highest ideals in business, professional and civic traditions.
  - **2.004.1.3.4.** To recognise the worthiness of all legitimate occupations and to dignify each his own by precept and example.
  - **2.004.1.3.5.** To further the establishment of peace and goodwill in international relationships.

**2.004.2.** The Member’s Officers shall be active Tablers at the moment they enter office.

**2.004.3.** The Member’s individual Tables shall be open to men aged either between 18 and 40 years or 18 and 45 years who shall be prohibited from discussing party politics or sectarian religion.

**2.004.4.** For Associate Members shall be open to men aged 18 to 40. Upon achieving Full member status, article 2.004.3. may apply at their discretion.

**2.004.5.** The Member’s constitutional documentation 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.



**2.004.6.** The Member's constitutional documentation shall require that any proposals that might affect its compliance with the rules stated in 2.004.1 to 2.004.5 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 Rulebook.

## **2.005. Termination of Membership (Formerly Point 5.4 of the Constitution)**

### ***Suspension***

**2.005.1.** Membership may be suspended at an RTI AGM or RTI HYM by a simple majority vote of the councillors for contravention of this Rulebook, or, for activities detrimental to the interests of RTI.

**2.005.2.** Membership may be suspended at a meeting of the RTI Board following 31 January if capitation fees are still outstanding at that date.

### ***Expulsion***

**2.005.3.** A suspended Member may be expelled at the next RTI AGM or RTI HYM by a simple majority vote of the councillors 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.

**2.005.4.** 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.

### ***Automatic Revocation***

**2.005.5.** Full Membership shall be automatically reduced to Associate Membership at the next RTI AGM or RTI HYM following the breach by any Full Member of the terms of article **2.004.6** above..

### ***Reinstatement***

**2.005.6.** Reinstatement to the previous level of membership shall be considered at the next RTI AGM or RTI HYM 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.

**2.005.7.** 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.

### ***Resignation***

**2.005.8.** 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.

### ***Surrender***

**2.005.9.** 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.

## CHAPTER III REGIONS

### Article 3. Allocation of Member to Region

- 3.001 Regional Associations
- 3.002 Setup of Regions
- 3.003 Termination of Regions
- 3.004 Regional Chairmen
- 3.005 Regional Meetings

#### 3.001 Regional Associations **(Formerly Point 1.2 of the RTI Constitution)**

RTI shall be divided into 5 geographical regions:

- **3.001.1.** The Africa, Middle East & Indian Ocean Region [AMI]
- **3.001.2.** The Asia Pacific Region [ASPA]
- **3.001.3.** Northern Europe and Americas Region [NEA]
- **3.001.4.** Central and Eastern Europe Region [CEE]
- **3.001.5.** Southern Europe and Mediterranean Region [SEM]

#### 3.002 Set up of Regions

- **3.002.1.** Regions may only be added to the list in point 3.001 by a motion submitted to the RTI AGM or the RTI HYM. Such a motion may require the dissolution of one or more regions as defined in point 3.003.
- **3.002.2.** The motion shall specify the name and geographic extent of the new region, as well as the member associations that will be allocated to that region and the name of the inaugural regional Chairman.
- **3.002.3.** If the motion is successful, the inaugural regional Chairman shall assume his role on the RTI Board immediately following the RTI AGM.

#### 3.003 Dissolution of Regions

- **3.003.1.** Regions may be dissolved in any of the below circumstances:
- **3.003.1.1.** In the event of a restructure as described in point 3.002 above.
- **3.003.1.2.** By written request from the National President of each of the Members within that region, along with suggestions as to which regions the Members should be re-allocated to.
- **3.003.1.3.** By default, if there are no Member associations remaining within that region.
- **3.003.2.** Dissolution of a Region shall be ratified by the RTI Council at the next RTI AGM. The regional Chairman elect shall therefore be ineligible to assume his role on the RTI Board.
- **3.003.3.** In the event of dissolution, all regalia shall be returned to the RTI President and any funds belonging to the region shall accrue to RTI for the RTI Treasurer to distribute appropriately.

#### 3.004 Regional Chairmen **(Formerly 6.1.2 and 6.3.3 of the RTI Constitution)**

**3.004.1** The 5 regional representatives are named:

- **3.004.1.1.** Africa, Middle East & Indian Ocean Chairman

- **3.004.1.2.** Asia Pacific Chairman
- **3.004.1.3.** Northern Europe and Americas Chairman
- **3.004.1.4.** Central and Eastern Europe Chairman
- **3.004.1.5.** Southern Europe and Mediterranean Chairman

**3.004.2.** Nominations for Regional Chairman 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 the RTI Board at least 42 days prior the relevant Regional Meetings.

**3.004.3.** Duties

The duties of the Regional Chairmen shall be set out in the “RTI Officers’ Handbook”

**3.005 Regional Meetings**

3.005.1 Each Region shall hold a Regional Meeting in each calendar year as follows:

- **3.005.1.1** The AMI Regional Meeting, shall take place between April and July.
- **3.005.1.2** The ASPA Regional Meeting shall take place between January and June.
- **3.005.1.3** The NEA Regional Meeting shall take place between mid of October and first week of November.
- **3.005.1.4** The CEE Regional Meeting shall take place between March and May.
- **3.005.1.5** The SEM Regional Meeting shall take place between April and June.

