ROUND TABLE INDIA HANDBOOK

2025 – 2026

Updated till 64th NAGM, Coimbatore 2025

ROUND TABLE INDIA®

ADOPT • ADAPT • IMPROVE

Round Table India

HAND BOOK
2025 2026

Up to Date

As on 30.06.2026

Motions up till 64th NAGM, Coimbatore 2025

Updated By:

National Rules Committee 25-26

ROUND TABLE INDIA
HANDBOOK

Updated Edition – Incorporating amendments upto 64th NAGM, Coimbatore (December 2025)

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AIMS & OBJECTIVES

1. To develop the fellowship of young men through the medium of their business and professional occupations and community service activities.

2. To encourage active and responsible citizenship, by cultivating the highest ideals in business, professional and civic traditions.

3. To promote and further international understanding, friendship, and co-operation.

4. To promote the extension of the Association.

ROUND TABLE INDIA SONG

A Wonderful World
Composed in 1970 by **Tr. Dipak Shah,** member of BWRT 6

(Let us join hands when we sing RTI Song)

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

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

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

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

If Tablers of India can properly plan
To do for their country whatever they can
If fellowship brings about service to man
It would be a wonderful world (Chorus)

Oh Boy! It would be a wonderful world.

1. INTRODUCTION

Round Table - What it is:

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

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

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

How it began

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

Aims and Objects

The Aims and Objects of Round Table are:

A. To develop the fellowship of young men through the medium of their business and professional occupations and community service activities.

B. To encourage active and responsible citizenship by cultivating the highest ideals in business, professional and civic traditions.

C. To promote and further international understanding, friendship, and co-operation.

D. To promote the extension of the Association.

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

All Round Tables and individual members undertake to adopt the Aims and Objects as set out above.

The Badge

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

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

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

The Motto

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

Structure and Organization

Round Table India is the National Association in which the local club termed as "Table" is a member. The Table is the most important unit in the Movement.

The National Association is administered by the National Executive (NEX) composed of the President, Vice-President, Secretary, Treasurer, and the Area Chairmen of the various Areas. Areas are regions into which Round Table India is divided for better administration, control and development of the movement and each Area is administered by an Area Executive (AEX).

The National Association collects funds from each Table based on its membership. These funds are used towards the Extension of the Movement into new territories and for other administrative activities. The National Association does not run the Table in any way but merely guides and advises them. All activities of the Table are the Table's own prerogative. However, the National Association specifies certain minimum rules to be observed by the Tables as well as individual members.

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

Active membership of a local Table is completely open to any individual who has all the necessary qualifications. But, because there is a job to do, Round Table seeks as members only those young men who will give of their spare time to help Tables do their work. The member should be of good character, tolerant and able to work with other young men.

The Table is run by a Board of Officers composed of the Chairman, Vice Chairman, Secretary and Treasurer who are elected annually. Each Table forms its own rules subject to the minimum provisions specified by the National Association and pursues its own type of activities though this is generally directed towards Fellowship and Community Service.

Round Table India is a Full Member of Round Table International, which is a federation of young persons throughout the world.

Activities

The Table meets at least 24 times a year, preferably twice a month. These meetings provide the opportunity for the members to meet and discuss current or vocational topics, plan community service activities and provide an opportunity for building fellowship amongst members. Apart from these meetings the Table may hold other meetings and organize joint activities, such as get-together parties, picnics, ladies' nights etc., to which wives and families are invited. Fellowship between members and friendship within their families are the firm columns on which the Tables are based and the wives' co-operation is essential for the success of the community service projects. Members are expected to attend all meetings and carry out a considerable amount of Table and service work.

Wives of Round Tablers have got together in many cities and have formed units called Ladies Circles, which are like the Tables. The members are called "Circlers" and some of the objects of the Circle are to assist Round Table and to participate wherever possible in community service activities. The National Association of the Circle Movement is called Ladies Circle India and this Association is affiliated to Ladies Circle International.

The individual members of each Table decide how they will serve their community. What the Table does depends on the problems and challenges, which its community presents. These range from providing civic amenities, vocational training, conducting blood donation drives and health camps, performing corrective surgery, sponsoring underprivileged children in educational institutions and homes, providing shelters for the needy and helping during times of natural calamities and tragedies like floods etc.

Round Table however, is not a charitable organization. Its Objects make no specific mention of charity and each Table is left to decide to what extent and in what form, work of this nature shall be undertaken. The record shows that Round Table members have never hesitated to help commendable causes, and Association with the Movement has inspired many young men to give generously of their personal service in many valuable directions.

Social distinction is foreign to the nature of Round Table. Any legitimate job deserves respect if it is ably and sincerely done. As a corollary to this, a Tabler shall earn respect for his own occupation whatever it may be by the standards he upholds for himself and others in doing it. It is a common practice in Tables to encourage this by arranging for members to give vocational talks, so that other Tablers may learn about the work of their fellow members. All the varied activities of the Table imply working committees to organize them. If every member of a Table works on one of its sub-committees, then the Table is so much the stronger and the Tabler himself feels closer and more linked with the Tables.

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

2. CONSTITUTION

Article I: General

Section 1: Name

The name of the Association shall be **"Round Table India."**

Section 2: Definitions

- "**Association**" means Round Table India.
- "**Table**" means any Round Table, which affiliates itself as an Associate or Full Member of the Association.
- "**Associate Member**" means a Table which has been inaugurated.
- "**Full Member**" means a Table which has been inaugurated and chartered.
- "**Tabler**" means any person who is a member of a Table.
- "**Active Tabler**" means a Tabler as specified in the Constitution.
- "**Honorary Tabler**" is an honor bestowed on any person in recognition of their service to the association and/or the Country.
- "**Square Leg**" means any retired Tabler.
- "**Past Tabler**" means any Tabler who was a member of a Table in the past.
- "**Area**" means a set of Tables that fall within a geographical boundary.
- "**Dues**" means any money owed to the Association/Area/Table.
- "**General Body**" means all active Tables.
- "**Area Delegates**" means the duly elected Active Tablers from Tables to represent it at Area General Meetings.
- "**National Delegates**" means the duly elected Active Tablers from Tables to represent it at National General Meetings.
- "**C Form**" is the mandatory yearly return to be filed by every Table to the Association.
- "**D Form**" is the mandatory yearly return to be filed by every Table to the Area.
- "**Tabling Year**" is the period starting from 1st of July of a year to 30th of June of the following year.

Section 3: Motto

The motto of the Association shall be:

"Adopt, Adapt, Improve"

Section 4: Emblem and Symbol

The official Emblem of the Association shall be the following design: It has 12 alternate black and white segments with a wheel of 24 spokes in the centre. It has the figure of King Arthur at the top. The colours of the Emblem are black and white bordered by a ring shaded orange, white and green and the wheel of 24 spokes in blue as depicted below. The Emblem is now Trade mark registered with the trade register number No: 4724682 and the sole rights of the registration belong to the Round Table India Association.

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

Section 5: Aims and Objects

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

A. To develop the fellowship of young men through the medium of their business and professional occupations and community service activities.

B. To encourage active, and responsible citizenship by cultivating the highest ideals in business, professional and civic traditions.

C. To promote and further international understanding, friendship, and co-operation.

D. To promote the extension of the Association.

Section 6: Powers

The powers of the General Body shall be:

A. To consolidate, co-ordinate, supervise and regulate the functioning of its Tables;

B. To promote goodwill and co-operation between Tables;

   a. to formulate rules and regulations for Tables, to be oriented in their constitution for efficient and smooth functioning and uniformity;

C. To direct, control and manage the organization, property, monies of the Association.

D. To accept or reject Tables as Associate or Full Members of the Association and to issue and revoke Certificates of Charter;

E. To promote and undertake such action as may seem desirable consistent with the Constitution to achieve its objects.

Section 7: Miscellaneous

A. There shall be no auxiliary bodies created or organized within the organization, or associated or affiliated with Tables without the permission of the National Executive. Anybody so formed must submit its audited financial statements to the National Executive (NEX).

B. The Association shall be non-sectarian and non-political.

C. The Association may appoint a patron as decided by the General Body from time to time.

D. All decisions taken either unanimously or by the requisite majority by the General Body in any matter relating to the Association, Tables or Active Tablers shall be final and conclusive and binding on the Association, Tables and Active Tablers and the same shall not be subject to proceedings in a Court of Law.

E. The Association shall be affiliated to the Round Table International.

F. To further its objects, the Association and its Tables may raise monies or accept donations or bequests required for the Association and its Tables in executing any task undertaken by the Association or its Tables which is consistent with the objects of the Association.

G. The Calendar year for National Executive of Round Table India will be between 1st July and 30th June of every year. Accordingly on 1st July of every year the outgoing National Executive (NEX) will automatically cease to function and the incoming NEX led by National Vice President will assume charge of responsibilities. In other words, all administrative responsibilities at the National level would transition from the existing board to the incoming board with effect from 1st of July.

Section 8: Ownership Rights

It is hereby resolved that the ownership/rights of any property in physical or electronic form, created or developed by any Office bearer/Convener/Floor Tabler for Round Table India, area, or his table, during his year in office/being a Tabler, rests with Round Table India, area, or his table respectively.

The office bearer/convener/floor Tabler should hand over the ownership/rights along with documents/accounts/source codes/data or any other relevant materials as applicable to Round Table India/Area/Table at the time of handing over office or ceasing to be a member of Round Table as applicable.

Article II: Membership

Section 1: Members

Members are all Tables who were affiliated to the Association as on 1st of January 1976, or since that date admitted as Members from time to time under the provisions of the Constitution provided the membership is not revoked.

The Association shall have the sole discretion in admitting or refusing admission and its decision shall not be liable to be questioned in any Court of Law. The acceptance or rejection of Tables as Associate or Full Members of the Association, and the issue of Charters, is to be done with the documented consent of Area represented by Area Chairman.

The Association represented by the President shall have the sole discretion for acceptance or rejection of Associate Member to be admitted as Full Member and the issue of Charter.

Section 2: Types of Membership

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

A. **Associate Membership**

Any organized group of young men between the ages of 18 and 40 may be granted Associate Membership after fulfilling the requirements and after following the necessary procedures laid down for Associate Membership in the Extension Manual of the Association.

Associate Membership shall be deemed to have been granted immediately on a Table being inaugurated.

B. Full Membership

Any Associate Member may be granted Full Membership after fulfilling the requirements for Full Membership and after following the procedures laid down in the Extension Manual of the Association.

Full Membership shall be deemed to have been granted immediately on a Table being presented with a Certificate of Charter.

Section 3: Revocation of Membership

A. Membership of the Association can be revoked at any Annual or Special General Meeting at which at least two-third of the National Delegates, including proxies, present and entitled to vote are in favor of such revocation for any of the following reasons:

   I. Failure to effect payment of annual fees and other levies within six months from the date when they are due as set out in the Constitution.

   II. Failure to effect payment of any other dues within six months from the date of demand.

III. Failure to file 'C' Form to the Association for three consecutive years.

IV. Action contrary to the Constitution of the Association.

V. Any other cause, which shall be deemed to include any action on the part of a Table which, had it been taken prior to its admission to Membership would have rendered it ineligible for Membership.

VI. If the table is having less than 4 active members without induction for three consecutive years

VII. If AGM of the table is not conducted for three consecutive years.

B. Notices of motion of expulsion along with the grounds on which the motion is said to be proposed must be sent by sent to the association registered E mail ID to the Chairman and Secretary of the Table concerned by the National Secretary on or before 45 days prior to the date of the meeting of the General Body at which the resolution is proposed to be considered. Membership of the Association shall cease on passing of the resolution.

C. Any Table may withdraw from the Association after giving 365 days' notice to the National Secretary of the Association and such Table shall cease to be a member upon expiration of the above period.

D. Any Table who shall by any means cease its Membership of the Association shall nevertheless remain liable for and shall pay to the Association and Area all monies that may be due to the Association and Area at the time of such Table ceasing its Membership.

E. The winding up of the Table shall be under the supervision of a member of the National Executive, and the Table's Charter, Badges, Insignia, etc. shall be returned together with any funds held in trust for the Association. Any funds of such a Table raised for community service shall be disposed of by the Table only with the consent of the Association.

F. Upon cessation of Membership, this group of persons shall not thereafter use the words "Round Table" or the name or emblem or symbol of the Association in any manner whatsoever.

Section 4: Reinstatement of Membership

A. Membership of the Association which has been revoked may be reinstated at the discretion of the General Body, if the revocation was for non-payment of annual fees, levies, and other dues, upon payment of such monies within 30 days of such Table being advised of such revocation together with any further sums which may then be payable to the Association.

B. Membership revoked for any other reason may be reinstated after a period of six months only at the discretion of the General Body upon receipt of satisfactory assurance as to the future conduct of the former Member in question.

Section 5: National Honorary Tabler

Honorary Membership of the Association may be bestowed on any Square Leg who has rendered distinguished service to the Country and/or to the Association. This Honorary Membership may be granted only by the National Executive and its decision shall be final.

Honorary Membership may also be granted to any other person provided the National Executive has the approval of the General Body at the AGM. No person may be an Honorary Member of the Association for a total period of more than two years cumulatively. Such Honorary Members enjoy all the privileges of Active Tablers but shall have no vote. Guidelines for appointment as National Honorary Tabler can be found in National Code.

Section 6: International Membership

International Membership shall be granted to all National Round Table Associations that are full members of Round Table International and that grant an equivalent status with equivalent rights to Round Table India on basis of strict reciprocity.

Any proposed change in the constitution with respect to

- Article I - Section 1, 4, 5, 7b,
- Article III - Section 1i)
- Article VII - Section 7 a)

that is contrary to the relevant provisions in the Round Table International Constitution shall be informed in writing to the Round Table International President, Regional Chairman, and International Members at least 3 months before the preceding Round Table International AGM.

Only on approval by voting at such an AGM, the changes shall be proposed to the General Body. Except for the above the International Members shall have no other rights in the Association.

Article III: National Executive

Section 1: General

A. Each Member of the National Executive shall be an Active Tabler during his term.

B. The National Executive (NEX) of the Tabling Year shall comprise of the following:

   i) President
   ii) Vice President
   iii) Secretary
   iv) Treasurer
   v) International Relation Officer (IRO)
   vi) Immediate Past President (IPP)
   vii) Area Chairmen
   viii) Committee Convenors

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

   The President, Vice President, Secretary, Treasurer, IRO, and Immediate Past President are the Officers of the Association. The Vice President, Secretary, Treasurer, and IRO shall be the officers elected by the General Body at the Association's Annual General Meeting.

   The Area Chairmen are elected by the respective Areas and will become Members of the National Executive.

   The Committee Convenors and such other persons the General Body may from time to time determine to be in the National Executive shall be the Appointed Officers and such appointments shall be made by the President.

C. Only the Elected Officers (President, Vice President, Secretary, Treasurer, IRO & IPP) along with the Area Chairmen will have voting rights at National Executive Meetings.

D. An Active Tabler shall be eligible for nomination and election as a member of the National Executive if he had held Office (any or the same office) for at least two complete years in any Table.

A complete year in this clause means the duration between successive Table AGM's or from the date of Inauguration of the Table to the Table AGM.

IRO shall be an elected member and shall fulfil the criteria for an elected Headboard member. In addition to the above, he should have attended

- 2 International Meets (1 World Meet and any ASPA, WM, or HYM). The attendance for the same will be considered only if the Tabler has physically attended the International Meet (The basis of the attendance would be from the Minutes of HYM or World Meet).

- The Tabler must have completed 2 full years as a member of the National Board. The tenure of 2 years as a NEX Member should be completed on the date of nomination. The full year will be considered from July 1st to June 30th or the RTI Tabling calendar.

A complete year in this clause means the duration between successive Table AGM's or between Inauguration to Table AGM in case of newly chartered tables. The Charter Chairman of Tables are exempted from this rule and become eligible on handing over their Immediate Past Chairman jewel.

The validation of the nomination for the age check should be validated via verification of minimum two valid government proofs like (Passport/ Voter ID and AADHAR via OTP) and it must be cross checked for the date of birth with the documents submitted in past

E.

i) The Association shall at its Annual General Meeting elect the Vice President, Secretary, Treasurer, and IRO for the subsequent tabling year. Each of them shall be elected only if more than 50% of the votes cast or votes cast and allocated are in their favor.

ii) All nominations for elective offices shall be sent to the National Secretary on or before 15th of October preceding the Annual General Meeting at which such election shall take place and the National Secretary shall acknowledge immediately on receipt of the nominations.

The nomination shall be sent in any manner or form, but must contain the nominee's name, date of birth, date of joining Table, the post for which the nomination is made and details of his Table, Area, Association and Round Table International career.

The nomination must be signed by any one of the Table Executive of the nominee's Table even when the nomination is made by another Table.

The Officer of the NEX shall scrutinize all the nominations and inform the eligibility of the same to the Chairman & Secretary of the concerned Table within 15 days from the closure of the nomination.

The eligible nominations along with any relevant bio-data of the candidates received with such nominations shall be included in the Annual Report.

F. If no nominations are sent by the Tables on or before 15th of October, the National Secretary will inform the same to the Tables by the 25th of October and the Tables shall have a second opportunity to send in nominations on or before 15th of November.

G. In the event of no nominations being received even under the preceding clause, the National Executive will at the meeting at which the election takes place, submit suitable proposals and these candidates shall be declared elected without a poll. There shall be no nominations from the floor.

H. An Active Tabler can serve on the National Executive as a Convenor only for two cumulative years. Term as a National AGM Convenor should not be included while calculating years of service as a Convenor.

I. An Active Tabler is eligible for nomination for elected or appointment as an elected officer of the National Executive, if he would not complete the age of forty on or before 30th of June in the Tabling Year he takes over office or is appointed. This rule will not apply to the Association President and Immediate Past President. For the purpose of this rule, "completed" means a person born on June 1st, 1950 will complete 40 years on June 1st,1990.

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

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

J. J. No person shall at any one Annual General Meeting be nominated for more than one office. A Tabler at any given point of time cannot hold two elected jewels whether at Table or Area or National level. This rule is exempted (only for transition phase i.e. 1st of July to 30th of September) if the tabler completes his earlier elected office term on the 30th of June & is holding the jewel until the AGM of the respective Post. However the Jewel holder will have voting rights only for the position/office he assumes post 1st July of the Tabling year. The right to put a casting vote of an outgoing area chairman during his AAGM stays as it is.

K. If the NEX Member is to resign or die or be unable or unwilling to continue as an Office Bearer, the other NEx Officers should appoint another Tabler to discharge his duties till the time the vacancy is filled as per procedure laid down in the constitution. In the event of the above circumstances, it is hereby proposed that specific Procedures and Steps be included in the event of a vacancy to ensure the smooth running of the Association.

   i) The NEX Member calls for New Nominations to fill the vacancy within 15 days.

   ii) Qualification for filing nominations would hold as per the existing rules of the Association.

   iii) In the event of receipt of Multiple Nominations, an EGM with a 30-Day Notice for the election alone should be convened to conduct the election as per the existing rules of the Association.

   iv) In the event of non-receipt of any nomination, the existing procedure, and steps as per the constitution would still hold.

L. Elected Members of the National Executive shall assume office at a joint National Executive

(NEX) meeting of the incoming and outgoing teams in the 2nd weekend of July succeeding the declaration of their election and shall serve until their successors take office at the first constitutional moment.

M. All members of the National Executive shall serve without any remuneration whatsoever. But the National President may authorize payment out of the budgeted fund of the Association, all reasonable expenses incurred by any member of the National Executive or member of any Committee or any Sub Committee of the Association.

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

Section 2: Duties

President

The President shall preside at all meetings of the Association. He shall appoint the Convenors and Members of all the Committees of the Association. He shall be the Chief Executive Officer exercising general supervision over the working and activities of the Association. He shall perform such other duties as usually pertain to the office of President and be the ex-officio member of all Committees.

He may create any additional Committees as deemed necessary in the interest of the Association and shall appoint Convenors of such Committees. He may also change the duties of Convenors for a better working of the Association. He shall supervise and be responsible for the National Convention.

He shall also be in-charge of Extension at the National level. He shall be the Senior Voting Delegate at the RT International Convention. The President in consultation with the Officers of NEX shall appoint members of the NEX as National Observers to Area AGMs and Scrutineers to the National AGM.

Vice President

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

If a separate Publicity Convenor has not been appointed, he shall be the Convenor of the Public Relations Committee and in-charge of all publicity and public relations activities of the Association. If a separate Projects Convenor is not appointed, he shall be the Convenor of the Community Service Committee that may be constituted of members from each Area and preferably the Convenors of such Area Committee.

He shall present the budget of the Association for the ensuing tabling year at the AGM.

Immediate Past President

The immediate past president typically plays a role within the organization that involves transition and continuity, as well as offering guidance and support to the new president and the leadership team. The responsibilities and roles of an immediate past president in Round Table India:

- Mentorship: The immediate past president acts as a mentor and advisor to the incoming president, sharing insights, experiences, and advice on leadership and managing the organization.