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

## **CHAPTER IV**

### **ADMINISTRATION**

#### **Article 4. Round Table International**

- 4.001 RTI
- 4.002 Emblem
- 4.003 Motto
- 4.004 Aims and Objectives

#### **Article 5. RTI President**

- 5.001 Regulations Governing Candidates for RTI President
- 5.002 RTI Job Description
- 5.003 Official Activities
- 5.004 Authority to Act on Behalf of Board
- 5.005 Additional Activities
- 5.006 Annual Theme and Goals
- 5.007 Finances

#### **Article 6. RTI Executive Board**

- 6.001 Composition of Executive Board
- 6.002 Regulations Governing Candidates for RTI Executive Board Positions
- 6.003 Policies Relating to the Executive Board
- 6.004 Meetings
- 6.005 Financing of RTI Executive Board Members

#### **Article 7. RTI Board**

- 7.001 Composition of Board
- 7.002 Policies Relating to the Board
- 7.003 Meetings
- 7.004 Financing

#### **Article 8. RTI Council**

- 8.001 Composition of Council
- 8.002 Policies Relating to the Council
- 8.003 Meetings

## **Article 9. Other Officers of RTI**

- 9.001 Vice-president
- 9.002 Treasurer
- 9.003 Secretary
- 9.004 RTI Board Assistants
- 9.005 Past Officers of RTI

## **Article 4. Round Table International**

### **4.001. RTI**

The name of the Association shall be "Round Table International" [RTI].

### **4.002. Emblem (Formerly point 3 of the RTI Constitution)**

**4.002.1** The RTI emblem shall be the rondel shown hereafter, in the adopted colour scheme



**4.002.2** Font and colour of lettering are updated through the guidelines

### **4.003. Motto (Formerly point 2 of the RTI Constitution)**

The RTI motto is "Adopt, Adapt, Improve"

### **4.004. Aims and Objectives (Formerly point 4 of the RTI Constitution)**

The Aims & Objectives of RTI shall be:

- 4.004.1.** To promote fellowship and understanding between Round Table Associations worldwide
- 4.004.2.** To promote the formation of new Round Table Associations throughout the world.
- 4.004.3.** 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.
- 4.004.4.** To promote and administer joint service projects worldwide.

#### **4.005 Global Service Initiative**

The pillars of global service of RTI shall be:

**4.005.1** Conservation

**4.005.2** Education

**4.005.3** Health

**4.005.4** Poverty

**4.005.5** Tabler 4 Tabler

#### **4.006 Independent Persons of Trust**

An Independent Persons of Trust team shall be in place at Round Table International as set out in the "Independent Persons of Trust" guidelines.

### **Article 5. RTI President (Formerly Point 6.3.1 of the RTI Constitution)**

#### **5.001. Regulations Governing Candidates for RTI President**

The RTI Vice-President should normally become the RTI President.

#### **5.002. Duties (Formerly Point 7.3 of the RTI Constitution)**

The duties of the RTI Officers shall be set out in the "RTI Officers' Handbook"

#### **5.003. Official Activities**

The RTI President shall represent Round Table International internally and externally at all official events and activities, except in such circumstances where this is not possible. The RTI Vice President or another duly authorised RTI Board member will be allowed to represent Round Table International with the permission of the RTI President.

#### **5.004. Authority to Act on Behalf of Board**

The RTI President that act on behalf of the RTI Board whenever authorised to do so. Any authorisation or mandate will be provided by a simple majority vote by either the Executive Board or the RTI Board. The RTI President will have a casting vote in addition to his deliberate vote.

#### **5.005. Additional Activities**

The RTI President shall be allowed to bind Round Table International in contracts insofar this is to the benefit of the objectives of Round Table International and not contrary to the mandate from the RTI councillors or the law.

The RTI President shall further be designated as the official RT Family representative, responsible for furthering these relationships as per the RTI Aims and Objectives.

### **5.006. Annual Theme and Goals**

The RTI President shall have an annual theme and a set of goals to be achieved in his Presidential year. This theme and goals must be shared with the RTI Councillors no later than the closing of the weekend of where his term as President starts. This theme will be used in the marketing and branding materials, including specified regalia, in the RTI Presidents year.

### **5.007. Finances**

The RTI President shall serve without any remuneration whatsoever except for any allowances and contribution towards expenses as shall be granted to him. The RTI Budget must be approved at the RTIWM where he will take office, and the RTI President must operate within this approved budget as well as the documented expenditure guidelines.

## **Article 6. RTI Executive Board**

### **6.001. Composition of Executive Board**

The RTI Executive Board shall be composed of the RTI President, the RTI Vice-President, the RTI Secretary, and the RTI Treasurer, who shall be active Tablers of Full Members and shall hold office for the time periods as specified under Article 9.001, 9.002 and 9.003 unless they become unwilling, or unable, to do so.

### **6.002. Regulations Governing Candidates for RTI Executive Board Positions**

The RTI Executive Board Members shall be elected in as specified under Article 9.001, 9.002 and 9.003 at the annual general meeting of Round Table International.

### **6.003. Policies Relating to the Executive Board**

The RTI Executive Board shall be responsible for the strategic and administrative leadership and decision making of Round Table International.

Additional information on the role and duties of the RTI Executive board is set out in the RTI Officers Handbook, as amended from time to time.

### **6.004. Meetings**

The RTI Executive Board Members shall meet no less than ten times per year to fulfil their mandates for administering the RTI affairs as directed by the RTI Council and per the RTI Officers Handbook. These meetings shall be minuted and shall be done electronically, except where a physical meeting takes place. These meetings shall be open to other RTI Board members or other Tablers on the invitation of the RTI Executive Board.

### **6.005. Financing of RTI Executive Board Members**

The RTI Executive Board Members shall serve without any remuneration whatsoever except for any allowances and contribution towards expenses as shall be granted to him. The RTI Budget must be approved at the RTIWM where he will take office, and the RTI Executive Board must operate within this approved budget as well as the documented expenditure guidelines.

## **Article 7. RTI Board**

### **7.001. Composition of Board (Formerly Point 6.1.1 and 8.1)**

**7.001.1.** The RTI Board shall consist of the RTI Officers

**7.001.2.** The RTI Officers shall be composed of the RTI President, the RTI Vice-President, the RTI Secretary, the RTI Treasurer and the 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.

### **7.002 Policies Relating to the Board**

#### **Term of Office (Formerly 6.1.3, 6.1.4 and 6.2)**

**7.002.1.** 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.

**7.002.2.** 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:

**7.002.2.1.** The RTI Vice-President shall be chosen to fill the vacancy of the RTI President.

**7.002.2.2.** An active Tabler of a Full Member of the relevant Region shall be chosen to fill the vacancy of a Regional Chairman.

**7.002.2.3.** An active Tabler of a Full Member shall be chosen by RTI President to fill the vacancy of RTI Secretary or RTI Treasurer.

**7.002.2.4.** 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, Article 7.002.4

**7.002.3.** For all Officers, except the Secretary and Treasurer, 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 the election and taking over office the Regional Chairmen shall be referred to as the Regional Chairmen Elect. The Secretary and Treasurer shall normally hold office for a 2-year term with elections in alternate years. The Secretary will be elected on even years, and the Treasurer will be elected on odd years.

#### **Nominations (Formerly 6.3.4 and 6.3.5)**

**7.002.4** 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.

**7.002.5** All valid board nomination forms received on time shall be sent by e-mail to the appropriate RTI Councilors along with the relevant Notices and Agendas. Nominees must still be active Tablers of a full member, no older than 39 years old in the case of Regional Chairmen and 38 years old in case of VP, Secretary and Treasurer on the 1st of July of the year at which their term of office is due to start. Their respective association constitution must allow them to remain active members until the AGM at which their term of office is due to end. For Vice President Nominees this applies until the 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.

**7.002.6** 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 Article 7.002.5 above.

**7.002.7** For any nomination to be considered valid, the candidate must present at least two forms of identity showing his date of birth. One of these forms of identity must be a current passport. These forms of identity shall not be circulated along with the RTI Meeting pack due to the sensitive nature of the documents. The National Association of which the member is from, must confirm his date of birth as well as the date that the member is due to leave the National Association.



## **Promotion & Canvassing (Formerly 6.4)**

**7.002.8** 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. In addition to this whenever there is more than one candidate for RTI Vice President/ RTI Secretary/ RTI Treasurer position, there will be a Question and Answer session organised for the councillors and this will be moderated by an independent moderator appointed by the RTI President.

**7.002.9** All other forms of canvassing for support shall be prohibited. Such activities will cause a nomination to become invalid.

## **General Rights and Duties (Formerly 7)**

**7.002.10** The RTI Officers shall serve without any remuneration whatsoever except for any allowances and contribution towards expenses as shall be granted to them.

**7.002.11.** The RTI Officers shall open such accounts and invest the RTI funds in such recognised financial institutions, as they shall, in their discretion, determine.

**7.002.12** The duties of the RTI Officers shall be set out in the “RTI Officers Handbook”

**7.002.13.** 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.

## **Responsibilities (Formerly 8.2)**

**7.002.14** The RTI Board is responsible for administering the RTI affairs as directed by the RTI Council.

## **7.003. Meetings (Formerly 8.3)**

**7.003.1.** As a guideline, the RTI Board shall, where possible, physically meet not more than 4 times and not less than 2 times:

- **7.003.1.1.** At the RTI World Meeting, after the RTI AGM (Mandatory)
- **7.003.1.2.** At the venue of the RTI World Meeting (preferred) or just before or at any other regional meeting at the Board’s discretion
- **7.003.1.3.** 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.
- **7.003.1.4.** At the RTI World Meeting, before the RTI AGM (Mandatory)

**7.003.2.** 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, VoIP., etc....)

## **7.004 Financing**

The RTI Board Members shall serve without any remuneration whatsoever except for any allowances and contribution towards expenses as shall be granted to him. The RTI Budget must be approved at the RTIWM where he will take office, and the RTI Board must operate within this approved budget as well as the documented expenditure guidelines.

## **Article 8. RTI Council (Formerly point 9)**

### **8.001. Composition of Council**

8.001.1. The RTI Council shall consist of the RTI Officers and the RTI Councillors.

8.001.2. 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.

### **8.002. Policies Relating to the Council**

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.

### **8.003. Meetings**

**8.003.1.** The RTI Council shall where possible, physically meet at least once (1) within one tabling (1) year. The RTI Councillors' Meeting shall take place at the RTI World Meeting location, before the RTI AGM.