- Transition: He assists in the smooth transition of leadership by providing institutional knowledge, historical context, and documentation related to the organization's activities and initiatives.

- Committee: Immediate past presidents may continue to serve on various committees, contributing their expertise to ongoing projects and initiatives.

- Support: He offers his support to the new president and the board members in their roles, helping them understand the responsibilities and challenges associated with leadership in Round Table India.

- Continuity: The immediate past president helps maintain continuity in the organization's goals and objectives by ensuring that the work started during their presidency is carried forward effectively.

- Networking: Immediate past presidents often continue to represent Round Table India at regional, national, and international events, fostering relationships and partnerships with other organizations.

- Special Projects: The immediate past president may take on special projects or initiatives that align with the organization's mission and their own interests and expertise.

National Secretary

Receive minutes of all Tables and take follow up action in each Tables activity where necessary. He shall convene all General Meetings of the Association and National Executive, prepare agenda papers for the Executive Meetings and General Meetings, and prepare and circulate minutes of such meetings. He shall be responsible for organizing business session of AGMs.

He shall be Convenor of the Rules Committee, unless a Convenor has been appointed by the President, in which case he shall be the ex-officio member of the Rules Committee. He shall be the Chairman of National Secretariat.

National Treasurer

He shall oversee the financial records of the Association and shall be responsible for receipts and payments of all accounts and expenses including annual fees and levies. He shall make a financial report to the General Body at each Annual General Meeting, or more often if required. He shall circulate the un-audited accounts of the Association and Trust every quarter within 30 days from the end of the quarter.

He shall have the right to withhold any payment and refer it to the appropriate committee, President, or the General Body. He shall be entitled to call for any explanation from Officers and Convenors and others on any matter concerning the financial aspects of the Association’s affairs with which they may be or have been concerned.

He may perform such other duties as may be assigned to him by the President and NEX. He shall assist the Vice President in preparation of Budget for the following financial year and shall present at each AGM unaudited accounts of the Association for the period between the 1st of July and 15th of August. Immediate Past National Treasurer shall present at each Annual General Meeting the accounts of the fiscal year immediately preceding.

International Relations Officer (IRO)

1. The Association Representative outside the Association borders

2. Attends Round Table International World Meet (WM) with the National President
3. Attends the Round Table International Half-Year meeting (HYM)
4. Attends the Asia Pacific Region Annual General Meet
5. Liaison Officer for incoming and outgoing travel
6. Assist with contact to outside Associations
7. Responsible for Travel Bingo
8. Promote the International Events

Terms of Reference

1. To assume responsibility for all activities of the Association extending beyond RT India borders by Members of other Member Associations of Round Table International (RTI)
2. To assume responsibility for co-coordinating and organizing visits to India by Members of other Member Associations of Round Table International
3. To encourage correspondence between Members of the Association and Members of other Associations in Round Table International
4. To do all things that may appear to be necessary for the protection of international understanding with Members of other Associations in Round Table International
5. To provide contact for Members of the Association with Clubs of Members thereof in similar Associations.
6. To co-ordinate and disseminate information amongst constituent Tables relating to Mass Tours allocated to RT India.
7. To do all things necessary which may be required to assist with any other tours of overseas Members visiting RT India.
8. All Tables shall appoint an International Relations Officer whose function will be to liaise between the National IRO and the Table and encourage the furtherance of the Third (3rd) Aim and Objective. Area Chairmen shall encourage the submission of International Relations Reports as well as Table Reports at Area Meetings.
9. The National IRO shall act as liaison between the Association and other Member Associations of Round Table International
10. To pay particular attention to the obligations imposed upon the Association by Round Table International in order to ensure that:
    a. Details of the Association’s Office Bearers are advised to the General Secretariat of Round Table International immediately after the appointment of such Office Bearers.
    b. Such General Secretariat is advised in good time of the date and venue of the next Association Annual General Meeting
    c. The names and addresses of Councillors appointed to represent the Association at Round

Table International and any changes therein are immediately advised to the General Secretariat

d. Membership figures are submitted annually as reflected by the capitation and Membership in the Income and Expenditure Account of each completed financial year of the Association, as required by the by-laws of Round Table International.

e. In consultation with the President of the Association, the preparation and submission of the Annual Report of the Association to Round Table International

f. To discuss all the motions of Round Table International HYM and Round Table International WM with the NEx board, 45 days before the event and take the confirmation for the vote.

g. To represent the Association as one (1) of its delegates on the Council of Round Table International.

11. The Association Council, on behalf of the Association, shall decide which Candidates to vote for in respect of Office Bearers of Round Table International, and shall also decide on how to vote on all motions tabled during the General Meetings of such Bodies.

12. Travel Bingo Draw the Association shall participate in the Round Table International Travel Bingo Draw which draw shall entitle the Association to participate in a draw held at each Round Table International AGM on a hosting and sending basis in accordance with the following rules:

    a. The Hosting Association will home-host a delegate from a Sending Association prior to their AGM

    b. The Hosting Association will pay for a single registration and accommodation for such delegate for the duration of the AGM

    c. The Sending Association will pay all travel costs for its delegate to the airport closest to the hosting association's AGM

    d. At each second (2nd) Association Council Meeting, a draw will be conducted to determine a sending and a hosting area to participate in the Travel Bingo Draw

    e. Areas drawn at such Association Council Meeting on a sending basis shall be eligible to participate in the draw in the year immediately following the year in which they were successfully drawn, on a hosting basis only.

    f. Travel Bingo Draw Winner needs to notify the National IRO no later than the thirty-first (31st) of December on participation of relevant won draw. Thereafter on a twenty-four-hour (24) basis until a participant is confirmed.

Area Chairmen

The duties of the Area Chairmen in the National Executive will be to represent the Area at the National Executive level and to act as the bridge between the National and the Tables. They will try to implement all decisions taken at National level in their respective Areas and they shall also give effect to Tables' views at the National level.

They form part of the decision-making body at the highest level. They are responsible for the publication of the activities of the members in their Area.

Article IV: Finance and Administration

Section 1: Fiscal Year and Budget

A. The fiscal year shall begin on the 1st of July each year and shall end on the 30th of June following year.

B. The Treasurer shall be responsible for the preparation of the Income and Expenditure Statement and assist the incoming President in the preparation of an Annual Budget which shall be subject to the approval of the General Body.

C. A Savings Bank Account, Fixed Deposit Account or Current Account in the name of the Association/Area/Table be operated in any branch of a reputed public/private sector bank.

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

   I. Nationals - President, Vice President, Secretary, Treasurer for the Association

   II. Area – Area Chairman, Area Vice Chairman, Area Secretary/Treasurer

   III. Table – Table Chairman, Table Vice Chairman, Table Treasurer

Section 2: Audit

A. An audit of the books and accounts of the Association and the auxiliary bodies associated with it shall be done for each Fiscal Year by auditors appointed by the General Body. A report and statement of accounts i.e., Receipts & Payments and Income & Expenditure Account for the Fiscal Year and a Balance Sheet as on the last day of the Fiscal year shall be presented to the General Body at each Annual General Meeting.

B. The statement of affairs of the income and expenditure account of the Association for the period starting from 1st of July till 15th of December to be presented to the General Body during the Annual General Meeting.

C. The audited accounts of the Association and its auxiliary bodies shall be presented by the National Treasurer for approval by General Body.

D. The accounts will be presented to the General Body at the Annual General Meeting for approval by the Immediate Past National Treasurer with the assistance of the previous National Executive.

Section 3: Winding up

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

Section 4: Fees and Levies

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

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

B. All Tables who are members of the Association on 1st of July shall pay the following Form C:

   I. Membership fee at Rs.4500/- exclusive of Taxes per Active Tabler based on the strength of the Table on 1st of July (Tablers retiring on 30th June need not be included).

   II. Staff welfare levy fund of Rs.1000/- per Table. This levy is meant for the benefit of the staff at the National Secretariat. Monies received on this account shall be kept in a separate bank account and shall not be merged with the General Fund

   III. National AGM Levy of Rs.20,000/- per Table. The amount collected through this levy will be paid to the host Table organizing the NAGM by the 1st of December of the year in which the collection is made and any subsequent collection will be paid as and when the dues are received. The host shall refund an amount of Rs.20,000/- to the respective Tables through Round Table India within 90 Days from NAGM Date. In case of NIL registration from a Table, levy shall be retained by the Host Table (s) and the tax compliance for such retained amount shall be borne by the host.

C. The General Body may impose from time to time any other levies after giving adequate notice as provided in the Constitution.

D. The following shall be uploaded in RTI Dashboard of the Association on or before 15th of October each year.

   I. Form 'C' duly filled up.

   II. Details of the annual fees payment and levies mentioned in above clause b) and its sub clauses.

   III. A copy of the audited financial statements of each of the Table's accounts (separate statements for charity and administrative funds) and any other auxiliary body created or organized by the Table for the Table financial year immediately preceding.

   However, in the case of an auxiliary body being created jointly by more than one Table, then the Tables so forming this auxiliary body shall nominate one Table who shall submit the audit- ed accounts of this auxiliary body along with their 'C' Form.

   IV. The table shall submit along with its "C" form a copy of its rules as passed at their AGM along with the annual report. The rules adopted by the association as its model rules shall be deemed to be accepted unless specified by the rules of the table and confirmed by the national rules convenor/committee.

E.

I. Failure to comply with any of the requirements under clauses D) and its sub-clauses within the due date will result in the Table losing all its rights for the immediately following Annual or Special General Meeting of the Association and Area.

II. If the requirements as per clause D) I), II) and III) are fulfilled past the due date, the penalty is Rs. 500/- for each non-compliance.

III. On payment of all fees, levies, and penalties before/at the immediately following National AGM and on fulfilling all other requirements specified in the above clause D) and its sub-clauses, all rights of the Table will be restored. Rights will be restored immediately if the payment is by UPI/IMPS/RTGS. But, if the payment is by a cheque or demand draft, all rights of the Table will be restored only on realization of the instrument. Tables that have not complied with the above clause D) and its sub- clauses by the end of the National AGM shall automatically be suspended from the Association and the National Treasurer shall inform such Tables of suspension.

After complying with the clause D, I), II) and III) along with penalties, the suspension can be revoked only by the National Executive at their Meeting after the defaulting Table gives a suitable explanation. If the Table fails to give a reasonable explanation, it shall automatically come up for De-charter at the immediately following National AGM.

IV. Tables that do not submit 'C' Form (which includes duly filled 'C' Form accompanied payment for all fees and levies and signed copies of the audited statements for all Tables Accounts) by the due date, will not have the right to submit nominations for Area or National positions and no other Table will also have the right to nominate any Tabler from the defaulting Table for any Area or National position.

F. At each Annual General Meeting, the Association may allocate to each Area finances required for its operation.

G. All funds and levies received by the Association under this section shall be utilized for its operational expenses for the fiscal year starting on 1st of July.

Section 5: Traveling Expenses

Each member of the National Executive (NEX) including the Convention Convenor shall be paid actual travel expenses for flight limited to economy class airfare and/or train within INDIA to attend all meetings of the National Executive. The travelling expenses by Flight/train within INDIA will also be paid to members of the NEX who attend Area AGM's as National Observers. No travel expenses shall be paid to the National Executive for National board meetings if held outside India. No mode of reimbursement will be allowed other than the Flight/ train travel.

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

Article V: Convention Procedure

Section 1: Order of Business

The Agenda for Annual General Meetings may include:

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

Section 2: Meetings

A. Annual General Meeting of the Association shall take place at a venue decided by the General Body and such meeting should be held at any time between nine and eighteen months from the date of the previous Annual General Meeting.

   The National Executive shall decide the date of each Annual General Meeting. If the date of the Annual General Meeting has been informed to Tables either by incorporation in the previous meeting minutes or through any publication of the Association or by any other means, it shall not be necessary for the Secretary to give notice convening the Annual General Meeting. Otherwise, the notice shall be sent at least 60 days prior to the date of the meeting.

B.
   I. The venue of each Annual General Meeting shall be decided two Annual General Meetings in advance. Change Over Banquet to be held by the second weekend of July and NAGM to be held between 15th December to 15th February.

   II. The National Executive in conjunction with the Tables acting as hosts shall be responsible for all arrangements and make the necessary financial provisions out of the funds of the Association as authorized by the General Body in respect of such meeting.

III. Any Table wishing to invite the Association to hold the Annual General Meeting in its territory may do so by a written invitation to the respective Area Secretary / Treasurer.

On the Area accepting the invitation at its Area AGM, the Area Secretary/Treasurer shall forward the same to the National Secretary on or before 15th of October.

IV. If no invitations have been received as per the previous clause, the National Secretary will inform the same to the Tables by 25th of October and the Tables shall have a second opportunity to route invitations through their respective Area Chairmen to reach the National Secretary on or before 15th November.

V. In the event of no invitation still being received, the National Executive will, at the time of the meeting, submit a suitable proposal and this venue shall be accepted. There shall be no invitations from the floor.

VI. The NEX shall base on the information available with them regarding the arrangements and budgets for the convention and considering the time schedule be empowered to cancel the convention at the host venue and instead, immediately arrange for convention venue to be changed to such place as in the opinion of the NEX can gear up for the convention considering the time available. In such an event, if loss is incurred by the original AGM Convention Center, it shall be borne by the hosts city Tables solely and they shall not be eligible for any grant from the convention reserve fund.

VII. Cancellation - In the event the convention is cancelled either on account of force majeure conditions or by the decision of the NEX in terms of Clause b vi) referred above, the convention committee shall within one month of the receipt of the intimation of cancellation by the NEX cause to transfer all amounts received by way of registration to the Association who will thereafter disburse the amounts to the new Convention Committee of the changed venue. In the event of the registration of the new venue being lesser than that of the cancelled venue the difference shall be refunded to the registered Tablers. However, in the event of there being an increase in the registration charges, the same shall be borne by the Tablers who have registered.

C. Quorum for any meeting of the General Body shall be 40% of the Full Members entitled to vote. For purposes of quorum, a Table will be considered present even if only one of its National Delegates is present or if it is represented by proxy.

D. Either on the written request of at least 50 per cent of Full Members or at the discretion of the National Executive, a Special General Meeting shall be called by the President. The National Executive shall fix the date and venue of such Special General Meeting and a notice convening the same shall be circulated to all Tables on or before 60 days prior to the date of the meeting.

E. Motions may be submitted by the National Executive, Area Executive, or any Full Member.

F. The Chairman of the Workshop Discussion Group or of any other Committee shall come forward with relevant motions arising from the discussion to be considered for adoption at the very same meeting, provided these resolutions neither amend the Constitution nor involve any obligatory financial levy or fees on Tables or Active Tablers.

G. All motions, constitutional amendments put forth by the Tables and/or Area Executive shall first be approved at the respective Area Annual General Meetings before being placed on the National Agenda. However, in the case of non-approval at the Area level, the aggrieved Table/Area Executive shall have a right of appeal to the National Executive, whose decision concerning placing the matter on the agenda shall be final. Motions, constitutional amendments put forth by the National Executives can be placed on the National Agenda once they are approved at their executive meeting.

H. All motions for consideration at the Annual General Meeting shall be sent to the National Secretary on or before 15th of October and such motions together with other agenda papers shall be circulated at least 21 days prior to the date of the meeting. All motions for consideration at a Special General Meeting shall be sent to the National Secretary at least 45 days prior to the meeting and these together with the other agenda papers shall be circulated at least 21 days prior to the said meeting.

I. All motions proposed by the Tables or the AEX or the NEX for consideration at the Annual or Special General Meetings of the Association will have to be forwarded by the National Secretary to the Rules Committee for scrutiny. The Rules Committee should check if the changes conform to the constitution of Round Table India and do not contradict any other rule. They should suitably append their comments on the above points and return the motions to the National Secretary who will include the same in agenda papers. The rules committee should however desist from giving its opinion about the motion.

J. All amendments to Rules or Motions etc. be accepted in general principle and the proper wording and all consequential amendments arising there from be made by the Rules Committee subsequently.

K. Any surplus which may accrue out of any National or Area Conventions or any other convention of the Association shall be to the account of the host Tables only. It need not be shared with the National Association or the Area. The surplus emanating out of such activity, shall be shared by the host Tables. Any loss at any such convention or meetings under any circumstances will not be subsidized by Round Table India or the Area.

L. Party politics and sectarian problems shall not be discussed at any meeting.

M. Any Table or Tables hosting any National/Area Conventions or Meeting should submit audited accounts within 180 days from the conclusion of the meet to the National/Area Executive failing which the concerned Table/Tables will in addition to submitting the audited accounts pay a penalty of Rs. 500/-for every month of default up to a maximum of Rs. 2,000/-. They will also lose their voting rights until such time.

Section 3: Representation and Voting

A.

I. Each Full and Associate Member shall be represented on the General Body by two National Delegates who must be Active Tablers. Only Delegates of Full Members are entitled to vote. Each Delegate will have one vote except were provided for otherwise in the Constitution.

If a Full Member is represented by only one Delegate instead of the normal two Delegates, then such Delegate shall have two votes even if he carries no proxy. In the event of a tie, the Chairman of the meeting shall have a casting vote.

II. All other Active Tablers and Honorary Tablers of the Tables and Honorary Members of the Association may attend the Annual General Meeting and shall take part in all discussions with the permission of the Chairman, but without the right to vote.

III. At each Annual General Meeting, the Delegates should present their credentials (Attendance Record Form which is part of the Annual Report) to enable them to act as official Delegates on behalf of their Tables. Any Table that is unable to send Delegate to a meeting may in writing, duly authorized by the signature of any one of its National

Delegates or Executive, confer its privilege of vote or votes upon any Active Tabler belonging to it.

B. At any meeting of the Association, a motion put to the vote shall be decided by a show of hands, each National Delegate or his proxy having one vote.

On any motion affecting the annual fees and levies as provided for under the Constitution and any other compulsory levies on each Table or Active Tabler of the Association that may be proposed, a poll may be demanded (either before or immediately after it has been put to vote by at least four Full Members eligible to vote). On a poll, each Table shall have as many votes as its number of Active Tablers on the 1st of July immediately preceding. The poll vote decision will supersede any previous vote taken by a show of hands.

C. For the election of Officers, the following system shall be adopted:

I. A ballot paper (duly signed by the scrutineers) for each office shall be provided for each Delegate entitled to vote which shall contain the title of the office and the names of all candidates for that office in alphabetical order, but shall contain no other material.

II. Each Delegate entitled to vote shall record his vote for each candidate in order of preference. He shall place the figure 1 by the name of the candidate who is his first choice, shall place the figure 2 by the name of the candidate who is his second choice and shall place the figure 3, 4 or 5 (and so on as the case requires) by the name of all remaining candidates to indicate his order of preference, but no ballot paper shall be treated as spoiled by reason only of the fact that the voter has failed to record successive preferences for all candidates. Sd

III. The scrutineers shall count the number of first preference votes cast in favor of each candidate. If more than 50% of first preference votes cast shall be cast in favor of one candidate, he shall be declared elected.

IV. If no candidate is declared elected under the preceding subparagraph, the candidate in whose favor the least number of first preference votes shall have been cast shall be excluded from the poll and the ballot papers recording that candidate as first preference shall be allocated to the remaining candidates in accordance with the second preferences recorded therein. If more than 50% of votes cast shall have been cast or allocated in favor of one candidate, he shall be declared elected.

V. If no candidate is declared elected under either of the two preceding sub-paragraphs, the procedure outlined in sub-paragraph IV) shall be repeated as often as may be necessary excluding from the poll on each repetition the candidate with the lowest number of votes and allocating those votes and ballot papers in accordance with the next preference recorded thereon until more than 50% of the votes cast shall have been cast or allocated to one candidate who shall be declared elected.

VI. If at any time two or more candidates have the same number of cast and allocated votes and are together lowest on the poll, the candidate in whose favor the least number of first preference votes shall have been cast shall be excluded. If equality of first preference votes shall be found, the number of second and subsequent preference votes shall be considered and treated in like manner until one candidate may be excluded under this sub-paragraph. If the scrutineers shall find equality of number of totals, first and all subsequent preference votes, they shall exclude all the candidates being considered under this sub-paragraph.

VII. If at any time the scrutineers shall find that all candidates then remaining in the ballot shall have an equal number of totals, first and all subsequent preference votes, the President shall have a casting vote.

D. For all other motions requiring a decision, a simple majority shall prevail except where otherwise specified in the Constitution.

Article VI: Area Rules

Section 1: General

A. Each Area will have an identifying number, approved by the General Body at the Association's Annual General Meeting based upon the recommendations of the National Executive.

B. The National Executive, at the time of inauguration of a new Table, will confirm the Area in which the new Table is to be situated.

C. Transfer of a Table from one Area to another will be possible by the approval of the concerned Areas, such approval to be obtained at the AGM of the respective Areas, failing which the issue will be voted upon by the General Body at the Association's AGM.

D. Round Table India will be divided into Areas as follows: Area I, II, III, IV, V, VI & VII, VIII, IX, X, XI, XII, XIII, XIV, XV, XVI, XVII and XVIII or as many approved by General Body from time to time.