**8.003.2.** If a physical meeting is not possible, the RTI Council meeting shall take place via electronic means (i.e. telephone-conference, video-conference, VoIP, etc.).

**8.003.3.** If the RTI Board so decides, the RTI Council can be requested to meet upon a reasonable notice given to the RTI Council. Any meeting scheduled under this rule shall take place via electronic means to allow the RTI Council to participate. The RTI Board is in charge of facilitating this meeting.

## **Article 9. Other Officers of RTI**

### **9.001. Vice-president**

**9.001.1.** Nominations for RTI Vice-president shall be made by Full Members, using the RTI Board Nomination Form which shall be received by the RTI Board no later than 42 days prior to the RTI AGM.

**9.001.2.** All valid Nomination Forms received on time shall be sent by email to the appropriate RTI Councillors along with the relevant Notices and Agendas. Nominees for RTI Vice-president must still be active Tablers of a full member, no older than 38 years old on the 1st of July of the year at which their term of office is due to start, 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 RTI President. The RTI Board at its discretion may request additional information from the member association for any nominee.

**9.001.3** For any nomination to be considered valid, the candidate must present at least two forms of identity showing his date of birth. One of these forms of identity must be a current passport. These forms of identity shall not be circulated along with the RTI Meeting pack due to the sensitive nature of the documents. The National Association of which the member is from, must confirm his date of birth as well as the date that the member is due to leave the National Association.

### **9.002. Treasurer**

**9.002.1.** Nominations for RTI Treasurer shall be made by Full Members, using the RTI Board Nomination Form and shall be received by the RTI Board at least 42 days prior to the RTI AGM.

**9.002.2.** All valid nomination forms received on time shall be sent by email to the appropriate RTI Councillors along with the relevant Notices and Agendas. Nominees for RTI Treasurer must still be active Tablers of a full member, no older than 38 years old on the 1st of July of the year at which their term of office is due to start, 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. The RTI Board at its discretion may request additional information from the member association for any nominee.

**9.002.3** For any nomination to be considered valid, the candidate must present at least two forms of identity showing his date of birth. One of these forms of identity must be a current passport. These forms of identity shall not be circulated along with the RTI Meeting pack due to the sensitive nature of the documents. The

National Association of which the member is from, must confirm his date of birth as well as the date that the member is due to leave the National Association.

### **9.003. Secretary**

**9.003.1.** Nominations for RTI Secretary 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.

**9.003.2.** All valid nomination forms received on time shall be sent by email to the appropriate RTI Councillors along with the relevant Notices and Agendas. Nominees for RTI Secretary must still be active Tablers of a full member, no older than 38 years old on the 1st of July of the year at which their term of office is due to start, 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. The RTI Board at its discretion may request additional information from the member association for any nominee.

**9.003.3** For any nomination to be considered valid, the candidate must present at least two forms of identity showing his date of birth. One of these forms of identity must be a current passport. These forms of identity shall not be circulated along with the RTI Meeting pack due to the sensitive nature of the documents. The National Association of which the member is from, must confirm his date of birth as well as the date that the member is due to leave the National Association.

### **9.004 RTI Board Assistants (Formerly 6.1.5)**

**9.004.1.** 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. Administrative assistants are appointed on a voluntary base.

**9.004.2.** The RTI President at his discretion may terminate the services of any of the assistants and / or replace them with suitable candidates.

**9.004.3.** The RTI President at his discretion may invite any or all of the assistants to attend any RTI Meeting at the expense of RTI providing the expense was budgeted for in the RTI budget at the beginning of the year.

**9.004.4.** Each RTI Board Assistant shall produce their report with the RTI Board members at the HYM and the AGM.

#### **9.004.5. Duties**

The respective RTI board assistant role and related duties are described in the RTI Officers' Handbook, which is continuously reviewed by the RTI Officers (on an annual basis prior to the RTI WM). If a new RTI board assistant position is created by the RTI President at the beginning of his term, the RTI President will present the RTI Councillors with a description of the role and its duties at the RTI AGM at which this new board assistant role is introduced.

### **9.005 Past Officers of RTI**

The role and related duties of past officers of RTI are, where and if relevant, described in the RTI Officers' Handbook.

## **CHAPTER V FINANCES**

### **Article 10. General Finance Provisions**

- 10.001 Annual Report
- 10.002 Audited Financial Statements
- 10.003 Banking Procedures
- 10.004 Other

### **Article 11. Audits**

- 11.001 Guidelines for Appointment and Evaluation of Auditor

### **Article 12. Budgets**

- 12.001 Budget Process
- 12.002 Authority to Exceed RTI Budget
- 12.003 Capital Expenditures
- 12.004 RTI Loan Agreements

### **Article 13. Expenses and Reimbursements**

- 13.001 Approval of Disbursements
- 13.002 Travel
- 13.003 RTI Funding for Board Members
- 13.004 Miscellaneous Financial Matters

### **Article 14. Revenues**

- 14.001 Capitation Fees
- 14.002 Invoices

### **Article 15. Risk Management and Insurance**

- 15.001 Risk management
- 15.002 Liability Coverage for RTI Board Members

### **Article 10. General Finance Provisions (Formerly 13.1 and 13.2 of the old Constitution)**

#### **10.001.** Annual Report

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.

#### **10.002.** Audited Financial Statements

Audited accounts of RTI Meetings in Articles 16 and 17 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.

#### **10.003. Banking Procedures**

**10.003.1.** *The RTI Board will ensure that the official banking platforms being used have a dual approval system in place where one person does not have the full transacting capabilities.*

**10.003.2.** *Where money is received in a financial account where the dual approval system is not in place, the RTI Board must ensure that this balance is kept under € 1,000 by transferring this to an account with a working dual approval system.*

**10.003.3.** *The dual approvers must be members from the elected RTI Board members but is typically the RTI President and Treasurer.*

#### **10.004. Other**

**10.004.1.** The financial year shall be from 1 July to 30 June.

**10.004.2.** 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.

#### **10.004.3 Compliance with Anti-Money Laundering Regulations**

The RTI Board appoints a Money Laundering Reporting Officer (MLRO), as an honorary position, to ensure its compliance with relevant anti-money laundering laws and regulations as well as those relating to the combatting of financing of terrorism, bribery and corruption.

### **Article 11. Audits**

**11.001.** Guidelines for Appointment and Evaluation of Auditor

**11.001.1.** During the RTI AGM, the RTI Council shall appoint a suitably qualified auditor to perform the audit on the annual accounts of RTI and the accompanying schedules.

**11.001.2.** The auditor must be a person who is suitably qualified and experienced to perform an audit in terms of the International Standards on Auditing (ISA's) and the laws applicable in Luxembourg.

### **Article 12. Budgets**

**12.001.** Budget Process

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.

**12.002.** Authority to Exceed RTI Budget

**12.002.1.** The RTI Board does not have the authority to exceed the total expenditures of the RTI budget as approved as per 12.001.

**12.002.2.** Where any of the individual line items have been exceeded, this must be reported to the RTI Council with reasons to be provided as to why this deviation was done.

### **12.003. Capital Expenditures**

**12.003.1.** The RTI Board does not have the authority to purchase any items of a capital nature exceeding 1,000 Euro's if this has not been approved by a poll vote by the RTI Council.

**12.003.2.** Any purchases of a capital nature must be reported to the RTI Council by the treasurer.

### **12.004. RTI Loan Agreements**

The RTI Board is allowed, in line with the RTI Conference Hosting Manual, to extend a repayable loan to the RTI WM and RTI HYM hosting member association in an effort to assist in the organisation of the RTI WM and RTI HYM. The RTI Board will use, to such extent and where applicable, the latest version of the RTI Loan Agreement, which is reviewed from time to time by the RTI legal adviser.

## **Article 13. Expenses and Reimbursements**

### **13.001. Approval of Disbursements**

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

### **13.002. Travel**

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

**13.002.2.** 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.

### **13.003. RTI Funding for Board Members – RTIWM and RTIHYM**

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

**13.003.2.** Members with 10 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.

**13.003.3.** 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.

**13.003.4.** 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. The amount and method to determine the grant amounts will be included as part of the budget to be voted in at the RTI World Meeting for the respective year.

**13.003.5.** 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.

**13.003.6.** 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.

**13.003.6.1.** 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.

**13.003.6.2.** 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.

#### **13.004.** Miscellaneous Financial Matters

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.

### **Article 14. Revenues**

#### **14.001.** Capitation Fees (Formerly 13.3)

**14.001.1** 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.

**14.001.2** Each Member shall pay an annual capitation fee, calculated in Euros, based on the number of active Tablers last submitted to the RTI Board.

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

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

#### **14.002.** Invoices

**14.002.1.** The RTI Board will invoice any other party for any revenues generated. This invoice will be presented on an RTI letterhead with the banking details included on there.

**14.002.2.** Invoices issued for any revenues, except capitation fees, are due and payable in no more than 30 days.

### **Article 15. Risk Management and Insurance**

#### **15.001.** Risk management (Point 16 of old constitution)

**15.001.1.** All legal proceedings instituted by or against RTI shall be instituted in the name of Round Table International, asbl. No legal proceedings shall be instituted by or on behalf of RTI save by the direction of the RTI Council.

#### **15.002.** Liability Coverage for RTI Board Members

**15.002.1.** The RTI Executive Board and the RTI Board shall seek appropriate directors' liability coverage to protect RTI as well as the individuals stepping up to board positions. The RTI Council can inquire details on the liability coverage at the RTI AGM.



## **CHAPTER VI MEETINGS**

### **Article 16. RTI Annual General Meeting**

- 16.001 Purpose
- 16.002 Organisation
- 16.003 Guidelines
- 16.003 Attendance
- 16.004 Finances
- 16.005 Voting
- 16.006 RTI Council Meeting
- 16.007 AGM
- 16.008 Proceedings

### **Article 17. RTI Annual Half-Year Meeting**

- 17.001 Purpose
- 17.002 Organisation
- 17.003 Guidelines
- 17.004 Attendance
- 17.005 Finances
- 17.006 Voting
- 17.007 RTI Council Meeting
- 17.008 Proceedings

### **Article 16. RTI Annual General Meeting (From point 10.1 and 10.5.1 of the old Constitution)**

#### **16.001.** Purpose

The Annual General Meeting is the supreme body of Round Table International and can decide on any matters that it deems necessary.