Section 2: Definitions

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

Section 3: Motto, Emblem & Aims

Shall be that of Round Table India.

Section 4: Objects & Responsibilities

1. To oversee extension;
2. To co-ordinate the working of Tables;
3. To promote RTI shop Merchandise through the RTI Shop
4. To encourage inter-Table social and other functions, projects, and joint meetings;
5. To promote fellowship within the Association by promoting inter-Area travel;
6. To implement National decisions at Area level;
7. To promote in general all kinds of Table activity within the Area.

Section 5: Members

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

Section 6: Area Executive

A. General

I. Each Member of the Area Executive shall be an Active Tabler during his term. Eligibility Criteria for Area Executives is mentioned here under

a) An Active Tabler is eligible for nomination of elected offices of Area Secretary

Treasurer if he would be an active Tabler for the Tabling year in which he would hold office. Members who remain active Tablers after turning 40 by virtue of being Immediate past Table Chairman, Immediate past Area Chairman, or Immediate past President in their 41st year will not be eligible.

b) An Active Tabler is eligible for nomination of elected offices of Area Vice Chairman if he would be an active Tabler as per age rule for the Tabling year in which he would hold office of the Area Chairman. Members who remain active Tablers after turning 40 by virtue of being Immediate past Table Chairman, Immediate past Area Chairman, or Immediate past President in their 41st year will not be eligible.

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

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

The validation of the nomination for the age check should be validated via verification of minimum two valid government proofs like (Passport / Voter ID and AADHAR via OTP) and it must be cross checked for the date of birth with the documents submitted in past

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

a) Area Chairman
b) Area Vice Chairman
c) Area Secretary/Treasurer
d) Area Immediate Past Chairman
e) Table Chairmen
f) Area Conveners

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

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

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

The Area Chairman, Vice Chairman, Area Secretary/Treasurer, Immediate Past Area Chairman and Table chairmen shall have voting rights at Area Executive Meetings.

Quorum will be established only if 40 percent of the combined strength of Area Chairman, Area Vice Chairman, Area Secretary/Treasurer, Immediate Past Area Chairman and Table Chairmen are present in an AEX meeting.

In the absence of a table chairman any other elected representative of the respective table be it Vice Chairman/Secretary/Treasurer can represent the table chairman in the AEX meetings.

III. The elected Area Chairman becomes a member of the NEX

IV. If the AEX Member is to resign or die or be unable or unwilling to continue as an Office Bearer, the other AEx Officers should appoint another Tabler to discharge his duties till the time the vacancy is filled as per procedure laid down in the constitution. In the event of the above circumstances, it is hereby proposed that specific Procedures and Steps be included in the event of a vacancy to ensure the smooth running of the Association.

a) The AEX Member calls for New Nominations to fill the vacancy within 15 days.

b) Qualification for filing nominations would hold as per the existing rules of the Association.

c) In the event of receipt of Multiple Nominations, an EGM with a 30-Day Notice for the election alone should be convened to conduct the election as per the existing rules of the Association.

d) In the event of non-receipt of any nomination, the existing procedure, and steps as per the constitution would still hold.

V. The Area Executive is authorized to appoint one person per every 200 Active Tablers or part thereof (whether a past Active Tabler or not) whom it desires to honor for having rendered special and distinguished service to the country and/or to the Round Table Movement and/or to the local community as an Honorary Tabler/Tablers of the Area for one year only. The appointment of the number of Honorary Tablers will be based on the official number of Tablers in the Area on 1st of July of that year.

B. Duties of the Area Executive

I. Chairman

1. As a member of the National Executive, he is primarily responsible for translating and implementing the ideas and objectives of the National Executive within the Area. He is responsible for upholding and promoting the good repute of Round Table within the Area.

2. The Chairman shall preside at all meetings of the Area Executive and the Annual General Meeting. He should have thorough knowledge of the Constitution and Meeting Procedure. In his absence, the Vice Chairman will preside. In their absence, the meeting will select a chairman from the remaining members present, except a member of the National Executive.

3. He should ensure that all members of the Area Executive work together as a team and that they carry out their duties efficiently and effectively.

4. He shall try to visit every Table in the Area during his tenure and shall encourage other members of his Executive to visit Tables.

5. The Chairman oversees publicity and should maintain close contact with each Table to ensure that news and photographs of Area function and projects reach the local

press and National Magazine in an accurate and acceptable form.

6. If the Area has a magazine, he should assist in passing on all information.

7. He will supervise the Area Annual General Meeting.

8. He will encourage and promote inter-Area travel.

9. The Area Chairman in consultation with the Officers of the AEX shall appoint members of the AEX as Area Observers to Table AGMs.

II. Vice Chairman

1. In the absence of the Chairman, he shall assume all responsibilities assigned to the Chairman. He should have thorough knowledge of the Constitution and Meeting Procedure.

2. He should plan for his year of Chairmanship and visit all Tables in the Area.

3. He oversees extension in the Area and should keep a constant vigil on the membership of all Tables, attendance at meetings, transfers etc.

4. He should keep under constant review the possibility of extension within the Area and advise Sponsor Tables regarding extension.

5. He will oversee the Area AGM Hosting Committee.

6. He will be responsible for coordinating National events such as RTI Week, Quiz, Blood Donation etc.

III. Secretary/Treasurer

1. He shall convene and plan for all Area Meetings.

2. He shall prepare the agenda for and keep minutes and recordings of all meetings of the Area and circulate such minutes as decided by the Area. A copy of the minutes of each Area Meeting must be sent to the headquarters of the National Association.

3. He shall send such records and returns as are required by the National Rules in force to the headquarters of the Association.

4. He should assist and advise the Chairman on all matters concerning the conduct of Area Meetings.

5. He should advise the Area Executive on the procedure of the AGM.

6. He should advise the Tables within the Area on submission of the annual returns i.e., ‘C’ forms and ‘D’ Forms to the Association and Area respectively.

7. He should advise the Tables on the procedure for making nomination for Officers and Executive Members to both Area and National.

8. He should ensure that all motions for National consideration are dealt with in accordance with the rules.

9. He should be familiar with the National Constitution, the Area Rules, and all amendments, if any, as also the Table Rules. He should be aware of formal meeting procedure.

10. He should deal with all correspondence promptly and ensure that each member of the Area Executive is aware of correspondence being sent to Tables by other members or the National.

11. He must maintain close liaison with all Table Secretaries of the Area.

12. He must maintain a file of all correspondence from National Association including agenda and minutes of all National AGMs.

13. He should place the order for all Area or Table requirements, Past Chairman's jewel, name bar for Chairman's Jewel etc., from the RTI Shop and will maintain and keep the stocks.

14. He shall advise the Area Executive on all matters of finance.

15. He shall record all financial transactions made by the Area and bank all monies received in the name of the Area.

16. He shall make payments in accordance with resolutions of the Area Executive and present audited accounts and financial report together with a budget for the ensuing year to the General Body at the AGM.

17. He is responsible for the collection of all fees (for Area) from the Tables.

18. He should pass on to his successor legible and properly kept files and records.

19. He should send to the National Secretary the Annual Report, signed copy of the audited accounts of the Area, motions passed at the Area AGM, and invitations to hold National AGM and nomination for National Honorary Tabler for the subsequent year on or before 15th of October.

IV. Immediate Past Chairman

1. He oversees the International Relation and should assist Tables to establish international contacts with clubs abroad.

2. He should be able to advice Tables on all grants and events which are available to further international contacts.

3. He shall encourage the holding of the International Table Functions.

4. He will keep Tables Informed on Round Table International matters.

Section 7: Meetings

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

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

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

The Area Secretary/Treasurer will be issuing a notice and Agenda for the AEX meeting 21 days in Advance of the Meeting date.

B. Annual General Meeting

I. Shall be held before Between 10th of August and 31st of September and the Secretary/Treasurer shall circulate the notice for the meeting at least 30 days before to the date of the meeting. Along with the AGM notice, the Secretary/Treasurer shall call for nominations for office, motions or amendments to the National Constitution or the Area Rules, invitations to host Area or National convention etc. The same notice period shall apply to any Extraordinary General Meeting.

II. The last date of nominations for office, motions or amendments to the National Constitution or the Area Rules, invitations for Area or National Convention etc. shall be a minimum of 30 days before the Area AGM. The Secretary/Treasurer shall circulate the agenda papers minimum 15 days before the Area AGM.

III. If no invitations have been received to host the Area AGM as per the above clause, Tables shall have a second opportunity to send an invitation to the Area Secretary/Treasurer on or before 15 days prior to the meeting. In the event of no invitations still being received, the Area Executive will at the time of the meeting submit a suitable proposal and this venue shall be accepted and there shall be no invitations from the floor.

IV. Special Meetings of the Area shall be called on the written request of at least 50% of the number of Tables in the Area or at the discretion of the Area Executive or National Executive and notice of at least 30 days shall be given.

V. Quorum for any Area Meeting will be 40% of the Tables entitled to vote.

VI. Non-payment of Area or National fees and levies will entail penalty and loss of voting rights at the National and Area Meetings.

VII. Each Full and Associate Member shall be represented at the General Meeting by 2 Area Delegates who must be Active Tablers. Representation and voting, voting procedures, eligibility for election to Area Executive or appointment for Convenorship and all Convention Procedures shall be the same as provided in the RTI Constitution except where otherwise provided in these Rules.

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

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

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

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

XII. The order of business for Area Annual General Meeting may be as follows:

1. Calling the meeting to order with a Toast to the President Republic of India
2. Reading of the AGM convening Notice
3. Roll call of Member Tables and Establishing Quorum
4. Reading of Aims &Objects of Round Table India
5. RTI Song
6. Welcoming of Observer, Guests And Dignitaries
7. Reading of Communications and greetings received
8. Appointment of Scrutinizers and Sergeant-at-Arms
9. Apologies for absence received from tables
10. Confirmation of Minutes of the Previous AGM minutes
11. Presentation of annual report of the Area
12. Presentation & Approval of audited accounts and Treasurer's report by the AST
13. Presentation & Approval of Interim accounts by the AST
14. Motions
15. Presentation of Awards and trophies
16. Report of the AGM Convener
17. Address by Outgoing Area Chairman
18. Election of the Area Executive for the year
19. Investiture of the Incoming Area Chairman and his Team
20. Presentation and approval of the budget for the year
21. Resolution to open & operate bank accounts for the year
22. Resolution to appoint Auditor for the year
23. Bids for Hosting-
24. The Next Area Annual General Meeting
25. The Area Mid-term Meet - If Any
26. The Area Sports Meet - If Any
27. Address of The Incoming Area Chairman
28. Address of The National Observer
29. Any Other Matters
30. Report of Sergeant At Arms
31. Vote of Thanks
32. Closer by the Incoming Area Chairman.

Section 8: Voting and Voting Rights

A. Each Table shall have 2 votes. the members of the Area Executive shall have no vote except the Chairman who shall have a casting vote only. Voting shall be by show of hands or as determined at the meeting except for elections which will be by secret ballot.

B. Except as otherwise provided by the RTI Constitution or these Rules, the outcome of any vote will be determined by a simple majority except in the case of elections with more than two contestants, where the preferential system will apply. [Article V - Section 3, Point C, sub point - II.]

Section 9: Finance

A. The fiscal year of the Area shall be taken as the 1st of July and shall end on the 30th of June following year.

B. The Area shall receive funds from the National as decided by the General Body of the Association at each National AGM. In addition, each Area shall be at liberty to raise additional funds from Member Tables as per the Form "D".

The procedure to increase or decrease the D Form (Area fees) would be as follows

a. In case of Table proposing the Motion- A table can propose a motion for increase / decrease of D form dues. A motion needs to be circulated to all the Tablers of the said table along with Notice. The motion will be put to vote at the Table meeting & the same needs to be passed with 2/3rd majority. Once passed the motion should be sent to the AST 30 days before the AAGM.

b. In case of Area Proposing the Motion- The AEX can also propose a motion for change in the Form D, the same would be brought by the AEX as a motion circulated in advance. Once the AEX passes the same, The Motion will be circulated along with the Agenda papers.

c. The Motion once passed at AAGM, will be applied in the year mentioned in the motion.

d. The Budget can be accordingly amended on the AAGM floor based on the outcome of such motion.

C. Apart from loss of voting and other rights at the Area and National meets, non-payment of Area or National fees, non-submission of audited balance sheet and income & expenditure accounts will also result in ineligibility for the travel allowance payable to the Area Delegates.

D. The statement of affairs of the income and expenditure account of the Area for the period starting from 1st of July till 15th of August to be presented to the general body during the Annual General Meeting.

E. Membership fees per Active Tabler as fixed by the General Body will be based on strength as on 1st of July.

F. The annual fees and levies as decided by the General Body shall be sent to the Secretary/Treasurer of the Area by 31st of October each year along with Form 'D' duly submitted in the online Dashboard.

Section 10: Miscellaneous

A. Any amendments to these Rules must first be approved at the AGM of the Area and then submitted for approval by the General Body at the National AGM.

B. In case of any inconsistency between the National and Area Rules, the National Rules shall prevail. All other procedures not covered in Area Rules shall be those followed by the National Association.

C. Areas can adopt their own additional rules and codes to suit each Areas convenience, which should not contradict or override the above rules as given in the Article VI (Area Rules) of the Constitution. Areas are at liberty to make their rules stricter but may not relax them.

D. All motions that are carried at the AGM of the area, that affect the Area Rules, must be sent separately to the National Secretary, to be printed as a part of the Annual Report/Agenda Papers of Round Table India of that year.

Article VII: Table Rules

Section 1: General

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

Section 2: Definitions

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

Section 3: Name

Each Table shall designate itself by the name of the City in which it is located along with a word describing the geographical location (or any other name to distinguish it from another Table in the same city), followed by the words "Round Table Number."

For example:

- Madras Myla pore Round Table No. 3
- Coimbatore Round Table No. 9
- Bombay North Round Table No. 19
- Calcutta Metropolitan Round Table No. 41

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

Section 4: Motto and Emblem

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

Section 5: Affiliation

The Table shall be a member of Round Table India.

Section 6: Aims and Objects

The Aims and Objects of the Table shall be:

A. To develop the fellowship of young men through the medium of their business and professional occupations and community service activities.

B. To encourage active, and responsible citizenship by cultivating the highest ideals in business, professional and civic traditions.

C. To promote and further international understanding, friendship, and co-operation.

D. To promote the extension of the Association.

Section 7: Membership

There shall be only three kinds of membership.

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

B. **Honorary:** Any man (whether a past Active Tabler or not) whom it is desired to honor may be elected as an Honorary Tabler. Honorary membership is the highest mark of esteem a Table can bestow and shall only be given to those who have rendered special and distinguished service to the country and/or to the Round Table Movement and/or to the locality in which the Table is situated. The total number of Honorary Tablers in a Table shall not exceed one for every ten Active Tablers or part number thereon.

   Honorary Tablers shall be elected according to the Rules of the Table and may attend meetings and enjoy all the privileges of membership but shall have no vote. No person shall be an Honorary Tabler of the same Table for more than a period of two years cumulatively.

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

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

Section 8: Membership of more than one Table

A. Membership of more than one Table is permitted only in cases where a Tabler has played an active part in the formation of a new Table.

B. He can become a member of the new Table any time after it is inaugurated, but before it is chartered, and he will be allowed to retain the dual membership for a period of one year from the date of joining the new Table after which he shall resign from one of the two Tables.

C. Such dual membership is subject to the approval of both the Tables concerned.

D. He shall have to fulfil his mandatory 60% attendance in both the Tables. For this purpose, attendance at one of the Tables cannot be considered as attendance for calculating the attendance at the other as permitted in Section 12E) of this Article.

E. Both the Tables concerned shall take his membership into account for all purposes such as quorum for meetings, elections, eligibility to vote etc.

F. No such Tabler shall be member of more than 2 Tables at any one time.

G. Membership of such Tablers in the new Table shall not be considered for fulfilling the minimum membership requirements for Associate and Full Membership as stipulated in the Extension Manual.

H. At any one time not more than 50 per cent or 10 persons whichever is lower shall be allowed to retain dual membership in the same two Tables. The new Table shall not be liable for payment of Annual Fees, Levies or Entrance Fees for such Tablers holding dual membership.

Section 9: Active Members on Transfer

A. A Tabler who have resigned or who was expelled from a Table or an Active Tabler wishing to join another Table shall be accepted into membership of the new Table only on obtaining and producing a no objection certificate from his parent Table.

B. Entrance fee is not payable if the Tabler rejoins the Tabling movement within a period of 2 years from the date of his resignation or dismissal.

C. The Table into which the Tabler gets transferred into shall be liable for the Annual Fees, Levies and other dues owed to the National Association for this Tabler after the date of joining this Table.

Section 10: Classification

A. As far as possible Tables should endeavor not to have more than 2 Active Tablers from the same profession.

B. In the event of a Tabler leaving one city to another, he shall, notwithstanding that his classification is filled, be eligible to become a member of another Table.

Section 11: Leave of Absence (LOA)

A.

I. An Active Tabler changing his residence from one city to another shall be entitled to Leave of Absence for a maximum period of six months from the Table in which he is in current membership and at the expiration of this period his membership of Round Table shall cease if he has not been accepted into membership of another Table. Meetings for which an individual has been given LOA under this sub-clause shall be excluded from the total meetings while calculating the attendance of the individual.

II. Leave of Absence (Warn Out) may also be given for Table meetings at the discretion of the Table in cases of Active Tablers being out of station or for personal illness. Leave of Absence (Warn Out) granted under this sub-clause shall be at the discretion of the Table and shall be included in the total meetings while calculating the attendance of the individual.

B.

I. All Active Tablers on Leave of Absence are on the roll of the Table and the Table is liable to the Association for all Annual Fees, Levies, and any other dues for such Tablers.

II. Tablers on Leave of Absence are entitled to vote by proxy.

Section 12: Cessation of Membership

A. An Active Tabler ceases to be one on the 30th of June of the Tabling Year in which he completes the age of forty. He shall have voting rights at his Table meetings till the 30th of June. He is eligible to attend all Table meetings up to the Table Annual General Meeting, and Exceptions to this are listed below. For the purpose of this rule, "completed" means a person born on June 1st, 1950, will complete 40 years on June 1st, 1990 and will be an active tabler till June 30th 1990.

B. The Table Chairman, Area Chairman, and National President hand over their jewel to their successors at the first constitutional moment and become the Immediate Past Table Chairman, Immediate Past Area Chairman, and Immediate Past President respectively. If the Table Chairman or the Area Chairman or the National President completes the age of 40 by the 30th of June of the Tabling Year, they would cease to be an Active Tabler on the 30th of June of the following year and have voting rights at their Table till such time. They shall have voting rights that their portfolio entails till they hand over office to their successor.

C. If the Immediate Past Table Chairman or Immediate Past Area Chairman or Immediate Past

President completes the age of 40 by the 30th of June of the Tabling Year, they shall have voting rights in their Table till the 30th of June of the Tabling Year and cease to be an Active Tabler on the 30th of June of that Tabling Year. They shall have voting rights that their portfolio entails till they hand over office to their successor.

D. If an Active Tabler of Round Table India is an Officer of Round Table International and completes the age of 40 by the 30th of June of the Tabling Year, he shall have voting rights in his Table till the 30th of June of the Tabling Year and cease to be an Active Tabler on the 30th of June of that Tabling Year.

E. An Active Tabler ceases to be one after less than 60 percent attendance (at the end of the Tabling Year) at all meetings of the Table including the Ordinary, Special and Annual General Meetings held during the Tabling Year, unless explanation for such absence shall be made to the satisfaction of the Table or the Table Executive. For the purpose of calculation of attendance under this rule, the total number of Table meetings taken for calculation shall not exceed 24.

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

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

Section 13: Conduct of Members

A.

   I. Any Tabler disregarding any rule or regulation of the Table or being guilty of conduct inimical to the interest of the Table, Area, or the Association or who does not take part and show sufficient interest in Table activities may be expelled from membership at a meeting of the Table of which at least 30 days prior written representation to the Table Chairman or Secretary has been given.

   II. On a motion for expulsion being passed, the Tabler shall cease to be a member of the Round Table Movement. The Table shall then inform the AEX, NEX and the National Secretariat of the expulsion of the Tabler.

   III. Such expelled Tablers shall not have a right to appeal to the Association.

B.

   I. Any grievance of any member of the Association relating to the activities of the Association shall be referred to the NEX who shall thereafter appoint an Arbitration Committee in the immediately following meeting of the NEX.

   II. The Committee shall consist of 3 persons who are Active Tablers or have been Active Tablers.

   III. The Committee shall thereafter make necessary inquiries and submit its ruling to the NEX at the next meeting of the NEX or 60 days from their appointment, whichever is later.

IV. The procedure to be followed at the inquiry shall be determined by the Committee so appointed.

V. Any party aggrieved by the ruling of the Committee shall have a right of appeal to the General Body and such appeal shall be submitted to the NEX within 30 days from the receipt of the ruling. In the event no appeal is preferred within the stipulated time, then the decision of the committee shall be final and binding on all parties concerned.