#### **16.002.** Organisation

**16.002.1.** 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.

**16.002.2.** 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.

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

#### **16.002.3** Venues

**16.002.3.1.** 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.

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

**16.002.3.2.1.** 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

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

**16.002.3.2.3.** There are 3 or more candidates, the Single Transferable Voting System, as defined at point 16.005.18-20, shall be used to determine the successful candidate venue.

**16.002.3.3.** The RTI AGM shall be hosted in rotation by the Regions in the following order:

**16.002.3.3.1.** In the NEA Region or CEE Region or SEM Region, then

**16.002.3.3.2.** In the ASPA Region, then

**16.002.3.3.3.** In the NEA Region or CEE Region or SEM Region, and then

**16.002.3.3.4.** In the AMI Region.

**16.002.3.4.** The rotation will start back from thereafter.

**16.002.3.5.** 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.

### **16.003** Guidelines

The RTI Board will ensure that the latest RTI Conference Manual is uploaded onto [Tablet.World](http://Tablet.World) for access to any associations organising an RTI meeting. This conference manual must be adhered to when organising the RTI World Meeting.

### **16.004** Attendance

Attendance at the RTI Annual General Meeting is strongly encouraged for all member associations of RTI. Member associations must be present at the RTI meeting in order to vote, except if this is a virtual meeting or the member association cannot have a representative present.

### **16.005.** Voting (Point 12 of the RTI Constitution)

#### **16.005.1. Motions**

**16.005.1.1.** Proposed motions 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.

**16.005.1.2.** 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.

**16.005.1.3.** Motions submitted by Full Members shall be seconded by another Full Member.

**16.005.1.4.** Motions submitted by the RTI Board shall not require a seconder, if sent along with the initial meeting pack. Any motions brought by the RTI Board after the meeting pack has been sent out, need to be seconded by a Full Member of RTI.

**16.005.1.5.** Motions resolved at the RTI AGM, whether adopted or rejected [i.e. resolutions], shall not be brought forward for reconsideration before the second RTI AGM following that year at which such motions were resolved, unless otherwise directed by the RTI Council.

#### ***Quorum***

**16.005.2.** The quorum for all RTI meetings shall be half of the Full Members, which, in the case of the Regional Meetings, shall mean the Full Members of that Region.

#### ***Voting Rights***

**16.005.3.** Each Full Member shall have one vote, which shall be cast by their RTI Councillor.

**16.005.4.** Only Full Members of a Region shall be entitled to vote at a Regional Meeting.

**16.005.5.** 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.

#### ***Casting Vote***

**16.005.6.** 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.

#### ***Proxy Votes***

**16.005.7.** Voting by proxy shall not be permitted.

#### ***Poll Votes***

**16.005.8.** 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.

#### ***Voting by Secret Ballot***

**16.005.9.** 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.

**16.005.10.** 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:

**16.005.11.** 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.

**16.005.12.** Where there are more than two valid nominations, the Single Transferable Voting System, as defined at 16.005.15-17, shall be used to determine the successful candidate.

#### ***Voting by a Show of Cards***

**16.005.13.** 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:

**16.005.13.1.** A simple majority [50% plus X] of the Full Members voting [excludes abstentions] at the meeting shall vote in favour,

And, afterwards

**16.005.13.2.** A two-third majority of the poll votes attributed to each Full Members shall vote in favour.

If the condition set out in 16.005.13.1 is not fulfilled, the poll vote requirement set out in 16.005.13.2 is void.

**16.005.14.** Voting on all other matters shall only be passed if a simple majority of the Full Members entitled to and voting [excludes abstentions] at the meeting shall vote in favour.

### **Single transferable voting system**

**16.005.15.** 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.

**16.005.16.** 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.

**16.005.17.** 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.

### **16.006 RTI Council Meeting**

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 rulebooks 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.

### **Notices & Agendas**

**16.007.1.** 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.

### **16.007.2. Business to be Transacted at RTI AGM**

At each RTI AGM the following business shall be transacted:

- Notice Convening the Meeting
- Minutes of the Previous RTI HYM
- Consider Changes to the Membership of RTI
- Annual Reports of the RTI Officers
- Annual Reports of the RTI Councillors
- Motions Submitted by the RTI Board
- Motions Submitted by the Full Members
- Receive and Adopt the Independently Examined Accounts
- Approval of the Budget
- Election of RTI Officers
- Appointment of the Independent Examiner
- Any Other Business

The business to be transacted at the other RTI Meetings shall be determined by the RTI Board, in conjunction with the relevant RTI Councillors.

### **16.008 Proceedings**

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.

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.

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.

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.rtiinternational.org/>) to stand as the official record for the meeting without any further opportunity for alteration and be adopted at the next RTI Meeting.

## **Article 17. RTI Annual Half-Year Meeting**

### **17.001 Purpose**

A second RTI meeting shall be organised, called RTI Half Year Meeting in each calendar year. This shall take place between 15 February and 15 March annually.

### **17.002 Organisation**

#### **17.002.1. Business to be Transacted at RTI HYM**

At each RTI HYM the following business shall be transacted:

- Notice Convening the Meeting
- Minutes of the Previous RTI AGM
- Bi-annual Reports of the RTI Officers
- Motions Submitted by the RTI Board
- Motions Submitted by the Full Members
- RTI half year accounts presented by the Treasurer
- Any Other Business

### **17.003 Guidelines**

The RTI Board will ensure that the latest RTI Conference Manual is uploaded onto Tabler.World for access to any associations organising an RTI meeting. This conference manual must be adhered to when organising the RTI Half Year Meeting.

### **17.004 Attendance**

Attendance at the RTI Half Year Meeting is strongly encouraged for all member associations of RTI. Member associations must be present at the RTI meeting in order to vote, except if this is a virtual meeting or the member association cannot have a representative present.

### **17.005 Voting**

#### **17.005.1. Motions**

**17.005.1.1.** *Proposed motions 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.*

**17.005.1.2.** 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.

**17.005.1.3.** Motions submitted by Full Members shall be seconded by another Full Member.

**17.005.1.4.** Motions submitted by the RTI Board shall not require a seconder, if sent along with the initial meeting pack. Any motions brought by the RTI Board after the meeting pack has been sent out, need to be seconded by a Full Member of RTI.

**17.005.1.5.** Motions resolved at the RTI AGM, whether adopted or rejected [i.e. resolutions], shall not be brought forward for reconsideration before the second RTI AGM following that year at which such motions were resolved, unless otherwise directed by the RTI Council.

### **Quorum**

**17.005.2.** The quorum for all RTI meetings shall be half of the Full Members, which, in the case of the Regional Meetings, shall mean the Full Members of that Region.

### ***Voting Rights***

**17.005.3.** Each Full Member shall have one vote, which shall be cast by their RTI Councillor.

**17.005.4.** Only Full Members of a Region shall be entitled to vote at a Regional Meeting.

**17.005.5.** 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.

### ***Casting Vote***

**17.005.6.** 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.

### ***Proxy Votes***

**17.005.7.** Voting by proxy shall not be permitted.

### ***Poll Votes***

**17.005.8.** 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.

### ***Voting by Secret Ballot***

**17.005.9.** 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.

**17.005.10.** 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:

**17.005.11.** 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.

**17.005.12.** Where there are more than two valid nominations, the Single Transferable Voting System, as defined at 16.005.15-17, shall be used to determine the successful candidate.

### ***Voting by a Show of Cards***

**17.005.13.** 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:

**17.005.13.1.** A simple majority [50% plus X] of the Full Members voting [excludes abstentions] at the meeting shall vote in favour,

And, afterwards

**17.005.13.2.** A two-third majority of the poll votes attributed to each Full Members shall vote in favour.

If the condition set out in 16.005.13.1 is not fulfilled, the poll vote requirement set out in 16.005.13.2 is void.

**17.005.14.** Voting on all other matters shall only be passed if a simple majority of the Full Members entitled to and voting [excludes abstentions] at the meeting shall vote in favour.

### ***Single transferable voting system***

**17.005.15.** 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.

**17.005.16.** 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.

**17.005.17.** 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.

#### **17.006** RTI Council Meeting

A second meeting of the RTI Council could take place during the RTI Half Year Meeting, where the RTI Councillors shall have the power to make changes to any of the forms, guidelines and rulebooks 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.

#### **17.007** Proceedings

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.

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.

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.

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.

## **CHAPTER VII COMMUNICATIONS**

### **Article 18. Official Language and Translation**

#### **18.001** RTI Official Language

#### **18.002** Translation of RTI Literature

##### **18.001.** Official Language

The official language of RTI shall be English.

##### **18.002** Translation of RTI Literature

**18.002.1.** The RTI Board will endeavour to provide resources to the RTI Council in such a manner as to facilitate the translation of these into other languages

**18.002.2.** The translation of these resources is the responsibility of the member doing the translation and in cases of a conflict arising, the English version as published by RTI will be accepted.

### **Article 19. Membership Communication**

#### **19.001.** Official Notices

**19.001.1.** 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.

**19.001.2.** 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.

**19.001.3.** 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

**19.001.4.** 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

#### **19.002** Board Minutes

The minutes of RTI Board meetings will be kept by the RTI Secretary on a shared drive or archive. These minutes shall be shared with a Councillor of RT International Member Association on request to be used for their internal use.

If any other party requests the Board Minutes, this shall be shared at the discretion of the RTI Board unless it is legally required. Any circulation of Board Minutes to an external party will be communicated to the RTI Council.

#### **19.003** Rulebook

The RTI Rule book shall be placed on Tabler.World for any member to have access too. The RTI Secretary has the duty to prepare, and the authority to authenticate, the cumulative annual supplements and the revised editions of the Rulebook as they are issued in accordance with article 1.012.

#### **19.004** Articles of Association



The Articles of Association of RTI shall be kept on shared drive by the RTI Secretary as well as by the RTI Legal advisor. This document is freely available to any member upon request.

**19.005 Meeting restrictions on sensitive subjects**

In case of live-streaming events, RTI will stop broadcasting the meeting when sensitive subjects, if defined by the chairperson of the meeting, need to be dealt with care.

In case of physical events, all non-tabling guests in the audience will be required to leave the meeting room.

**Article 20. Public Relations and Information**

**20.001 Purpose of RTI Public Relations**

**20.001.1** The aim of public relations is to inform the public, members, and other stakeholders, and ultimately persuade them to maintain a positive and favourable view about Round Table, the member Associations, Individuals and Projects.