VI. The appeal so received shall be listed for discussion at the National Annual General Meeting immediately following there from notwithstanding any rule or provision in the Constitution of the Association.

VII. The decision of the General Body at such Annual General Meeting shall be final, conclusive, and binding on all parties to the dispute and no court of law shall have jurisdiction and entertain any dispute in connection therewith.

VIII. Notwithstanding anything contained in Article VII Section 13 clause A) of the Constitution, any action by a Member of the Association contrary to the priorities outlined above shall be deemed to be a conduct inimical to the interests of the Association and such members shall be subject to expulsion from the membership of the Association by the Table, Area or NEX.

Section 14: Officers and Management

A. The Officers of the Table will be Chairman, Vice Chairman, Secretary, Treasurer, and Immediate Past Chairman. They shall be Active Tablers and the first four shall be elected by the Table and the Immediate Past Chairman shall be an officer by virtue of having handed over the Chairman Jewel to his successor. They shall take office at the Annual General Meeting and shall continue till their successors take Office at the first constitutional moment.

B. The business of the Table shall be conducted by the Table Executive (TEX) consisting of the Officers and Convenors of the Table, all of whom shall be Active Tablers.

C. The Table may from time to time appoint the other Active Tablers to hold such Offices as may be desirable and the Table Executive at its discretion may invite them permanently for the period of their office or temporarily as it may otherwise decide to serve as members of the Executive.

D. A Tabler cannot be elected or re-elected to an Office for more than two consecutive years.

E. All members of the Table Executive (subject to voting rights as dealt in Section 12) of this Article shall be entitled to exercise a vote on all matters decided by the Table Executive and the presiding Chairman shall only have a casting vote.

F. The Table shall have power to fill vacancies in the Table Executive occurring between Annual General Meetings.

G. The Table Executive shall have powers to form all necessary sub-committees and to co-opt Active Tablers to serve thereon. Such sub-committees shall report regularly to the Table Executive. Under no circumstances shall the Table Executive commit the Table to any act of service or to support financially or otherwise for charitable or other projects without the approval of the majority of the Active Tablers present at a Table meeting at which such project or projects shall have been previously discussed.

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

I. Any member of the National Executive, Area Executive, Table Executive and members of committees and sub-committees shall serve without any remuneration.

J. The Table shall elect according to its rules two Active Tablers to serve as its National Delegates to represent the Table at Association meetings.

K. The Table shall elect according to its rules two Active Tablers to serve as its Area Delegates to represent the Table at Area Meetings.

L. The National and Area Delegates, if they are not already in the Table Executive, shall attend Executive meetings.

M. Officers of the Table for the subsequent year shall be elected before 15th of May of every year. The names of the elected officers should be communicated to the Area Executives and the National Secretariat before 31st of May following year.

Section 15: Meetings

A. The Table shall meet at least 24 times each year including the Annual General Meeting.

B. The Table financial year shall be from 1st of July to 30th of June following Year.

C. The Annual General Meeting of the Table must be held on or before 10th August and should not coincide with the dates of the Area Annual General Meeting. The Table AGM must be completed before the Area AGM.

D. At any meeting of the Table or Table Executive or at any of its subcommittees only Active Tablers of the Table shall be eligible to vote.

E. The quorum for Ordinary, Special or Annual General Meetings of the Table must be at least 40% of the Total Active membership of the Table.

F. On all matters except those pertaining to approval or election of new members, the Chairman of the meeting shall have a casting vote only.

G. Party politics and sectarian religion shall be excluded from all Table discussions.

H. Ladies shall only be permitted in the capacity of Speakers at any meeting. However, they may be admitted as guests at AGM's and Special Occasion meetings.

I. Guests including past Active Tablers shall be admitted to Table meetings only with the permission of the Chairman presiding.

Section 16: Miscellaneous

A. The Table shall maintain separate books of accounts as well as separate bank accounts for charity and administrative funds. Separate financial statements shall be prepared and submitted to the Table at each Annual General Meeting and shall be forwarded to the Association along with Form 'C' on or before 15th of October each year.

I. The Accounting year for Project/Society/Charity of Trust Accounts of the Table is 1st April to 31st March. The Outgoing Table Executive team is responsible to submit the Audited Accounts and file Income Tax returns (if registered) as on 31st March. Interim accounts for the period of 1st April to 30th June of the year to be presented at the table AGM and adopted by the Floor.

B. All Annual fees payable by the Table shall be paid only from the administrative funds. However, any other levies, or requests made by the Association for funds required to be spent on projects or community service activities, the Table may make such payments from its charity funds.

C. The Table shall have its banner and its rules approved by the Area/Association. The same should be submitted along with the C form and form part of the Annual Report of the Table.

D. On a Tabler ceasing his membership of a Table, he shall not be entitled to wear the lapel badge. However, Tablers ceasing to be members due to age rule (retiring) can wear the lapel badge, if they desire.

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

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

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

G. The following clause shall also be included in the mandatory Table Rules of all Tables in the Association.

"In the event of revocation of Full or Associate Membership of the Table in the Association, the President and National Treasurer of the Association are authorized to operate the Table's bank account(s) jointly."

H. In case of any inconsistency in the Table rules, the National Rules shall apply.

I. Any amendments to the foregoing obligatory provisions of the Table Rules will automatically be deemed to be incorporated in each Table's rules from the date of the amendment by the General Body of the Association.

Section 17: Resignation

A member of the table who intends to resign should communicate a written letter or email along with any pending dues to the table chairman or table secretary. Once resignation is handed over the tabler is considered resigned and ceases to be a tabler. However, the table needs to complete the formalities before 30th June of the respective tabling year, otherwise the table will be liable to pay the Form C & Form D dues. Procedure to remove his name from RTI records will be as follows, the resignation communication received must be documented in the Minutes of Meeting (MOMO) and uploaded under the "Resignation" section by the table secretary and the same has to be communicated via E-mail to Area Secretary Treasurer, Area Chairman, National Secretary and the Secretariat.

Article VIII: Miscellaneous

Section 1: Circulation of Papers

A. Minutes of Table AGM, Area AGM, and the National AGM shall be circulated within 45 days of the event. Minutes of any General Meeting may be passed either by circulation or at the next

General Meeting.

In the event of passing by circulation, such minutes shall be deemed to have been passed if after sixty days from the date of circulation by the National Secretary, no corrections or dissents are received. In the event of any corrections being received, the same shall again be circulated and similar time periods given.

Non-receipt of a reply from a Table shall be considered as assent for this purpose. Any Table may request that the confirmation be made only at the next General Meeting and it shall then not be confirmed by email.

B. Any motion proposed by a Table or the National Executive not involving amendments to the Constitution or any compulsory levies or fees on Tables or Active Tablers may be passed in circulation.

   The National Secretary shall circulate the motion to all Tables by Email, and after a period of sixty days the same shall be considered as passed if 40% of the Full Member Tables respond to the motion and two-thirds of the same are in favour of the Resolution, such confirmation being received by post/courier/e-mail or in writing to the National secretariat.

C. Minutes of the National Executive Meeting and Area Executive Meetings should be circulated by the Secretary within 30 days of the meeting to members of the respective Executives. Corrections, if any should reach the Secretary within the next 15 days.

   The minutes of the Executive meetings should be circulated to the Tablers at the expiry of this deadline, after making corrections, if any.

Section 2: Procedures

A. Any procedural matters not covered in the Constitution shall be decided by the General Body at any meeting of the Association.

B. The National Executive shall have the right to propose and introduce such other administrative procedures/standing orders for the running of the Association's affairs and for the execution of their responsibilities, provided that all such procedures/standing orders shall be submitted for ratification at the next immediate General Meeting. Provided further that in the event of non-ratification, the actions taken under this clause remain valid ab-initio.

C. In the Constitution where any mater in writing must be sent or circulated either to the Association or to a Table or to an Active Tabler, it shall be considered to have been sent or circulated by Email on or before the specified date.

Section 3: Amendment to Constitution

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

Section 4: Suspension of Constitution

A. Sections 1,2,3,4,5 and 6 of Article I cannot be suspended. Any other Article in the Constitution can be suspended at any Annual or Special General Meeting of the Association at which at least two-thirds of the National Delegates including proxies (active tabler) present from the same table are entitled to vote are in favor of such suspension.

B. No notice period is required for such motions for suspension. Such a suspension will be valid only for the duration of the meeting at which it is made or for any other length of time specified in the motion, whichever is less.

C. Any decisions made during the period of suspension shall be valid.

D. Any decision taken in violation of the Constitution at any meeting of the Area or Table by suspending the constitution or otherwise will not be valid and the National Executive can intervene to ensure that the rules laid in the Constitution of Round Table India is adhered to.

3. MEETING PROCEDURE

Notice of Meetings

1. The meetings of the Association shall be convened in accordance with the constitution.

2. The National Secretary will issue a notice and Agenda for the NEX meeting 45 days in Advance of the Meeting date & in case of emergency only 21 Days

Quorum

3. Subject to any Rule to the contrary, a quorum shall comprise at least 40% of the Full Members of the Association who are entitled to vote. For this purpose, the member Table shall be deemed to be present if its proxy is held by any Active Tabler.

4. A quorum shall be present at the commencement of a meeting and shall be maintained throughout the meeting.

5. If during a meeting a quorum is not present, the Chairman shall close the meeting or adjourn it for such period as he shall think fit.

6. When a NAGM or Extraordinary NAGM meeting is adjourned for lack of quorum, at least 30 days due notice of the adjourned meeting shall be given to all persons entitled to be present; the adjourned meeting shall be empowered to transact business even though a quorum be not present.

Minutes

7. The minutes of any meeting of the Association confirmed at the next meeting of the Association unless the same shall have been circulated to all member Tables and confirmed over email as provided in the Constitution.
8. During the meeting of association, the Chairman or Secretary of the meeting will ask for one proposer and seconder for the confirmation of the minutes. Once the minutes is proposed and seconded by the general body same is considered as confirmed.

Business and Correspondence

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

10. The business to be transacted at a Special General Meeting shall be in accordance with the provisions of the Constitution.

11. The Chairman may direct that correspondence be read without requiring a motion to that effect. Each letter or other communication may be dealt with after having been read and the appropriate action taken by resolution, but no motion shall be required if no action is desired.

Reports

12. The Chairman may determine whether a report shall be given to a meeting without requiring a motion to that effect.

13. After a report has been given, the meeting may deal with it by motion for its adoption, rejection, reference back for future report, or for such other action as may be desired but no motion shall be required if no action is desired.

Motion and Amendments

14. Only National Delegates of Full Members shall have the right to propose and second motions or amendments.

15. No motion or amendment shall be discussed or put to the vote unless seconded by a National Delegate of a Full Member other than the Full Member represented by the mover. If there is no seconder, the motion or amendment shall lapse.

16. The following motions may be made without notice on motion duly moved and seconded and put to the meeting without debate:

    A. for the meeting resolving itself into a committee.
    B. suspending any Article or Clause in the Constitution or in the rules of Meeting Procedure.
    C. for precedent of any subject on the agenda.
    D. for the adjournment of any business.
    E. for the adjournment of the meeting.
    F. for the meeting proceeding to the next business on the agenda.
    G. that the question be now put: provided that this motion shall not be put unless the Chairman in his discretion considers that the question has been sufficiently discussed.

17. A person may second a motion or an amendment proforma in order to permit discussion; he need not support or vote for the motion.

18. A motion shall be clear and unambiguous, shall be couched in precise and definite language, shall comply with any prescribed Rule as to form and notice, and shall be affirmative in form.

19. A motion or an amendment may be withdrawn by a proposer with the consent of the seconder, and with the agreement of the meeting.

20. An amendment shall not except with the Chairman's permission, be moved by the proposer or the seconder of the motion or any other speaker before the proposer of the amendment.

21. An amendment can be proposed even though the motion is one of which due notice has been required and given.

22. An amendment shall relate to the matter involved in the motion and shall not be a direct negative of the motion.

23. Right of reply is exercisable by proposer of motion, but not by proposer of amendment.

24. The seconder of the motion or amendment may reserve his speech for a later period of the debate.

25. Upon conclusion of the consideration of any matter in Committee, the meeting shall resume and the resolution or resolutions passed in Committee shall be put from the Chair without further discussion.

26. The debate shall be terminated when the proposer of the motion has replied.

27. An amendment shall be voted on or before the original motion is put.

28. If the amendment is lost, the original motion is revived and is subject to further amendment until all amendments have been disposed of.

29. Amendments may be dealt with in any order provided each subsequent amendment differs from the motion and the defeated amendments.

30. If the amendment is carried, the amended motion becomes the motion and may be further amended.

31. If no further amendment is proposed, the amended motion as carried takes the place of the original motion and becomes the motion. It is then put to the meeting as a motion.

32. One amendment only shall be discussed at a time, but a person may inform the chairman that he foreshadows an amendment and may state the form of the foreshadowed amendment, but shall not propose or discuss it until the amendment before the meeting has been dealt with.

Points of Order

33. Any person may at any time rise and address the Chairman on a point of order, but shall at once state he is taking a point of order and shall confine his observations to the point of order raised which shall be taken immediately the breach of order occurs.

34. A point order may be taken about any irregularity in the proceedings, for example:

    A. that the motion before the meeting lies outside the scope of the notice calling the meeting;
    B. that there has been a failure to comply with some Rule;
    C. that there is no quorum present;
    D. that improper language has been used.

35. A speaker called to order shall be given an opportunity to explain.

36. The Chairman shall rule on the point of order taken, but may, before doing so, permit others to speak briefly provided no new matter is introduced.

Motion of Dissent

37. Any person who disagrees with the Chairman's ruling be dissented from. This motion shall be seconded and may be discussed, but the discussion shall be brief and to the point and no new mater shall be introduced.

38. The Chairman shall not be required to vacate the Chair while the motion of dissent is being discussed or voted on.

39. The decision of the meeting will be final. Such a challenge does not constitute an indication of no confidence in the Chairman.

Motion of Recommittal

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

Personal Explanation

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

General

42. Discussion shall not be permitted unless there is a motion before the meeting.

43. Discussion shall be relevant to the matter before the meeting, whether it be a motion, an amendment, a point of order or a personal explanation.

44. Speakers at a meeting shall rise and shall address the Chair.

45. The Chairman may at any time rise to address the meeting and any person then speaking shall resume his seat.

46. No person shall speak more than once to a motion, except the proposer of a motion who is entitled to reply.

47. A previous speaker to a motion may again speak on an amendment, or a motion for the adjournment of the debate, on a point of order, and by permission of the Chairman, in personal explanation of his previous remarks.

48. The Chairman shall decide which speaker is entitled to priority provided that the meeting may by resolution determine that a particular person shall or shall not be heard and a motion to that effect shall be moved and seconded but not debated.

49. The Chairman may require a speaker to resume his seat if he exceeds the time prescribed or if no time is prescribed, a reasonable time for speaking.

50. The meeting may by resolution, determine that a speaker be no longer heard. This motion shall be moved and seconded but not debated.

51. The Chairman shall have the power to terminate a debate after a reasonable discussion.

52. The Chairman of a meeting shall be impartial, if he may take part in a discussion, and may move or second a motion or an amendment only if he vacates the Chair after appointing a temporary Chairman.

53. The business of the meeting shall be conducted in the order of the agenda, unless the meeting determines to take the items in some other order.

54. The Chairman shall not adjourn a meeting of his own accord in order to avoid its coming to a decision on a matter before the meeting. The Chairman may, to preserve and restore order, adjourn a meeting for a short period or until another day.

Voting

55. Voting on motions and amendments shall be by a show of hands. The Chairman shall appoint two scrutineers who are not Delegates or proxy holders or nominees for offices, to count the votes.

56. If the Chairman is doubtful as the counting of the votes, he may forthwith take another vote, even though he has declared the result of the vote.

57. The Chairman shall not be required to determine the voting by a poll (the recording of votes by writing).

58. Elections shall be determined by written secret ballot.

The Closure

59. The closure is moved to terminate discussions and bring a matter to a vote. The form of the motion is: "That the motion be now put."

60. The closure shall be proposed and seconded but not discussed, amended, or adjourned.

61. If the closure is carried the main motion must be put to vote without further discussions or amendment.

62. If it is lost, discussion continues the main motion.

63. The closure may be applied to an amendment as well as a motion.

64. The Chairman has discretion as to whether he accepts a closure motion or not. He should be satisfied that the matter has been reasonably discussed and that the views of the minority have been heard.

65. The closure may be moved while another person is speaking.

66. It may not be moved or seconded by a person who has already moved, seconded, or spoken on the main motion or any amendment.

The Previous Question

67. The previous question is moved in order to prevent a vote being taken on a motion. The form of the motion of the previous question is: "That the motion be not now put."

68. The previous question can only be moved upon a motion, not while an amendment is being discussed.

69. It can be moved after the disposal of an amendment and takes priority over all other amendments.

70. The previous question may be discussed and during the discussion the main motion which is desired to be shelved may also be debated.

71. If the previous question is carried, the main motion cannot be brought forward at the same meeting but may be proposed at a subsequent meeting.

72. If the previous question is lost, the main motion must be put without further discussion.

The Meeting Proceed to the next business

73. The object of the motion "That the meeting proceeds to the next business" is to shelve the matter before the meeting.

74. The motion can be moved at any time other than while another person is speaking, provided however, each item on a printed Agenda must be heard to the point of the mover of the motion having the right to speak on his motion if the motion has been seconded unless the mover be absent or withdraw the motion, before the Chairman can accept a motion: "That the meeting proceed to the next business."

75. It may not be moved or seconded by a person who has already moved, seconded, or spoken on the main motion or any amendment or the matter then being discussed by the meeting.

76. This motion shall be moved and seconded, but there shall be no discussion or amendment.

77. If it is carried, discussion on the matter before the meeting is terminated, and the meeting proceeds to the next business, the matter under debate being considered as disposed of for that meeting.

78. This motion may be moved while an amendment is being discussed and if lost, the meeting resumes discussion on the main motion.

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

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

Adjournment of Debate

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

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

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

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

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

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

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

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

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

Adjournment of Meeting

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

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

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

93. The motion may be discussed.

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

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

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

Miscellaneous

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

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

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

100. A copy of the minutes of each Annual and Special General Meeting of the Association shall be sent to the National Delegates and Secretaries of each Table as soon as possible. If no correction to these minutes is sent to the Secretary of the Association within 60 days being over, and no further correction or comments are received on any correction circulated, the minutes shall be deemed to have been confirmed subject to the corrections pointed out to the Secretary, Once the minutes have been so confirmed by email.

Amendments, Suspension of these Rules

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

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

4. NATIONAL CODE

I. The National Executive (NEx)

NEX consists of the President, Vice President, Secretary and Treasurer all of whom are elected by the General Body. The Immediate Past President, Area Chairmen and Committee Convenors also form part of the National Executive.

Normally five meetings are held each year. One immediately after the Change Over in which the Executive assumes office, one in October, one prior to the Annual Convention in December, one in March and one in July prior to handing over to the new Executive. The minutes of the last NEX meeting of a National Board be circulated by the existing Board of that year itself.

The same is to be done in the interim period between the last NEx meeting of the outgoing Board and the 1st NEX meeting of the new Board. Corrections, if any, should be communicated to the new National Secretary for formal recording before adoption at the 1st NEx meet of the new board. In the event of both the referred board meetings being held back-to-back at the Changeover Banquet, then the same process is to be followed for adoption at the 2nd NEx meet of the new Board.

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

II. Committees

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

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

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

III. Duties of The National Executive

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

A. The members of the National Executive will prepare a firm program of action linked with the budget approved at the Annual General Meeting and the same shall be circulated.

B. All nominations to Round Table International Committee memberships and offices shall be left to the discretion of the National Executive. The National Executive is directed to consider the competence of the proposed members and should recommend only Tablers of proven ability. As many Tablers as possible should be given an opportunity to serve Round Table International. Tables may suggest suitable names to the National Executive for their consideration.

C. In case the official delegate to a Round Table International Conference is unable to attend, the National Executive shall decide as to who is to act as the official delegate. Preference should be given to elected Officers of the Association. The registration fee for the Senior Delegate shall be paid by the Association.

D. The president is authorized to invite individual members of RT International to visit our Association. In such cases, the host Tables shall only be liable to host them during their stay in the respective cities.

E. The National Executive should try and hold their Executive meetings in different regions of the country. During such meetings regional get-togethers should be arranged which will give an opportunity for all Tables in the area to get-together and meet and exchange viewpoints with members of the National Executive and other Tablers. The Area Chairman is whose area the NEX meeting is held should organize and co-ordinate these regional get-togethers.

F. The National Executive is authorized to fix the advertisement rates in all publications of the Association and is also authorized to fix the price of the Newsletter. Tables shall be responsible for the advertisements their Tablers collect for any other publication of the Association.

G. The National Executive or the Area Executive cannot start any Trust/Fund of any kind for any specific or nonspecific purpose, in the name of Round Table or having Round Table as part of the name of the Trust/Fund, without the prior approval of the General Body of Round Table India, except under extra ordinary circumstances.

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

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

H. The National Executive be authorized to spend up to a maximum of Rs. 5,00,000/- on Capital Expenditure in any accounting year subject to the same being ratified at the next Annual / Special General Meeting of the Association.

I. All bills or claims from the Association whether from Members of the National Executive, Member Tables or from any other Active Tabler if not submitted within three months of the date of expenditure will not be entertained. In extraordinary cases the President can waive this condition.

IV. Duties of Committees

Projects Committee

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

International Relations Committee

Convenor of the International Relations Committee which will consider, report on, and promote all matters relating to good will in international relationships and all matters relating to fellow Member Associations of RT International, including international service and fellowship schemes. This Committee should be conversant with all the programs of the RT International and should pass on information on international activities of Tables.

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

Rules Committee

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

Extension Committee

The President shall be the Officer in-charge of the Extension Committee which shall devise ways and means of maintaining an adequate Membership of such standards as are provided for in the Constitution. He shall co-ordinate and promote all Extension activities through the Area Executive and shall consider all proposals for Full Membership and give the final approval for issue of numbers to new Tables and grant Certificates of Charter.

He shall be responsible for production of publicity material and audio-visual aids required for the growth of the Movement. He shall endeavor to be present at the Charter Certificate Presentation of new Tables or depute any other member of the National Executive to be present.

The President or his nominee will be paid Second Class A/c Sleeper or First-Class return fare to attend Charter functions of New Tables.

Publicity Committee

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

Finance and Sponsorship Committee

This Committee shall be responsible for obtaining sponsorships necessary for the publication of the RT India Directory. The committee will also coordinate to get sponsorship for other National Events/ Publications taken up every year.

This Committee will investigate ways and means of raising funds for the administration of the Association as well as its Tables and for the Association's Conventions. The Committee will also continuously monitor the expenses of the Association relative to the budget approved and report to the National Executive and General Body.

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

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

- Round Table India Directory.
- President's Travel on official visits.
- Vice President's travel on official visits.
- Travel expenses for NEX meetings.
- Newsletter printing and mailing.
- Secretarial allowances.
- Appropriation to the extension budget.

Peacock Mass Tour

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

Human Resources Development

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

Greeting Cards

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

RTI Shop Committee

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

National Secretariat Committee

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

Duties of the Convenor - National Secretariat:

He shall be appointed by the President and shall oversee the day-to-day administration of the Secretariat. He shall be a member of the NEX upon assuming office at the Annual General Meeting. He shall be responsible for the maintenance of the financial records of the Association. He shall process all Form 'C.' He shall recommend to the National Secretary the financial requirements of the Association and release of outstanding payments to Sundry Creditors based on the authorization and recommendation of the various Convenors/officers. He shall prepare regular cash flow statements, RTI Shop stock statements and other such duties as may be assigned to him by the Secretary, President, or the General Body.

He shall assist in the preparation of all Agenda Papers connected with the Annual General Meeting. He shall be responsible to ensure that all awards and Trophies, for the National Annual General Meeting, are made available at the AGM including preparation of Certificate of Merits, DSA, Honorary Tabler Award, etc. He shall be responsible for the overall printing and stationary requirement of the Secretariat, NEX and the Association. He shall produce the National Directory, Directory Supplement etc. He shall, under the Chairmanship of the Rules Convenor, produce the RTI Handbook with updates.

He shall oversee the centralized distribution of Circulars, Directories, National Magazine, RTI Shop items, Nee Member Kits etc., to all concerned. He shall ensure adequate stocks of the RTI Handbook, New Member Kits, Certificates, Charter Certificates, RT International Affiliation Certificates, and such other items as may be introduced by the Association from time to time. He shall be responsible for Personnel Management and suggest to the NEX Recruitment, Remuneration, Training and Control Systems for better control and smooth operation of the Secretariat. He shall be responsible for the maintenance of records and archives. He shall be responsible for the assets of the Association.

Committee Membership

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

V. RTI Shop

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

1. The RTI Shop will now be known in the name & style of "RTI SHOP"
2. The Budget presented for the incoming Tabling year (at AGM / EOGM) will also have the details of the Funds to be invested (Stock level) with a cap of Rs.25 Lacs or 25% of previous year sales whichever is higher in the RTI Shop by RTI & expected Revenue & Profit from the same.
3. All decisions on launching new items / Pricing etc. shall be done by the RTI Shop Convenor in consultation with the NEX Officers & with the approval from the RTI President.
4. The Details of new products launched, and pricing should be shared with all association members via appropriate mediums.
5. The Details of Profit margin percentage, commission to be passed on to tables & other such promotional schemes to be decided in the 1st NEX of the Year.
6. Tables to promote the sale of RTI Shop Items.
7. The Round Table India LOGO will be exclusively used on RTI Shop Items.

Any table willing to use the RTI Rondell (LOGO) for sale / Fundraising of any merchandise shall do so only with the permission of the RTI President.

VI. National Secretariat

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

All Association accounts, RTI Shop Articles and documents are maintained here. Circulation C Forms, Directories and Circulars from the NEX to the Tables are part of the work undertaken by the National Secretariat.

The National Secretariat came into being in 1977 two decades after the formation of the First Table in Madras. Thanks to the offer of the Gokuldas Brothers of Coimbatore, it was housed in their flat in Bombay. Later it was relocated in the Bombay premises of Premier Mills, Coimbatore supported by sponsorship from R. Jagadish (Bob) Chandran. In the year 1981, it was shifted to Madras and R. V. Rajan generously offered space in Grant, Kenyon and Eckhardt where it functioned till 1984 when it was shifted to Round Table House, inaugurated during the RTI Madras AGM in December, 1984.

It finally moved into the Bob Chandran Center, Round Table House in 1986 during ATSUMARI Madras and had the distinction of being opened by Fred Simpson, WOCO President - 1986.The working of the National Secretariat is supervised and assisted by the National Secretariat Committee whose Convenor is appointed by the President of RTI annually at the AGM.

Address:
RTI National Secretariat
Bob Chandran Center, 2ndFloor, Round Table House,
80, Nungambakkam High Road, Madras - 600 034

VII. Use of Round Table Emblem

The official Emblem is the property of Round Table India.

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

1. On all stationery and printed matters issued by the authority of National/Area Executive or a Table.

2. If reproduced by means of painting, printing, or other means for use at National, Area and Table functions.

3. On any article of furniture or furnishings in use by the Association, Area, or Table.

4. On a sign indicating places of Table meeting.

5. As a lapel or pin-type button to be worn by members.

6. As a part of jewel design or an article of Jewelry or car stickers, tie and other Round Table Articles authorized by and obtained only through the RTI Shop of the Association.

7. On private note-papers of the members of the Association.

8. As part of a logo/symbol/design authorized by the National Executive to publicize the activities of Round Table India. The logo/symbol/design so authorized can be used in all places, which could positively project the image of the Association.

9. As part of the fund-raising activities of auxiliary bodies of the Association with the permission of the National Executive.

Round Table emblem is not authorized for use:

1. On a business note-paper of any member.

2. As part of any unauthorized commercial advertising scheme or commercial use.

3. On any form of wearing apparel, tie, jewel, badge etc. which is not obtainable through the Association for sale or otherwise unless permission for the same has been obtained from the National Executive.

4. The name of the Association viz. Round Table India or any connotation thereof and the emblem or symbol of the Association cannot be used by any Active or Honorary Tabler or Table on any item or material used for sale without the previous consent of the National Executive.

5. No items made by the RTI Shop shall be duplicated by any Active or Honorary Tabler or any Table if such an item carries the emblem or symbol of the Association or the words "Round Table," on it.

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

VIII. Social Service Responsibility:

Round Table India was founded on the belief of providing service through fellowship and that service must be both meaningful and measurable and impactful. Over the decades, Freedom Through Education (FTE) has become our flagship movement, transforming the lives of millions of children by giving them access to classrooms, opportunities, and hope for a brighter future. The following colour logo of Freedom Through Education is to be used:

The Social Service Responsibility (SSR) Policy reflects our continued commitment to education alongside our democratic spirit. While the National Board defines the strategic direction, every Table has the freedom to execute projects in ways best suited to their communities. This balance of structure and autonomy ensures accountability, innovation, and impact across the country.

The policy emphasizes on quality, inclusivity, skills, and sustainability. It carries forward our legacy — building not just schools, but futures. Chapter 9 of the Round Table India handbook defines a comprehensive policy framework. It keeps Freedom Through Education (FTE) as the core identity program. At the same time, it provides freedom for Tables to pursue other service initiatives under uniform RTI branding, while ensuring nationally led strategic campaigns build visibility, donor engagement, and public interaction. It is a blueprint that links infrastructure, skills, and sustainability with credibility, measurement, and visibility for RTI.

4. Convenor

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

5. Application

A. Application for a grant from the Fund shall be submitted in writing to the Convenor. Such applications shall contain the following particulars:

- Name of Active Tabler undertaking Travel
- Date of Birth of the Tabler
- Name of the Table
- Date of joining the Table
- Amount applied for
- Reasons for journey
- Date and period of journey
- Clubs/Associations to be visited
- Offices held in Table
- Persons accompanying Tabler
- Whether such travel is combined with business

B. The application shall be made only by member Tables who shall be responsible for the correctness of the particulars given. The grant shall be made through the Table concerned.

C. The Convenor shall consider all applications for funds made to him and shall have full discretion in making the grant subject to ratification at the immediately following NEX meeting.

D. The general guidelines for international travel invitations/grants which are in force from time to time will also determine the eligibility for applying for grants.

6. Finance

A. The Finance of the Funds will be administered by the NEX. The National Treasurer, RTI will be responsible for maintaining all financial records. The Fund shall be maintained in separate deposits and not be merged with the general fund of the Association.

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

   1. President, RTI
   2. Vice President, RTI
   3. National Treasurer, RTI

B. The Convenor shall be responsible for the preparation, presenting and getting the approval of the budget for this Fund.

IX. Other Funds and Grants

A. That there be created an 'RTI Staff Welfare Fund' from out of appropriations made by RTI as well as from voluntary contributions from Member Tables and to utilize the Fund for providing various welfare measures for the staff of Round Table India.

X. General Guidelines for the International Travel Invitations and Grants

1. Unless otherwise specified, the cost of travel to and from the host country will have to be borne by the selected candidate.

2. Unless otherwise specified, international travel in host country and hospitality is provided free of charge.

3. Tour deposit (if mentioned above) is usually refunded either in part or full at the end of the tour. It is meant to ensure participation and sometimes to cover additional expenses like AGM registration etc. which will have to be borne by the participant.

4. In several instances in the past, advance payment of tour deposits has been waived for RTI participants because of severe currency restrictions. However, this must be invariably paid by the participant on arrival in the host country. In case advance payment is insisted upon, the participant will have to make his own arrangement for the remittance. RTI cannot make remittance on behalf of any member.

5. All ticketing and visa arrangements are the complete responsibility of the participant to be arranged at his cost. Assistance can be given by RTI only by way of a letter confirming his selection as a representative of RTI for the specified tour.

6. Avenues of funding are available to travel invitees. From International Travel Fund (ITF) of RT International to whom applications will be made through RTI indue course when it becomes operational. In either case, the grant amount will not be more than Rs.10,000/-. All other expenses will have to be borne by the participant.

7. Whether the participant knows the amount of travel grant or not, no advance will be made by RTI. The participant will have to submit a written report to the Immediate Past President and to other officers stipulated from time to time within 30 days of his return after which the travel grant will be disbursed.

8. The General Eligibility Rules are as under:

    A. The Nominee should have been a Tabler for at least 3 years on the date of his application.

    B. On the expected date of travel, the nominee should have at least 2years of Tabling left, expect in the case of ITF, where ITF rules will apply.

    C. He should not be a member of the National Executive at the time of selection and/or travel.

    D. He should be willing to take his wife at his own expense since most tours prefer couples. Bachelor Tablers and those who wish to travel alone will be given second preference to those who are willing to take their wives along.

    E. A Tabler who has traveled on a travel invitation/grant will not be eligible for travel grant for a period of three years from the date of last travel.

F. A Tabler who has been selected for a travel invitation/grant, but who has not traveled on it will not be eligible for travel for a period of one year from the scheduled date of last travel.

G. He should have held an office for at least one full year at Table, Area, or National level.

H. He should have attended at least one Area and one National AGM.

9. While RTI will make all efforts to circulate details of as many available tours as possible together (so that members may have a choice), the last dates specified for various tours may preclude this.

10. The Immediate Past President will make the final selection based upon careful sorting of the application according to the points system and any decisions arrived at must be ratified by the NEX at its next meeting if time permits. The decision is to be honored as binding.

11. An application for Mass Tour should be accompanied by a certificate from the Table to which the Tabler belongs that the applicant has no outstanding due to his Table and the application should be accompanied by a Cheque/DD favoring Round Table India for the Tour deposit sum specified or Rs.1000/- (One Thousand) whichever is higher.

12. The NEX reserves the right to select nominees who do not fulfil all the above eligibility rules if there are no eligible nominees, and provided the nominee is acceptable to the host Association. Such nominees will not be eligible for ITF grants.

13. No Tabler is to make an application directly to the host Association. If any Tabler receives a direct invitation, he must obtain the written consent of the NEX to accept this invitation before his travel.

14. Based on the above clauses which should be made clear to those members who want to be considered, Tables may send in their nominations to reach the RTI National Secretariat with a copy to the Immediate Past President and the Area Chairman by the last date specified and, in the form, circulated by the Association.

Points System: (In the event of a tie-on points, the performance of the applicant's Table over the last 3 years will be taken into consideration)

SN	Description	Points
1	Number of Years in Table 4 Years 5 Years Above 5 Years	 1 3 5
2	Elected Offices held Table Area National	 2 3 5
3	AGMs attended Area National International Regional Conventions AMGs of Other Association	 3 5 3 2 2
4	Percentage of Attendance (During immediate past tabling year 70 – 79% 80 – 99% 100%	 3 4 5
	Tablers who have dropped out after Selection	-10

XI. The Round Table Foundation

History

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

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

The Purpose

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

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

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

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

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

XII. The Round Table India Trust

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

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

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

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

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

XIII. National Honorary Tabler (NHT)

Guidelines for Appointment of National Honorary Tabler:

1. There can be only one National HT in any given year from any one Area.

2. Tables can send recommendations to the Area Executive recommending any Past Tabler who has retired due to age rule (from its own Table or otherwise) and all such recommendations should reach the Area Executive in writing by the 31st of July. The Tabler should have retired when the recommendation is made.

3. The AEX must discuss all the recommended names (received from the Tables) and recommend the name of only one deserving candidate to the NEX on or before 15th of October. In the event of more than one deserving recommendation, the AEX will vote and decide on the one nomination that will be forwarded to the NEX.

4. The AEX can also decide not to recommend any name.

5. The NEX may accept the AEX recommendation (if received in time and in order) provided the candidate fulfils all the norms of eligibility as given below.

6. The norms for consideration for National HT shall be:

    A. Person should have been an Active Tabler for at least 5 years.

B. Person should have attended at least 3 Area AGMs of his Area.
C. Person should have attended at least 2 National AGMs.
D. Person should have contributed in all facets of Tabling - Fellowship/Projects/ Publicity/Fund Raising/HRD/International Relations/etc.

XIV. Distinguished Service Award (DSA)

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

Guidelines for DSA

1. The candidate must be a past or present Tabler.

2. The contribution to the Association should be outstanding in the sense that the candidate's activities have benefited the Association enormously in the following areas:

   A. In terms of community service activities
   B. In terms of public perception (publicity)
   C. In terms of international relations
   D. In terms of national fund raising for projects and community service activities
   E. In terms of contribution in the successful administration of the Association
   F. In terms of outstanding internal or external extension
   G. In terms of outstanding contribution to RTI through fellowship or HRD

3. The contribution of the candidate must be not while serving an elected or appointed office of the Association, but consideration should be given to tasks performed beyond the call of duty. The duties of office are described in the Handbook.

4. The contribution of the candidate should not be very localized unless it was of such magnitude that it brought a greater glory to the Association.

5. Ideally, the candidate should have been a consistent and long-standing contributor to the Association. Cases of short term or one time excellence in activities would only be considered in rare cases of extraordinary achievement.

6. The cases of individual candidates shall be considered by secret ballot. Unless a candidate secures at least two-third of the votes of the voting members present and voting, the award cannot be given.

7. All suggestions should be received by the President and the National Secretary shall circulate the same to the members of the National Board before the NEX meeting where it will be discussed.

8. All such candidates will then be considered at the NEX meeting held in Oct/Nov and the President shall intimate the awardee at least 1 month prior to the National AGM.

9. The Registration and Billeting of such awardee for the National AGM shall be borne by the Association.

10. A Candidates DSA application be entertained only twice in his lifetime.

XV. Awards and Trophies

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

1. Balanced Activities Shield for best All-Round Activity.

2. Gordon Hill Cup for International Relations.

3. Best Projects Trophy for the Best Project.
    a. Best FTE Project.
    b. Best H.E.A.L Project
    c. Best Community Service Project Award.

4. Jawahar Asia Pacific Extension Trophy for the Best Performance in Extension.

5. Best Secretary Trophy to the Best Table Secretary.

6. Golden Trumpet Award for the Best Publicity.

7. Krish Chitale Trophy for the Best Table Magazine

8. Convention Attendance Trophy for Best Attendance % at the National Convention.

9. Fellowship Trophy

10. Bob Chandran Award - Cash award for new Tablers attending AGM for the 1st time.

11. Best Area Secretary Award.

12. Anoop Reddy Award.

13. Baby Shield - Best Achievements for the betterment of youngsters.

14. Prakash Nair Trophy - Trophy for Excellence in LAPD activities.

15. Utkarsh Jani Go green Trophy

16. Best Treasurer Trophy

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

Initiation of Awards and Trophies

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

Guidelines for Awards and Trophies

Tables to be considered for Trophies and Awards should send information in brief order and under the headings for which points are set out. It is unnecessary to send information for the Best Secretary, Best Area Secretary, Prakash Nair Trophies, and Jawahar Asia Pacific Internal

Extension Award. Information submitted should relate to the period between the Table AGMs of the year under consideration. Points decide a Trophy; a Table must obtain a minimum of 60% to qualify for that Trophy award.

1. Balanced Activities Shield -

Donated by BRT 7 for Best Overall Activity.

Criterion	Points
Community Service Projects	15
Extension	15
International Relations	10
Communications with the Association and observance of its directives	10
Inter-Table Relations	10
Publicity	10
Attendance at Table meetings	10
Attendance of National Delegates at Association meetings	10
Contribution to or participation in HRD activities	10
Total	**100**

2. Gordon Hill Cup

Donated by Gordon Hill, Past President, WOCO for Outstanding International Activity.

Criterion	Points
Correspondence on Projects and routine Table matters with foreign clubs	20
Club Twinning with a non-RTI Club	10
Participation in a foreign Table/Club's Project	10
Celebration of RT International Week	10
Building image of RTI with Clubs abroad either by correspondence or by personal contact	25
Participation in International events such as ATSUMARI, World Meet, Mass Tours, etc.)	25
Total	**100**

3. Best Project Trophy

Donated by CRT 4, CART 12, and CSRT 17 for the Best Project

a. Best FTE Project Award

FTE Awards Criteria

Criteria	Remarks	Max Points
No of classrooms inaugurated	5 Points/Classroom	40
Branding on Façade and Primary Plaque with only RTI, FTE & Donor logo only		10
Project Value	If 20-30 Lacs If 30 Lacs & above	5 10
Fully Self Raised funds with PID & RTI Logo	No RTIT Donor grant	15
School Building Elevation/ Façade design		10
Additional facilities developed in FTE School like RO, Rainwater Harvesting System, Sports Facilities, Mid-day meal Area, Washrooms, SMART Classrooms, Renovation of previously made FTE/ Non-FTE Block & BALA concept	5pts per addition	15

b. Best H.E.A.L Project Award

HEAL Awards Criteria

Criteria	Remarks	Max Points
Project Executed at Govt Hospital/ Charitable Trust		30
New Beds added		20
Capital Nature Equipment	Life of equipment must be more than 5 years	15
Primary Branding Plaque consisting of Only RTI, HEAL and Donor logo	No other logo including table/theme logo	15
Ward renovation/Civil infrastructure renovation (If Project cost is less than 18Lac then they will be evaluated on total 95 points. Projects of 18L and above will be evaluated on 100 points)	Project value < 18 Lacs Project value > 18 Lacs	15 20

c. Best Community Service Project Award

Community Service Awards Criteria

Criteria	Remarks	Max Points
Participation in RTI week - 3 points per day event		15
Medical surgeries (4 points for every 5 people impacted) - 8 points No of blood donation units collected - 4 points for every 100 units - 8 points No of food donation drive - 2 points for every 250 food packets - 8 points Experience of underprivileged community - 2 points per event- 8 points Other Community Service Events- 8 Points	Events conducted during RTI Week is not to be counted.	40
Participation of Table/Tablers in other table community service (% of Tablers attending)		10
Innovativeness of the Event	Max 5 per event	10
Support during National Calamity/Disaster or else other community services conducted (2 points per event) – 10 Points		10
Coverage in Press/ RTI Times/ social media	2.5 points per event, max 15 points, if no of events more than 6 also	15

4. Jawahar Asia Pacific Extension Trophy

Donated by Jitender Singh, Past President, and Sq. Leg. Jawahar Vadlamani, ASPAC Region Chairman for RTI Extension Activity.