**20.002 Public Relations Guidelines for Pro Bono Relationships with Corporate Entities**

**20.002.1** Positive relations will be maintained with Corporate Entities who are considering supporting Round Table. RTI will make available high-quality information to these Corporate Entities to assist and facilitate their support for Round Table. Reporting to these entities on support provided to Round Table will be done timeously.

**Article 21. Publications**

**21.001 Official RTI Newsletter**

**21.001.1** All Official RTI Newsletter/Magazine or an alternate publication that is used for the same purpose should follow the RTI Branding Guidelines that are circulated with RTI HYM and RTI AGM meeting packs and subsequently uploaded in the Tabler World Platform.

**21.001.2** Official RTI Newsletters/Magazines have to be archived on the Tabler World Platform within 90 days of the original publication

**21.001.3** Content of Official RTI Newsletter/Magazine and / or any RTI Publication is determined by the sitting RTI Board

**21.002 Guidelines for Publications**

**21.002.1** All RTI Publications should follow the RTI Branding Guidelines that are circulated with RTI HYM and RTI AGM meeting packs and subsequently uploaded in the Tabler World Platform

**21.002.2** All RTI Publications have to be archived on the Tabler World Platform within 90 days of the original publication

**21.002.3** Content of Official RTI Publications is determined by the sitting RTI Board

**Article 22. Audio/Visual/Electronic Communications**

**22.001 Audiovisuals**

All communications made by RTI in platforms including but not limited to Audio or Video recordings, mini films, and multi-media presentations must be made in accordance with the official Social Media guidelines.

**22.002 Social Media**

All Social Media communication by RTI on platforms including but not limited to Youtube, WhatsApp, VIMEO, Facebook, and Instagram must be in alignment with the Social Media guidelines.

#### **22.003** Electronic Communications

All communication by RTI via email shall be considered official information. The liability and accountability in terms of the content lie with the sender of the communique.

#### **22.004** Tabler.World

All communication via Tabler.World shall be considered official information. The liability and accountability in terms of the content lie with the sender of the communique.

### **Article 23. Other Communication**

#### **23.001** RTI Archives

**23.001.1** All documents pertaining to RTI communication including but not limited to minutes, meeting packs are to be archived on the Tabler.World Platform. These documents are openly available for all members

#### **23.002** Guidelines for Promoting RTI Events

**23.002.1** All promotional material produced for an RTI meeting should adhere to the guideline “RTI Guideline for promoting an RTI Meeting” as available on the Tabler.World Platform.

**23.002.2** The National Association responsible for hosting the RTI meeting must:

- Prepare all promotional material in accordance with the guidelines stated above.
- Send in all promotional material to the RTI Board for approval before publishing anything in any channel.

**23.002.3** The RTI Board must:

- Review and respond to the hosting association as soon as possible but no later than two weeks after receiving a proposal regarding promotional material.
- Provide qualified feedback regarding anything that does not get approved.
- Take responsibility for all officially approved promotional material that is published regarding the RTI meeting.

**23.002.4** All associations in the region (for regional meetings) or worldwide (for RTIWM and RTIHYM) must:

- In the event of finding promotional material that does not adhere to the guidelines above report this as soon as possible to the RTI Board.
- Upon request provide assistance to the RTI Board and hosting association regarding promotional material.

**CHAPTER VIII**  
**AWARDS AND PROGRAMS**

**Article 24. RTI Awards (Formerly point 15 of the RTI Constitution)**

**24.001** Each award shall be bestowed during the RTI WM. A certificate for the RTI Award shall be presented in recognition of the achievement.

**24.002** The following reports shall be awarded on an annual basis, but additional awards may be awarded:

24.002.1 Tabler of the year

24.002.2 Association of the year

24.002.3 Club of the year

24.002.4 Magazine of the year

24.002.5 Community Service Project of the year

24.002.6 Waldo Thule Award

24.002.7 Side by Side Award

24.002.8 Social Media Award

**24.003** The awards are made at the sole discretion of the international board; it is not a democratic decision.

**24.004** Nomination proposals can originate from the Associations but is limited to one nomination per category.

**Article 25. Social Projects**

**25.001** Procedure for RTI Social Projects

**25.001.1** Social projects launched by RTI must be in line with the RTI Service Pillars or in line with the aims and objectives of RTI. Member Associations can be requested to participate, and can elect to do so on a voluntary basis

**CHAPTER IX**  
**RTI CHARTERS**

**Article 26. RTI Diversity Charter (Formerly point 18)**

**26.001.** RTI commits to the following:

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

**26.002** The RTI Vice President shall be responsible for supporting and promoting the RTI Diversity Charter with reporting to be done on these efforts at the RTI HYM and the RTI WM.

**CHAPTER X**  
**RTI SHOP**

**Article 27. Nomination process (From Point 6.1.5.1)**

**27.001.** 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.

**CHAPTER XI**  
**OTHER**

**Article 28.**

**28.001** Winding up of RTI

**28.001.1** 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.

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

**28.002** 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.

## **Chapter XII**

### **Amendments**

Article 29        Procedures for amending the RTI Rulebook

**29.001** The RTI Rulebook may be amended only in accordance with the rules set out herein at the RTI HYM (see rule 17.006) or the RTI AGM (see rule 16.005).