Criterion	Points
<u>Extension of New Tables –</u> Direct Sponsorship Assistance to such units which are not under the Table's sponsorship Involvement of Tablers in the extension of the New Table	 40 10 15
<u>Internal extension –</u> Membership strength at the beginning of the year (1/2 point per Active Tabler) Induction during the year (2 points per induction) Communication with Area and National Extension Convenors	 10 10 15
Total	**100**

The award will consist of a certificate and a presentation out of the interest earned on the corpus of Rs. 25,000/- created by the sponsor. No application needs to be made for this award. The award will be decided by the NEX taking into consideration:

The Table which has achieved the maximum induction of Tablers in the said tabling year (July 1^{st} to June 30^{th}). The highest number of heads increased in the tabling year by a Table with a minimum strength of 15 Tablers at the end of the tabling year.

5. Best Secretary Trophy

Donated by HRT 8 for the Best Secretary.

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

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

Criterion	Points
Publicity oriented projects completed during the period	20
Public functions held during the period	20
News items in newspapers, radio/television interviews	20
Movies slides of Table activities produced and donated to RTI library	05
Hoardings, Souvenir/publicity material released during the period	10
Communications with National Publicity Convenor	10
Suggestions and assistance given to the Publicity Convenor on any publicity matter	05
Observance of the directives of National Publicity Convenor	10
Total	**100**

7. Krish Chitale Trophy

Donated by Deepak Banker, Past President, RTI & World Council for Best Table Bulletin.

Criterion	Points
Frequency of production	10
Regularity of production	10
Exchange with International Clubs	10
Printing RTI news	10
Printing of RT International News	10
News of the Table and Association activities	10
Readership value, humor quality, and quantity of content	10
Improvement over previous year's effort and innovativeness	10
Contribution of articles by Tablers in the bulletin	10
Total	**100**

The qualifying factors will be:

- At least three issues to be brought out 12 months before June 30th each year.
- Three copies of each issue to be sent along with the application, as well as three copies of each issue of the previous Table year.

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

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

(Active Tablers attending the Convention X Air-Miles between the Table and Convention Venue) / Active Membership of the Table as of the date of the Convention

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

9. Fellowship Trophy

Donated by Sq. Leg. R. K. Agarwal (MMRT-42)

Excellence in Fellowship/Club Service Activities is determined with the following criteria in mind:

Criterion	Points
Frequency of Club Service Activities	25
Participation of Tablers and Circlers/Wives and their families in the activities	10
Involvement of other Tables in the applicant Table's socials	10
Involvement of Tablers/Circles/Wives in other Table's socials	10
Innovativeness or originality in themes, if any, for such Fellowship/Club Service Activities	15
Coverage of such activities in Area Magazine / Table Magazine	15
Participation in other City Table socials / Area and National Meets and AGM	15
Total	**100**

The eligibility for applying for the award should be minimum of 4 Fellowship events in the relevant Tabling year. The award will consist of a Rolling Trophy and a cash prize of Rs. 501/- to be presented to the winning Table's sunshine Fund out of a corpus of Rs.5,000/- which will be created by the sponsors.

10. Bob Chandran Award

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

Award Details:

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

- A Table can nominate all eligible Tablers.
    - National Delegates attending the AGM in person or Tablers holding a proxy are not eligible.
    - The nominated Tablers should be newly inducted into the Table movement on or after January 1st of the Award year.
    - Members of Table(s) hosting the AGM are not eligible to apply for the Awards.

Applications for the Awards are to be made on the Table's letterhead giving the name, address, date of birth, and date of induction of the nominated Tabler and should be forwarded by a Table Officer to reach the National Secretariat or before December 1st of every year.

11. Best Area Secretary/Treasurer Award

Donated by Past President Tr. V. Rajkumar

Criterion	Points

Regularity of correspondence with National Secretary and National Treasurer	25
Regularity of correspondence with Table Secretary/Table Treasurer	10
Minute of AEX & AGM	10
Submission of monthly reports to NEX	10
Proper maintenance of Area Accounts	15
Submission of Quarterly Accounts	15
Total	**100**

12. Anoop Reddy Award

Donated by VRT-77 for the most outstanding Floor Member.

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

Eligibility for the Award and selection Criteria

- Every Area Chairman can nominate one Active Tabler from his Area.
- The adjudication of the award will be by the President RTI.
- The award will be judged on the floor member's fellowship activities, participation in Club and Association events, and individual efforts made to their success. It will also be judged on the floor member's service activities and involvement in Projects through fundraising or actual work on projects either at the Table, Area, or National level. Every nomination should cover activities over one Table year.
- Nominations for the award are to be made by the Area Chairmen giving the name of Tabler, Table, date of joining, offices, and Convenorships held under a resume of the activities of the floor Tabler to reach the National Secretariat on or before October 15th every year.

13. Baby Shield

Installed by Tr. Suresh Hari for Best Achievement for the betterment of youngsters

Criterion	Points
Providing fixed assets like Buildings, Equipment, etc. to the Project	20
Participation of Tablers at the Project Average attendance above 60% (In case of attendance below 60%, points are to be decided by the scrutineer at his discretion)	15
Publicity given to the Project including signboards, Logo display at Project, etc.	15
Number of Visits made by the Table during the year (Minimum of 5 visits, points are to be decided by the scrutineer at his discretion)	10
Health camps conducted during the year at the Project (Eye, Dental & General camps, etc.)	10
Sports activities conducted	10
Educational activities conducted	10
Communication with regards to the Project to the National & Area Convenors	10
Total	**100**

14. Prakash Nair Trophy

Sponsored by HT. Jayakumar and Tr. P. V. Raman for Trophy for Excellence in LAPD activities.

Excellence in LAPD activities, no application needs to be made and will be presented on the floor of the NAGM.

15. Utkarsh Jani Award for Best Go Green Project

Criterion	Points
Impact of the Project on the environment/Nature and benefit derived thereof to the society	60
Participation of individual Tablers in the project	15
Publicity value of the project	15
Communication with NEX	10
Total	**100**

Tables that have completed projects that have positively impacted the environment and nature are eligible to apply. Such Projects may involve

- Planting trees
- Conserving water
- Renewable energy generation
- Reduction of pollution/ Afforestation etc.

Please enclose a 100-word summary (300 characters approximately) describing the nature of the Project and its impact on the environment. Also, please enclose a few pictures of the Project.

16. Best Treasurer Trophy

Criterion	Points
Reporting of Account balances in Table Meetings	20
Quarterly accounts (Interim) circulated	20
Registration of AOP & Trust	20
Filing IT return before 30th of June	20
Paying the C form dues on Time	20
Total	**100**

XVI. RTI Calendar

July

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

August

Description of Action	Action By
Mail conference travel fund application to RT International	IPP
Write to Area Chairmen regarding RTI Shop sales at Area AGMs	NS
Send reminders to all Sundry Debtors	NT/NSC
Meeting & Minutes of 2nd NSC Meeting	NS
Review & finalize 'C' Form (Annual Returns) formats and orders to be placed with printer for printing of 'C' Forms	NSC Member NT/NS
Circulate by email a digital copy of Motions carried at the Area AGMs to all the Floor Tablers of Round Table India	NS

September

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

October

Description of Action	Action By
Receipt & processing of 'C' Forms	NS
Remind Tables to celebrate RTI Week in November (any block of seven days between 8th and 20th of November)	AC, NPC
Post minutes of 4th NSC meeting to NEX and NSC Member	NS
Send reminder to Sundry Debtors	ST
Send notice for 2	ST
Circulation of minutes of previous AGM to all NEX for corrections	NS ST

November

Description of Action	Action By
Call for reports of all NEX Members which are to be discussed at the 2nd NEX Meeting and circulate the same	ST/NS
Post minutes of 5th NSC Meeting to NEX and NSC Members	NS
Send reminders to Sundry Debtors	NSC
Print and circulate AGM minutes to all Tablers	ST/NS
Release Area Subsidies to Tables	ST/NS
2nd RTI National Executive Meeting	All NEX NS

December

Description of Action	Action By
Post minutes of 6th NSC Meeting to NEX & NSC Members	NS
National Secretariat report for the 2nd quarter to be prepared for presentation at thenext NEX Meeting	NS
Write to NOBs for Miscellaneous Expense Reports	NS
Send reminders to Sundry Debtors	ST/NS
Post minutes of 2nd NEX meeting to all concerned	ST

January

Description of Action	Action By
Send notice for 3	NS
Send reminders to Sundry Debtors	NT
Representation of RTI at Atsu Mari to be finalized and confirmed	IPP VP
Write to M/s. Tulsidas Morarji & Co., Coimbatore regarding Bob Chandran Awardees at last AGM	CNSC

February

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

March

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

April

Description of Action	Action By
Finalize RT Trust accounts and file the same	ST
Remind Tables regarding Election of Table Office bearers	AC
Call for reports of all NEX and Circulate the same	ST/NS
Post minutes of 10th NSC Meeting to NEX & NSC Members	NS
Send reminders to Sundry Debtors	ST
4th RTI NEX Meeting	All NEX / NS

May

Description of Action	Action By
Circulate audited accounts of RTIT to NEX	ST/NS
Post minutes of 11th NSC Meeting to NEX & NSC Members	NS
Send reminders to Sundry Debtors	CNSC
Send Notice regarding 5th RTI NEX Meeting to be held in July	NS

June

Description of Action	Action By
Circular to members of the NOB regarding closing of final accounts for the year	ST/NS
5th NEX of the Tabling year	All NEX/ NS
Nomination form for RT International Officer should be posted by 15th June	NP
Remind Table Secretaries to give notice for Table AGM	AC

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

XVII. Rationalization of the Tabling Year

A: NEX Meeting for Changeover

1. Date: 2nd weekend of July.

2. Venue: To be fixed by the NEX in consultation with the host Tables.

3. Procedure: Saturday – Meeting of outgoing NEX. Incoming NEX attends as observers.

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

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

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

4. Agenda: Saturday

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

   A. National Treasurer submits the Audited accounts of the Association up to 30th of June.

   B. National Treasurer submits the Audited accounts of the RTI Trust up to 31st of March and accounts for the period 1st of April to 30th of June.

   C. Annual Report Convenors to submit their reports and get the approval of the NEX.

   D. The Annual Report highlighting the activities of the year will be presented by the National Secretary during the NEX meeting. The presentation of the gift/mementos and recognition of the NEX members will also be done during the NEX meeting.

   E. The Agenda for the Change Over Banquet on Saturday Evening will be restricted to speech by outgoing President, Investiture of jewel on the Incoming President and the NEX Members, speech by the new President and the introduction of his team/theme/pin/banner. The same agenda shall be applicable for Ladies Circle India as well, if they wish to have joint Change Over Banquet along with Round Table India.

F. The Change Over Banquet should not be a Registration based event. The entire event shall be hosted by the City Tables hosting the event and the guests shall not be charged any Registration Fees. The dinner and beverage sales to be determined by the Host Tables, subject to the Host Area's AEX and the NEX. The scale and grandeur of the same shall be decided by the Host Tables.

5. Agenda: Sunday

   New President outlines his agenda for the year. Convenors present their plan of action. The agenda and plan of action to be circulated to the incoming Table Chairmen soon after the meeting.

6. Cost:

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

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

B: Preparation for the National AGM

1. Draft of Agenda Papers and Annual Report to be prepared by the Secretary before 31st of July

2. Annual Report to contain the Audited Balance Sheets of the Administrative Account up to 30th of June, Charitable Trust up to 31st of March and other auxiliary bodies of the Association up to the date of closing the accounts.

3. Outgoing Area Chairmen to submit their Annual Reports to the National Secretary by 15th of October for inclusion in the Agenda Papers.

4. Budget for the next RTI year starting 1st of July to be prepared by the President, Vice President and Treasurer by 30th June and circulated to the members of the NEX to be taken on record at the July NEX meeting and included in the Agenda Papers.

5. All motions passed at the Area AGM's to be included in the agenda papers to be sent by the Area Secretary Treasurers to the National Secretary by 5th of September. These motions will be scrutinized by the Rules Committee (if no separate committee is in existence, then the committee will consist of the Secretary, Rules Convenor and National Secretariat Convenor).

6. National Treasurer to circulate Audited accounts for the period 1st of July to 15th of August for the Administrative Account and 1st of April to 15th of December for the auxiliary charitable bodies at the start of the AGM.

7. 'C' Forms to be sent to the new Table Secretaries by 15th of September and the last date of receipt without fines to be 15th of October.

8. 'C' Form dues are payable for Tablers on rolls as on 1st of July (Tablers who retire in the

Table AGM need not be included).

9. 15th of October will be the last date for receipt of nominations, bids, and award applications.

C: AGM Procedure

DAY 1:

A. The head Table will consist of the present Officers, Convenors and Area Chairmen.

B. President calls meeting to order and goes through the initial agenda.

C. The Immediate Past National Secretary and National Treasurer presents the Annual Report and Accounts for the year ended 30^{th} of June and gets it approved.

D. Past Convenors and Officers to present their report and get them adopted.

E. Awards for the previous Tabling year to be presented.

F. Motions, Report on workshops, Conference Convenors reports etc.

DAY 2:

A. President reconvenes the meeting.

B. Half Yearly reports of Area Chairmen, Convenors and Officer.

C. Elections will take place for Vice-President Elect, National Secretary Elect and National Treasurer Elect.

D. The Vice President will automatically become the President Elect.

E. Announcement of Honorary Tablers of Round Table India for the term starting July will be made by the President Elect.

F. Budget and statutory resolutions for the next financial year (Bankers, Auditors).

Banquet

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

NEX Meeting Dates (Suggested)

- Changeover -July
- September
- December
- March
- July

5. AREA CODE

Section A

I. Communications

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

A. Table Minutes should be sent to:

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

B. Information on new members, transfers, resignations, age rule retirements must be sent to:

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

C. Area Magazine may not really be necessary and it is left to the Area General Body to decide on this at the Area AGM. However, a monthly newsletter from the Secretary/Treasurer is recommended.

D. General: Correspondence should be copied to those concerned with the subject thereof; primarily, all communications should be within the Area and Table levels with copies marked as suggested above.

II. President’s visits

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

III. Other visits

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

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

IV. Meetings

A. AGM: The venue of the AGM should be a criterion in publicizing the event since adequate media coverage is desired. The fee should be structured to cover the direct costs and should be kept to the minimum without resulting in losses. Workshop sessions on subjects concerning the growth, consolidation, health, and image of Round Table should be conducted at the AGM; the findings of such workshops should be submitted as recommendations for the National Executive/General Body at the National AGM.

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

V. Projects

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

VI. Travel

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

VII. Extension

A. Any Table wishing to sponsor a new Table must have the permission of the Area Chairman.

B. Permission to inaugurate a new Table will be granted by the Area Chairman on the advice of the Vice Chairman (in charge of Extension).

C. Application for charter must be recommended by the Chairman of the Area to which the Table belongs, before National Executive can consider granting permission to charter.

D. Written consent of the Area Chairman must be obtained by the National Executive before it can accept or reject a Table as Associate or Full Member or issue charter certificate.

E. If any Table in one Area is wishing to sponsor a Table which falls in the geographical location of an- other Area, then permission to extend by the sponsor Tables should be sought from both the Area Chairman concerned.

VIII. Appointment of Area Observer

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

A. To have held the post of either an IPC, AC, AVC or Area Secretary Treasurer

B. To have attended minimum of 2 Area AGMs or 1 National AGM.

C. To have been a part of at least 2 Area Boards

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

IX. Area Awards

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

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

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

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

2. **RTF:** Round Table Foundation is playing an increasing role towards helping Table's projects & sponsoring part of the project cost. It is the duty of the AEX especially the Area Chairman to follow up on the Tables receiving such contributions to see that it is properly utilized and reports are being submit- ted to RTF in time.

3. **Area Week:** With the increasing importance of the Areas & the responsibilities of the AEX increasing considerably, it will be apt to celebrate the Area Week in a fitting manner. It could be on the lines of the RTI Week involving projects & publicity.

4. **Accounts:** The Area Secretary/Treasurer is to submit Quarterly Trial Balance and Income & Expenditure Statements with proportionate figures as per the approved budget at each AEX Meeting. This will ensure better financial management.

5. **RTI Shop:** The Area RTI Shop Convenor is to be appointed by the Area Chairman at the beginning of the Area Year itself. The Tables are entitled to a profit of 10% on all sales of commission- able items made in the Area except for sales made during the RTI AGM if held within the Area. Similarly, the Area may sell its own articles with the prior approval of the NEX.

6. **Publicity:** The Area Publicity Convenor will oversee Publicity and will not only report to RTI's Publicity Convenor but send information on Publicity generated within the Area to the Editor, Area Magazine

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

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

1. **Membership Chart**

Table Number	Strength as Per last report	Present Active Strength	Proposed Candidates	Number of Tablers retiring on 30th June
Total				

2. **External Extension –** Information on Tables Chartered, Inaugurated and Tables who are organizing contact meetings at cities.

3. **Functioning of Tables –** Focus on weak Tables and on those that do not send minutes etc. Compare with previous Reports on weak Tables and give assessment of ways to revive them and efforts taken by you and your Executive.

4. **Other Happenings –** Cover other important events like visits, Mid-term meets, Quiz, International Relations, LMF, LMSM, AEX functions, High lights of Tables performance, Area events etc.

5. **Accounts –** Up-to-date accounts of the Area and comparative chart with budgeted figures.

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

   a. Report for the month to reach by the 10th day of succeeding month.

   b. Report to be sent to President/Vice President/National Secretariat Convenor/Publicity Convenor/ Projects Convenor.

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

      i. Number of Table
      ii. Number and date of minutes of meeting received
      iii. No. of Active Tablers/Hon. Tablers/Prospectives
      iv. Details of induction/transfer/resignations during the month
      v. Fund raising Programs and amount received.
      vi. Projects - commenced, completed, amount spent
      vii. Projects supporting National Theme
      viii. Application to RT Foundation
      ix. LMF, LMSM committed
      x. Twinning with another Table in India
      xi. Fellowship activities
      xii. Participation in International Relations
      xiii. Participation in National Publicity Projects/other publicity activities
      xiv. Participation in Area events
      xv. No. of Tablers having attendance below 60%

Section C -Area Calendar

June

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

July

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

August

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

September

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

October

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

November

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

December

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

January

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

February

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

March

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

April

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

May

Final reminder for dues from Tables to be collected by 30th of June	AST
Plan to conduct TExT program for incoming Table Chairmen and Secretaries in May/ June	AC

June

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

Section D - Area Reorganization Rules

1. On reaching a strength of 25 full member Tables, an Area should reorganize itself if all other conditions governing the formation of an Area can be met. Such reorganization shall be implemented by the NEX in consultation with the AEX of the Area concerned.

2. No new Area shall be formed unless it has a minimum membership of 9 Tables and has a minimum membership of 135 Active Tablers.

3. At least 70% of the Tables in the Area to be reorganized and in the newly formed Area should have held voting rights since receipt of charter or the immediately preceding 3 AGMs of the Association, whichever is less.

4. At least 60% of the Tables in the Area to be organized and in the newly formed Area should have held a Charter Certificate for a full period of 3 years at the time that the reorganized Area is formed.

5. The distance between Tables and the time taken for travel should be a matter for careful consideration by the NEX with the objective of minimizing travel.

6. While calculating percentages, any fraction shall be rounded up to the next higher whole number.

7. Rules for the Implementation of Reorganization plans:

    a. The Formal Inauguration of a new Area once approved at the National AGM, should take place at the next AGM of the undivided or Parent Area.

    b. At this AGM the common business of the Area is transacted during which the Officers of both the Areas are elected by the Tables in those Areas.

c. Any confusion on voting rights can be simplified by making it dependent upon past or future performance, i.e., any matter pertaining to a past event which took place in the previous Area year, such as accounts, adoption of reports, etc. shall be subject to the future such as approval of Budgets, Motions, Election of Officers shall be subject to the vote of only those Tables who will remain in that Area or who will be joining that, Area.

d. Immediately after the separate Election of the Officers and formal installation, the newly formed area will separate and conduct its own business, such as adoption of budges, appointment of Committees, establishment of Awards, procedures, voting on Motions, venues of future meetings, etc. In this way the voting rights of any Table are fully exercised.

e. In the case where a new Area is to be formed from Tables from two or more other Areas, delegates of those Tables will have to attend the Inaugural AGM of their new Area as well as the AGM on their Area of origin. For this purpose, as far as possible, AGMs of Areas should not coincide on the same date.

f. Immediately after the formation of a new Area at the National AGM, the NEX shall appoint a coordinator from that Area who shall not be a member of the NEX or an Area Officer. The coordinator will make all necessary preparations for the formation of the new Area. Any assets or liabilities, including Awards shall be divided in proportion to the number of Tables in the reorganized and new Area.

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

6. MODEL TABLE RULES

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

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

Section 1: Name

Substitute Article VII: Table Rules – Section 3 Name

Section 2: Definitions

Substitute Article VII: Table Rules – Section 2 Definition

Section 3: Motto and Emblem

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

Section 4: Aims & Objects

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

Section 5: Affiliation

Substitute Article VII: Table Rules – Section 5 Affiliation

Section 6: Membership

Substitute Article VII: Table Rules – Section 7 Membership

Section 7: Procedure for Membership

A. **ACTIVE TABLER**

Any Active Member of the Table may propose candidates for membership. The sponsoring Tabler should first send the name of the prospective member, his address, educational background, professional background, details of his family and any other details that may be required to the Membership Committee. The Committee after satisfying itself as to the requirements of classification, age, etc. shall invite the prospective member to attend Table meetings. After attendance by the prospective member at three meetings and at least one social function of the Table to which his wife shall also be invited, his name shall be proposed for election at the immediately following meeting of the Table. Objections, if any, from other members shall be discussed after which the prospective member’s nomination shall be put to vote. He shall be elected provided two thirds of the members entitled to vote and present are in favor of the same. He shall then be inducted at the first possible meeting, immediately following. The member shall submit the Table nomination form duly filled in along with all dues to Table. On, induction the new member shall be given the New Member Kit supplied by the Association, the Table Flag, and a copy of the Table Rules.

B. HONORARY MEMBER

A proposal for Honorary Membership shall be made only by the Table Executive. The Honorary Member shall be elected by a simple majority of the Table at the same time as the Table Executive. The Honorary Membership shall take effect from the Annual General Meeting and will be valid till the next Annual General Meeting.

C. TEMPORARY ASSOCIATE MEMBER

Temporary Associate membership shall be conferred by the Table Executive without reference to the Table.

Section 8: Membership of Another Table

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

Section 9: Classification

Substitute Article VII: Table Rules – Section 10 Classification

Section 10: Active Members on Transfer

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

Section 11: Leave of Absence

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

Section 12: Cessation of Membership

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

In addition to above:

A. After absence at 4 consecutive meetings of the Table, unless explanation of such absence shall be made to the satisfaction of the Table Executive. Provided that attendance at any other meeting mentioned in the preceding para shall be considered if such a meeting was attended during the period of the 4 consecutive meetings referred.

B. On failure to pay the dues within 30 days after such omission has been notified by the Treasurer to the member by registered letter to his last known address. The member may be reinstated if his dues are paid within 30 days from the date of cessation of membership and after payment of a penalty of 50% of the admission fee.

Section 13: Conduct of Members

1. Substitute Article VII: Table Rules – Section 13 Conduct of Members Subsection a) I) to III)

   d) On a Motion for Expulsion being passed by two-third of the Total Active Membership, the Tabler shall cease to be a member of the Table.

2. Substitute Article VII: Table Rules – Section 13 Conduct of Members Subsection b)

Section 14: Officers and Management

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

K. The Vice Chairman and the other appointed Convenors of the Executive shall be appointed by the Chairman to serve as Convenors of the following committees:

- Community Service
- International Relations
- Membership & Extension
- Rules
- Publicity
- Magazine
- Fund Raising
- Fellowship

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

L. No officer of the Table shall hold an Office in any other service organization, except Round Table India without the approval of the Table Executive.

Section 15: Duties of Office Bearers

Chairman

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

Vice Chairman

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

Secretary

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

Treasurer

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

Section 16: Duties of Convenors

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

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

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

A. Membership and Extension

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

2. To scrutinize all applications for membership.

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

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

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

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

7. To keep a watchful eye on Table attendance. When the attendance of a Tabler begins to fall off, not necessarily below 60%, the Committee is responsible for finding the reason. The Committee should

8. take steps to encourage a renewed interest in Round Table on the part of the member recording falling attendance.

B. Community Service

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

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

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

4. To carry into effect any community service project decided upon by the Table. To ensure proper utilization of the assistance given.

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

C. Fellowship

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

2. To plan for Inter-Table and any outdoor functions which may be held. To provide a balanced variety of program at Table Social Functions.

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

4. To organize the Round Table India Week in November.

D. Fund Raising

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

E. Rules

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

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

F. International Relations

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

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

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

4. To maintain contact by twinning with Clubs bearing the same number in RT International. To keep the Table informed on RT International activities, conventions etc.

H. Publicity

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

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

Section 17: Delegates

Substitute Article VII: Table Rules – Section 14 Officers & Management, Subsection: K) to M)

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

Section 18: Elections

A. Substitute Article VII: Table Rules – Section 14 Officers and Management, Subsection: N)

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

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

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

Section 19: Finance

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

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

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

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

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

F. Fees

    a. Admission fee (payable on induction) Rs. 200
    b. Subscription (each quarter or part thereof) Rs. 150
    c. Deposit (refundable on cessation of membership of the Table) Rs. 200

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

G. Fines

a. Late for meeting up to 30 minutes Rs. 5.00
b. Not wearing lapel pin Rs. 5.00
c. Not bringing Minutes to the meeting Rs. 5.00
d. Cross Talk and not paying attention at meeting (fine at Chairman's discretion) Rs. 5.00
e. Payment delay of more than 1 month after receiving bill for Table dues Rs.10.00
f. Absence from meeting without leave being granted Rs. 5.00
g. Absence without prior information for social to Host or Secretary Rs.25.00

H. Each National and Area Delegate shall be paid First Class to and fro train fare to attend Association & Area Meeting.

I. The accounts and minutes books of the Table shall be open for inspection by any member on ap- plication to the Treasurer or the Secretary whose duty it shall be to produce the same for inspection at the next ordinary meeting of the Table provided seven clear days' notice is given in writing.

Section 20: Meetings

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

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

B. Ordinary Meetings

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

a. Toast to the President of India and Sponsor Table(s).
b. Reading of Aims and Objects
c. Apologies for absence and appointment of Sergeant at Arms
d. Welcome to guests and visiting Tablers
e. Confirmation of minutes of previous meeting
f. Matters arising therefrom not covered elsewhere Correspondence
    i. RTI
    ii. Area
    iii. Others
g. Induction of new members (if any)
h. Reports
    i. Chairman
    ii. Secretary
    iii. Treasurer
    iv. Projects Convenor
    v. Fellowship Convenor
    vi. Extension,
    vii. Rules Convenor

viii. International Relations Officer
ix. Publicity
x. Magazine
xi. Any other matter
xii. Venue of next meeting
xiii. Report of Sgt. at arms (fines and sunshine)
xiv. Vote of thanks
xv. Toast to RT India and RT International

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

MOMO (Minutes of meeting Online-Online Software) will be the only official platform for submitting the Table Meeting Minutes and Notices.

C. Emergency Meeting

The Emergency Meeting may be called by the Chairman or in his absence, the Vice Chairman by given 24 hours' notice. No resolution shall be deemed passed unless agreed to by majority of the Active Members of the Table. The quorum shall be 40% of the total Active membership. Such emergency meetings can be called only six times a year. Additional emergency meetings can be done with the approval of the AST/Area Chairman if any other meetings are required.

D. Annual General Meeting:

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

a. Toast to the President, Republic of India, and Sponsor Table
b. Reading of the Notice convening the meeting
c. Reading of Aims and Objects
d. Appointment of Sergeant-at-arms
e. Apologies for absence received from Tablers
f. Introduction and welcoming of Guests
g. Communications and Greetings received
h. Confirmation of Minutes of the previous Annual General Meeting
i. Presentation of Annual Report of the Table
j. Approval of Audited Accounts for the year
k. Presentation of Gifts and Awards
l. Address of outgoing Chairman
m. Investiture of the incoming Office Bearers
n. Address by incoming Chairman
o. Appointment of Convenors and Committees
p. Appointment of Honorary Tablers
q. Approval of budget for the following year
r. Appointment of Auditors and Bankers
s. Resolution authorizing incoming Office Bearers to operate the Bank Accounts
t. Any other business
u. Vote of Thanks
v. Toast to Round Table India and Round Table International

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

Section 21: Proxy

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

Section 22: Socials

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

Section 23: General

Substitute Article VII: Table Rules – Section 15 Meetings, Subsection: G) to I)
Substitute Article VII: Table Rules – Section 16 Miscellaneous, Subsection: D)

E. The Table may sue or be sued in the name of the Chairman or Secretary.

F. The members of the Table Executive shall be indemnified by the Table against any loss, risk or expenses which might happen to them or be incurred by them in the discharge of their duties as Members of the Table Executive.

G. A notice or communication may be served on any Member of the Table or Table Executive either personally or through post. A notice or communication sent by post shall be deemed to have been served on him on the date following the day in which it was posted to his last known address. Non receipt of a notice by a member shall not invalidate the proceedings of the meeting.

H. Members are advised to keep the proceeding and deliberations of Table meetings confidential and use discretion in discussing with non-Tablers.

I. No Member shall make a commitment financial or otherwise on behalf of the Table, unless the same has been previously discussed and approved at a Table meeting.

J. Copies of Non-routine correspondence by members to other Tables or to the Area or to the Association shall be marked to the Chairman for Information.

Section 24: Dissolution of Table

A. The Table may be dissolved by a Resolution passed at a meeting of the Table supported by not less than two-thirds of the total Active Members of the Table for which not less than sixty days' notice in writing shall have been given to the members and to the Secretary of the Association.

B. If a Resolution to wind up the Table is duly passed, the Table shall be wound up under the supervision of a member of the National Executive. The Table's Charter, the Members' badges and any badges in hand shall be returned to the Association forthwith.

C. If, on winding up of the Table, there shall remain, after satisfaction of its debts and liabilities, any property whatsoever the same shall not be paid to or distributed among the members of the Table, but shall be given for a community service activity or to any other service organization for utilizing the said money for community service. This shall be done subject to the permission of the National Association.

Section 25: Alteration of Rules

A. These rules supersede all earlier rules. No alteration to these rules shall be made except at a meeting for which fifteen days clear notice in writing proposing any alterations or additions or deletions to these rules shall be circulated by the Secretary to every Active Member of the Table and no such resolution shall be deemed carried unless supported by not less than two-thirds of the total Active Members of the Table.

B. Any Table resolution may be altered or a new resolution passed, without prior notice, at any ordinary meeting of the Table by a simple majority provided such alterations or resolutions do not affect these rules.

Section 26: Rules of the National Association

A. The constitution of the association shall so far as applicable be deemed to be incorporated herewith and shall prevail in the event of a conflict with any rules herein contained or with any addition to or alternations of the same.

B. Any amendments, additions, or deletions to the foregoing obligatory provisions of the Table Rules will automatically be deemed to be incorporated in each Table's Rules from the date of the Amendment by the General Body of the Association.

Section 27: Revocation of Charter

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

Section 28: Appeal

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

7. TABLE CODE

I. The Table

Table is a member of the Association of Round Tables known as Round Table India. Individual Tabler is a member of the Table & has complete individuality of membership, but is bound by the Table Rules.

Officers

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

Table Executive

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

National & Area Delegates

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

Table Committees

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

A. Projects and Fund Raising
B. Extension, Rules, and International Relations
C. Publicity
D. Fellowship
E. Area Magazine and Table Magazine.

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

Meetings

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

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

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

Membership

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

II. Membership

1. Table membership

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

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

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

2. Introduction of Members

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

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

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

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

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

A. Do not understate the obligations of membership.

B. Do not question him on his financial position, but do not fail to acquaint him with the incidental expenses of Round Table. His finances are none of your business. You are only concerned with what a man is and not what he has.

C. Do not delve too deeply into private and business affairs of a prospective member.

D. Do not be afraid to dissuade unsuitable people.

E. Do not forget that you alone are responsible to the movement for the maintenance of the highest standards of membership in the Table.

The recommended procedure for dealing with nominations is as follows:

- The Membership Committee shall report in the first available Table Executive Meeting so that it may decide whether the nomination shall be received, and if majority of the Executive present shall vote against the receipt of the nomination, the candidate shall be refused admission to Membership.

- If the Executive decides to receive the nomination, the Secretary shall forthwith cause a private notice to that effect together with the particulars of the nomination to be circulated to every member of the Table.

- At any time within 14 days after the circulation of such notice, any Active Tabler may give notice in writing to the Secretary that he objects to the nomination. Upon receipt of any such objection, the Secretary shall give a written notice to the objecting Tabler calling upon him to attend a meeting of the Executive to support his objection.

- The Executive shall interview each objector separately. When the Executive shall have interviewed all the objectors who shall have appeared, they may adjourn to a future Executive Meeting the further consideration of the nomination.

- The Executive shall either immediately or at such meeting, to which consideration of the nomination shall have been adjourned, decide by vote whether the nominee shall be admitted to Membership, and the nominee shall not become a Tabler of the Table if more than three members of the Executive shall vote against his admission.

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

- The Membership Committee shall, on receipt of the nomination, after satisfying itself as to the requirements of classification, age etc. invite the prospective member to attend Table meetings.

- After attendance by the prospective member at three meetings and at least one social function of the Table to which his wife also shall be invited, his name shall be proposed for election at the immediately following meeting of the Table.

- Objections if any, from other members, shall be discussed after which the prospective member's nomination shall be put to the vote. He shall be elected provided two-thirds of the members present and entitled to vote, are in favor of the same.

3. Induction of New Members

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

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

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

A. Need for regular attendance at meetings and community service work
B. Expected to live up to Aims and Objects to the best of his ability
C. Inactive members are not retained
D. Number of Round Tables and approximate membership
E. International aspects of Round Table
F. RT International affiliation and the names and countries of the member organizations
G. Date when Round Table was founded in the country
H. Significance and meaning of the badge
I. Exhort to always wear the badge.

4. Recommended Induction Ceremony

Induction of a new Tabler is one of the most important occasion and agenda for any table, given the rule of retirement in Round Table India. It should be celebrated in best possible and planned manner.

1. The Secretary should, well in advance of induction, arrange for a new member Kit from the RTI Shop of Round Table India.

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

3. Induction of new Tabler should be done within 60 Days from date of order of New Member (NM) Kit. Post 60 Days the NM Kit will be irrelevant and must be ordered again for induction.

4. Induction of new Tabler can happen ONLY in an official and numbered business meet of respective Table.

5. Advance notice of meeting should be given to ensure maximum attendance of existing members.

6. Area and National Dignitaries may be invited for induction.

7. Induction can be conducted by anyone as below:

    a. National/Area dignitary present for the meeting
    b. Square Leg or Honorary Tabler Present for the meeting
    c. Anyone the Table Chairman bestows the honor upon
    d. Table Chairman

8. The induction process should be duly recorded in minutes of meeting online (MOMO).

9. A separate mail along with copy of MOMO should be sent to Area and National Extension Conveners

Activity	Details
Audience Attention	I request every member present here to please stand and witness the induction
Announcement of Induction	Tonight, it is my privilege to induct Mr. [Name of Prospect] into [Table Name & Number]
Introduction of Prospect	I would request Tr./Sq. Leg/HT [Name of Proposer], the proposer of Mr. [Name of Prospect] to step up and introduce the prospect to the Table [The proposer briefly talks about the prospect family, business, and personal life]
Confirmation of Obligation of Proposer	[Name of Proposer] Have you fully explained to Mr. [Name of Prospect] the responsibility and obligations of membership of Round Table? Does he understand three things – 1. First, that he must attend meetings and community service activities regularly; 2. Second, that in his public and his private life he is required to do his best to live up to our ideals; 3. Third, that we do not retain inactive members?” [Proposer to presumably Reply – “YES” for both confirmations]
Confirmation from Prospect	Mr. [Name of Prospect], do you accept these obligations? [Prospect to presumably Reply – “YES” for both confirmations]
Reading Aims & Objectives of RTI and Obligations of the Prospect	Mr. [Name of Prospect], it is my privilege to induct you to membership of Round Table India and I would request you to please read the aims and objectives of our organization: • “To develop the fellowship of Young Men, through their medium of Business, Professional Occupation and Community Service Activities” • “To encourage active and responsible citizenship, by cultivating the highest ideals in Business, Profession and Civic Traditions” • “To promote and further international understanding, friendship & cooperation” • “To promote the extension of association” Mr. [Name of Prospect], You have been chosen for membership of Round Table India because you are believed to be a worthy representative of your vocation, possessed of qualities which can be of service to our movement and your fellow men. Your acceptance of membership implies that you will carry into your public and private life the Aims and Objects for which this movement stands. Your membership will involve you in an obligation to make regular attendance at our meetings and to support in every possible way the various activities of Round Table India.
Badge of Membership	Tabler [Name of Prospect], I present you the badge of Round Table India a symbol of your connection with a world-wide movement of thousands of like-minded young men. [RTI Badge to be pinned] Tabler [Name of Prospect], I would remind you to always wear this badge and to remember as you wear it, that you carry the good repute of Round Table into all your affairs, for the movement is judged by those who recognize you as a member I also present you the Membership Certificate, Round Table Flag and New Member Kit. [Dignitaries / Square Leg / Honorary Tablers / Tablers can be requested to hand over]

Announcement of Membership	"Mr. [Name of Prospect] in the name of [Table Name and Number], I welcome you most sincerely into the fellowship of our movement Tablers of [Table Name and Number], I commend to you TABLER [Name of Prospect] and ask you all to raise a toast to him. Tablers of [Table Name and Number], I would also remind you that the obligations Tabler [Name of Prospect] has today assumed towards you and his fellow men are obligations of which you all should be equally mindful.
Recognition for Proposer	Tabler/Honorary Tabler/Square Leg [Name of Proposer], I present you the Proposer Pin and thank you for your efforts to promote the extension of our association.
Closure	I request the Secretary [Table Name and Number] to please present him with Table Rule Book to Tabler [Name of Prospect]. I congratulate every member of [Table Name and Number] for the induction of Tabler [Name of Prospect] and look forward for more.

5. The Position of the New Member in the Table

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

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

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

6. Transfer of Membership

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

7. Honorary Members

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

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

8. Cessation of Membership (including Expulsion)

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

A. Failure to honor his financial or attendance obligations as a Tabler;

B. Disregard of any Rule or Regulation of the Table or being guilty of conduct inimical to the interests and good repute of Round Table.

9. Conduct of Members

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

10. Classification

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

A. Person handling sales in an Airline: Sales - Airline
B. Managing Director of a textile company: Management - Textiles
C. An Engineer in a textile company: Engineer - Textiles
D. Managing Director of an advertising company: Management -Advertising
E. Person dealing in cotton: Sales - Cotton
F. Gentleman farmer: Management – Agriculture

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

III. Guidelines for Table Office Bearers

A. Chairman

1. Do not accept Chairmanship solely for the honor and privilege attached to it. There are several, varied and onerous responsibilities that must be effectively discharged, failing which the entire Table would be adversely affected. Therefore, before accepting the office of a chairman,

    a. Discuss, in depth, with Past Chairmen, the trappings of office.

    b. Discuss, in depth, with your outgoing Chairman, his successes and failures.

    c. Accept the inevitable that you would be the nucleus of the entire Table and that it is your job to keep the Table together.

2. Learn to accept severe criticism of your activities, because there is never any solution acceptable to all. Such criticism could be either at a meeting or outside, it could be directly to you or to any other person. Remember you are handling human nature and therefore, reactions are varied and many. The more the criticism, the greater the inner strength of the Table.

3. Having assumed office as Chairman, plan for your entire year immediately. Plan keeping in mind the time available with you for the Table, the direction you want to give to the Table, the aspects of Tabling and fellowship on which you want to lay emphasis, the general attitudes, likes and dislikes of all Tablers. The important point however, is to adhere to such calendar/plan at all costs.

4. Get to know each member and their family personally enough to be able to walk in at midnight into their home without being mistaken. Establish a relationship where each Tabler values your friendship, whereby you will be able to insist on effective performance of their obligations as a Tabler.

5. Make it clear to all Tablers that you intend following and enforcing rules of the Table, particularly with reference to attendance, participation in all activities of the Table and financial obligations of Tablers. Let it, however, not remain a mere statement. On the contrary enforce rules and you will find yourself a better leader.

6. Meet your office bearers and Executive before each meeting, where all correspondence received, policy documents etc., are discussed in depth. This avoids unnecessary and prolonged discussions at Table meetings thereby making the meetings dull and of long duration. In short, do your homework well before each meeting.

7. Start your meetings on time. Follow strictly the Table Rules, regarding granting of attendance at Table meetings. Make it a point to be the first to arrive at all Table meetings. It has its own educative value for floor Tablers.

8. As Chairman, go out of your way to make, visiting Tablers, visitors, guests and prospective Tablers feel at home. Make a conscious effort not to leave them stranded or feeling lost.

9. Recognize, acknowledge, and appreciate through a kind word, the work done by Tablers, both within and outside the Table. Announce these achievements at Table meetings.

10. Keep absolute control over deadlines to be met, visa-vis RTI and Area. It presupposes your constant and day to day contact with the Table Secretary, in particular.

11. And finally remember that there is immense scope for innovation in your Table. New ideas, new methods could always be introduced by you.

B. Vice-Chairman

1. In the absence of the Chairman, he should take over all his duties.

2. His year in office should be used as a training ground so that when the time comes for him to take over, he will have had sufficient experience.

3. He may be given any responsibilities or Convenorship of committees by the Chairman.

C. Secretary

The Secretary of a Table is largely responsible for its success. The duties are well within the powers of any man if he is prepared to take a little trouble. He can be sure of the whole-hearted support of the National officers. His responsibilities fall under two main headings: His own Table and the National Association.

The Secretary on taking office should ensure the minute book, the register of members, the official Table rules and all other Table records have been received from his predecessor.

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

1. Regularity and prompt commencement of meetings of the Table.

2. Agenda, minutes and records of the Table and Executive meetings. A typical agenda for a Table meeting is given elsewhere. Essential facts to be recorded in the minutes are-what meeting it was, where it was held, the date, who was there and who took the chair, all matters discussed and decisions made. Care should be taken to see that matters ordered to be done at the last meeting are re- ported on and recorded.

3. Assist and advise the Chairman on all matters concerning conduct of meetings. Every Table Secretary should familiarize himself with the National and Table Rules and with meeting procedures.

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

5. Proper presentation of the National business to the Table and/or the Executive.

6. The Table rules, which must be approved by the National Association.

7. Ensure that the Table sends two delegates to the National Annual General Meeting. This is most important as the decisions at the meetings are made by the vote of the individual Tables.

8. Ensure that new members are admitted in accordance with the proper procedure.

9. Ensure that visiting Tablers sign the book and receive and attendance card, if requested.

10. Custody of Table records and property.

11. Plan Table business to avoid inconvenience to speakers. Regular business meetings should be held and need not be boring if properly planned.

12. Maintain a national file and hand over all the records to his successor.

13. Well in advance of the induction of a new member, arrange to get from the RTI Shop the New Member Kit and the name badge.

14. Maintain and update Table career of members on the reverse of the membership nomination form.

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

Secretary - Relations with The National Association

1. Ensure that two National Delegates are elected by Table who could be either any of Officers of the Table or from the other active members.

2. Watch the dates for sending in motions, reports, and nominations.

3. See the "Resolutions" appearing elsewhere in this Handbook and follow appropriate procedure.

4. The Secretary should remember that decisions and elections of National officers at the National Annual General Meeting are made by the Tables' National Delegates who may be represented by a proxy by another member of the same Table. The National Delegates should be made aware of the Tables' wish- es.

5. From the Annual Return in 'C' Form, the National Association composes the Table's entitlement to magazine, directories, newsletters etc. and the Secretary will therefore realize the importance of re- turning this form promptly and accurately and advising the National Secretary of Membership changes as they occur.

6. During September, all Tables will receive from the Association for completion and return Form 'C' which must be completed in all respects and sent to the Association along with the dues payable by 15th of October each year. If these Forms are not completed or if they are not sent within the due date, the Table will lose its voting rights at the following General Meeting of the Association. The directory in- formation form received in July from the Secretary should be filled and sent to the printers not later than 1st of September each year. The Table Secretary is advised to work in conjunction with the Table Treasurer on the following points:

7. The annual fee is payable in respect of every Active Tabler on the rolls of the Table on 1st of October each year. In addition, an entrance fee is payable in respect of every new member taken during the 12 months preceding the above mentioned1st of October. These fees are payable even if a Tabler is on leave of absence.

8. Check the Table membership roll with last year's Secretary to see that all members, Active and Honorary, are accounted for on it. An ideal thing for the Table is to keep a card index.

9. Check with last year's Treasurer about any pending dues to the Association.

Secretary - General

1. Keep in constant and daily touch with the Chairman to discuss and take action in respect of day-to-day administration of the Table. This will avoid duplication of work and help create a better personal relationship.

2. Attend to Table correspondence immediately. Routine correspondence can be attended to without sanction from the Table. Be prompt in correspondence.

3. Set aside half an hour each day regularly for Table work. Attend to all correspondence, phone calls, minutes, follow-up action in that period. The ideal time is 8/8.30 a.m. as you are certain that all Tablers would be available at that time.

4. Establish personal contacts with each Tabler so that you can maintain a record of their achievements both within and outside the Table.

5. Arrange for regular Executive meetings and meetings of office bearers so that all matters relating to the Table can be discussed.

6. As an office bearer you are equally responsible for the punctual starting of meetings, adherence to deadlines, submission of 'C' Form etc. Pay extra attention to these.
7. Be innovative. Introduce procedures, systems that are out of the ordinary. Show to each Tabler that you care and are concerned about them. For example, sending letters of appreciation, greetings etc., are effective in building excellent fellowship.

8. Be meticulous in the drafting and circulation of minutes. Make your minutes crisp, interesting and readable. Follow the prescribed form so that the burden on the NEX, AEX is considerably reduced. Avoid amendments to minutes, as far as possible. The greater the amendments, the lesser the claim to being an effective Secretary.

9. Maintain a list of all suggestions and topics discussed at various meetings, but postponed for future discussions. Make it a point to bring to the Tablers' notice such points at the relevant meetings. In other words, keep track of all points for discussion.

10. At Table meetings, while you are the Secretary, be a keen but silent observer. Participate in discussion only if essential, otherwise utilize your time to record and note proceedings.

D. Treasurer

The Table Treasurer,

1. Is responsible for looking after the Table finances and properly recording all transactions.

2. Should maintain separate accounts for the Administrative Funds and the Charitable Society/Com- munity Service Funds.

3. Should obtain all records and files from the outgoing Treasurer and get to know from him his views and recommendations in the maintenance of the accounts.

4. Should update himself with the Table Rules and the relevant portions of the RTI Handbook so far as it concerns the Treasurer to have adequate working knowledge about the Table Finances.

5. Should co-ordinate with the outgoing Treasurer in preparing the budget for the coming year and recommend to the Table the possible sources of income to meet the budgeted expenditure or alternatively indicate areas where expenditure could be reduced as to limit the overall expenditure within the available income.

6. Should send out subscription bills to all the members immediately on taking over. Depending upon the practice in each Table, the subscription bills could be sent on monthly/quarterly/half-yearly or annual basis.

7. Should ensure that the 'C' Form and other dues are sent to RTI on or before the prescribed date, so that the Table/its delegates are not deprived of the voting rights at the Association AGM.

8. Should submit all bills/claims received by the Table and have it duly passed for payment. No payment should be made prior to approval by the Table save under exceptional circumstances.

9. Should know that funds raised for community service projects by the Table or Table's RT Charitable Society are Trust Funds and must be strictly accounted for separately from the administrative funds and should be used for the purpose for which it is raised. It is in this background that all Tables have separate Bank Accounts for the Charitable Society/Project account and Administration account and on no account should there be any mixing up of the funds.
10. Soon after the close of the year on 30th of June, should prepare the annual Income & Expenditure Account and Balance Sheet as on the said date, have it audited by the Table Auditor and submit the same for inclusion in the Annual Report of the Table to be placed before the Annual General Meeting.

Basic Operating Principles

1. At the outset, consider the adequacy or otherwise of the existing system of accounting and take corrective action, if found necessary. It is not advisable to introduce new methods of accounting based on the personal knowledge of the incumbent Treasurer since it might prove difficult for the successors.

2. In the discharge of the function as a Table Treasurer, one should:

    a. Receipt all monies received i.e., receipts should be issued for all monies received so that the identity of the various sources of income can be easily established at the time of reconciliation of Bank Account.

    b. Promptly deposit all monies in the Bank Account and not retain cash on hand unnecessarily.

    c. Settle all bills promptly as soon as it is passed for payment by the Table.

    d. Always have the latest Bank Balance figures available by having the pass book filled in or obtaining a statement of account before the Table/Executive meeting. Reconciliation of the Bank Account should be done at regular intervals to confirm the figures as well as to note any irregularity.

    e. Maintain regular accounts and periodically submit to the Table a statement of affairs to keep the Tablers informed about the financial position of the Table.

    f. Provide a service to the Table by organizing himself to always have the financial information available which is a key factor when a decision is to be taken by the Table.

Charitable Society

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

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

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

Income Tax Act

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

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

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

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

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

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

1. Investment in savings certificates as defined in clause (c) of Section 2 of the Government Savings Certificates Act, 1959, (46 of 1959) and any other securities or certificates issued by the Central Government under the Small Savings Schemes of that Government;

2. Deposit in any account with the Post Office Savings Scheme;

3. Deposit in any account with a Scheduled Bank or a co-operative society engaged in carrying on

the business of banking (including co-operative land mortgage bank or a co-operative land development bank).

4. Investment in units of the Unit Trust of India established under the Unit Trust of India Act, 1963 (52 of 1963);

5. Investment in any security for money created and issued by the Central Government or State Government;

6. Investment in debentures issued by, or on behalf of, any company or corporation both the principal Whereof and the interest whereon are fully and unconditionally guaranteed by the Central Government or by a State Government;
7. Investment or deposit in any Government Company as defined in Section617 of the Companies Act, 1956 (1 of 1956);

8. Deposits with or investment in any bonds issued by a financial corporation which is engaged in providing long-term finance for industrial development in India and which is approved by the Central Government for the purposes of clause (viii) of sub-section (1) of Section 36;

9. Deposits with or investment in any bonds issued by a public company formed and registered in India with the main object of carrying on the business of providing long term finance for construction or purchase of houses in India for residential purposes and which is approved by the Central Government for the purposes of clause (viii) of sub-section (1) of Section 36;

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

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

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

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

Foreign Contributions

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

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

IV. Guidelines to Some Table Convenors

A. Table Membership Convenor

Duties

1. To promote and maintain a healthy membership in your Table.

2. To ensure that all aspects of nomination and induction of new members is completed efficiently.

3. To recommend appropriate action to the Table Executive where members are not meeting the Table' s standards.

4. To endeavor to keep a sensible balance in age groups and job classifications, to prevent problems associated with many age rule retirements over a short period, and the problems associated with a preponderance of any type of member.

5. To record attendance and publish at least quarterly in the minutes.

Preparation

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

1. Your Table Rules

2. RTI Handbook

3. Your Table Membership files and records.

Method

1. Take stock of present membership by tabulating the age and job classifications of every member. Ideally, you should be able to separate your Table into three age groups, approximately 30% under 25, 20% over 32 and the bulk of your membership in the age group 25-32. There should be a fair balance of representation between trades and professionals. If there is a serious disproportion of ages or classifications, go all out to recruit to fill the gap.

2. From this basic knowledge, decide what you wish the membership to be at the end of your term, and announce your aim to the Table as soon as possible after your appointment. In taking the next step in planning your campaign, you must allow for the expected loss of Tablers from resignations, retirements, and transfers. This figure can be obtained from experience.

3. Decide whether any aspects of Table life detract from potential members joining, as the Table must have an atmosphere, which makes people want to belong. Interesting meetings, well run business sessions, good social functions, and imaginative community service projects will ensure that guests coming along for the first time will want to join. A close liaison with your chairman and other members of the Executive (particularly the Program Convenor) will result in your ideas becoming action.

4. Plan your campaign, which will in most cases fall into two categories, firstly where the membership has been maintained at a reasonable level and your "age group and classification" tests show no real problem (Plan One), and secondly, where the Table membership is well below the level for maximum efficiency (Plan Two).

Plan One

- The introduction of new members achieves better results if carried out early in the Table year, as the members have some months to become an established Tabler before the break at the end of the year.

- The main source of new members will come from existing members, and your job will be in providing the stimulus for this to achieve the necessary results. The methods you can use include:

Publish classifications and ages to be filled, asking members to take action.
Preparation for members to bring guests.
Tablers to have Introducing RTI pamphlets available to issue to interested friends.
Program a special Visitors Dinner or meeting to make sure that an interesting program is scheduled. It has been proved an advantage to phone all members 6-7 days before the meeting.

Plan Two

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

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

    a. Name of prospect
    b. Address and telephone number
    c. Occupation
    d. Age
    e. Name of proposer

3. Duty of Tablers will be to place names on this board as they come to mind at each meeting. Set an adequate target as yield can be as low as 33 1/3%

4. Tablers do not have to approach, themselves, anyone whose name is entered on the board.

5. When the target is achieved then the membership committee goes into action, making sure they have sufficient membership kits on hand, and at least one brochure on 'What is Round Table' for each name on the board.

6. A letter should be sent stating that each man's name has been forwarded as a prospective member of Round Table, asking them to read thee enclosed brochure, and that in a week or so he will be visited by two members of the local club to discuss his thoughts on joining.

7. Allocate between the committee, who should phone the prospective member and arrange to visit him. Do not give the impression that you are trying to talk him into joining.

8. The following three meetings should be set aside for membership meetings and should be of a high caliber both educationally and fellowship-wise.

9. Meeting One - The prospect should be picked up by a Tabler who will be responsible for him for the whole of the evening, and who will take a dinner badge for the prospect. The meeting should have the theme. "What is Round Table," with three experienced Tablers to speak on:

a. History and aims of RTI
b. RT International
c. Community Service

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

10. Meeting Two - Between meetings one and two, the prospects should be contacted to maintain enthusiasm, and then picked up and treated in the same fashion as meeting one. A talk by a past or present RT International delegate can be arranged.

11. Meeting Three - Should follow the lines of any Visitors Dinner meeting, and at this meeting names are to be obtained of all those wishing to be inducted.

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

Inductions

1. Table rules will determine the number of attendances required before a prospect can be mentioned for membership. Ensure the member sponsoring the candidate completes a nomination form.

2. If rules provide for free discussion of a nominee's merits, at the Table, it is suggested he should not attend the meeting at which his admission will be decided.

3. Obtain confirmation that the nominator has alerted his candidate to his obligations. The Chairman or Membership Convenor should speak to the new Tabler before his induction to ensure our Aims, Objects and Obligations are understood.

4. Notify the Table of nomination and follow Table Rules concerning procedure for election.

5. Recommend possible duties for the new Tabler on admission. It is a sound policy to give each man a job as soon as he is admitted to the Table to prompt active participation.

6. Check that the new Tabler is on the RTI mailing list.

General

1. Be early at the meetings and with the help of your committee ensure that all guests are welcomed, including an introduction to the Chairman.

2. Consider the whole tenor of your Table life and how it affects membership, making sure that discussions with Table Executive will rectify any shortfall in performance.

3. Get the new Tabler and the quiet Tabler involved in meeting procedure and activity generally.

4. Assist any Tabler who is not meeting his obligations to obtain an improvement in his effort. A personal visit is of great value in these circumstances.

5. Make recommendation to Executive if any member is unsatisfactory after action as per 4) has been taken, because if things are left to drift it will affect the whole Table.

6. Welcome transfers in, and write to appropriate Table for transfers out.

B. Fellowship Convenor/Club Service Convenor

1. Most Tables have little difficulty getting a social program started, but the continued enjoyment of social activities is dependent on each Social Convenor.

    a. Deciding upon an active and varied social program suited to members of his Table.

    b. Planning and organizing each outing.

2. In addition, as a member of Table Executive, the social Convenor will be asked to consider and vote on many matters outside his own portfolio. Accordingly, he must ensure he is fully prepared for all duties as a Convenor.

3. It is the social Convenor's responsibility to organize all Inter-Table social events and contests.

Preliminary

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

1. Make sure your knowledge of your Table, of Round Table India and its international affiliations is up to date.

2. Obtain all files from your predecessor and request his views and recommendations. (Establish annual or regular engagements, e.g., golf contests.)

3. Consider the aspects of your program, which require greatest attention and plan priorities.

4. Obtain executive approval to your plan.

5. Allocate duties to each member of your committee so that they have a positive part in the program, and have committee meetings once a month at a minimum.

6. Co-ordinate your program with other Table activities.

Policy

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

1. Give notice of events well in advance.

2. Make clear who will pay, when, how much

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

Program

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

Variety

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

Special Consideration

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

Organization

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

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

Finance

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

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

General

1. Remember, that most Tablers have children who cannot be constantly left at home. Therefore, while planning social activities, always give preference to activities where the entire family can be involved. At a social event, organize activities simultaneously for the wives and children so that they are not left out while Tablers congregate at the Bar.

2. Remember that as Social/Club Service Convenor, it may not be possible for you to participate totally, in the festivities, as your constant supervision and guidance is essential. The sacrifice is undoubtedly justified as it ensures fellowship and happiness at such gathering.

3. Learn to be immune to criticism, which will come your way irrespective of the meticulous organization of such events. Accept suggestions and genuine criticism, but do not at any time throw in the towel based on comments and criticism which is unwarranted and unjustified. People always tend to find faults and indulge in armchair criticism. Accept this as part of your responsibilities.

4. Do try and arrange programs, which involves the wives and children as participants. A children's program, arranged, compiled, and enacted by Tablers' children would be a good beginning.

5. Fellowship

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

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

    c. To provide a balanced variety of programs at Table social functions.

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

e. To organize a Round Table India Week in November.

6. Social Events - Some of the events chosen by Tables for their social programs could be:

Table Nights	Sports
House Parties, Hotel Dinner Parties Film Evenings Stage Shows Ball, Wine, and Cheese Evenings Fancy Dress Parties International Food Evenings Sing-Song Casino	Golf Squash Cricket Football Table Tennis Snooker
Inter-Table Socials Debates Public Speaking Contest	Family Gatherings Picnic Children's X'mas party Barbecue Diwali Evening

C. Table International Relations Convenor

Duties

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

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

On Taking Office

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

2. Consult your predecessor on last year's activities with special regard to programs commenced but not completed.

3. Draft a plan of action for your term of office, and discuss this with other Convenors it may affect.

4. Read over correspondence for the past year, particularly that correspondence with the National I.R. Committee. Reply promptly to requests from this International Relations Committee for progress re- ports on your Table's activities.

Activities

There are three main areas of work:

1. The promotion of understanding

2. International Community Service

3. Fellowship and contact

Promotion of Understanding

Visiting Speakers – Always keep a lookout for possibilities in this field & invite speaker for meetings.

Seminars

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

International Community Service

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

Fellowship and Contact

International Relations Dinners

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

2. Arrange a suitable guest speaker-a member of an Embassy or High Commission, an exchange student, a Government Official, a local man with overseas contacts, or a Tabler qualified to speak on International Relations.

3. Seek from your overseas contact materials such as slides, tapes, greeting banners, etc. for use at the dinner.

4. Invite overseas students and visitors.

5. Decorate the hall with posters of overseas and flags of other countries.

6. Include foreign dishes on the menu.

Hosting Overseas Students

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

Contact with Tables and Clubs Overseas

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

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

Overseas Travel

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

Advise the foreign International Relations Committee of the following particulars:

1. Name, Age and Table of the Traveler.
2. Means of travel.
3. Countries to be visited.
4. Details of itinerary - dates, flight numbers, hotels etc.
5. Travelling alone or with wife and family or friends.
6. Any matters of interest-vocation, Table experience, etc.

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

International Meets

Every Table desirous of organizing any international meet or tour of Tablers shall adopt the following guidelines.

1. Prior to organization of the tour, permission shall be obtained from the National Executive through the Immediate Past President/IRO.

2. A detailed report on the nature of tour, places to be visited, cost etc. should be submitted.

3. The Table shall keep the Immediate Past President informed of the progress made in respect of the tour periodically.

4. Detailed audited accounts of the tour should be submitted by the Table along with the 'C' Form immediately following the tour.

5. It is desirous that any profits accruing from the tour be used towards community service/International relations.

Conclusion

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

Unless we mix with other people, and other members of RT International, exchange methods and ideas, learn to appreciate each other's strengths and weaknesses, we can never hope to assist in creating a favorable climate in World Affairs. It is now up to you

D. Public Relations Officer Duties

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

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

Information

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

Reporting

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

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

1. Make sure your knowledge of your Table and RTI and its International affiliations is up to date. This is done by reading:

    a. Your own Table Rules
    b. The RTI Handbook
    c. Re-read recent copies of other Table bulletins

2. Get together with your predecessor and request his views and recommendations.

3. Plan your priorities - program your duties which will require the greatest attention, a time Table of production and deadlines.

4. Have Executive approve the expected expenses, if any.

Policy

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

Circulation

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

Bulletin Contents

1. Encourage letters and articles.

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

3. Choose your material for publication from TT and AM-from overseas Table bulletins, newsletters,

and other local Table Bulletins.

4. You should develop your own style and personality for your reports and articles.

PRO

1. Realize and accept that majority of Tablers are reluctant if not averse to penning their thoughts and ideas. It is up to you to persist (sometimes at the cost of harsh reaction) in convincing Tablers to write articles, reports, opinions etc. Do not be perturbed or put off by negative reactions regarding lack of response. Keep the pressure on and you will, in a short time, perceive a change in attitudes.

2. Accept within you, the inevitable requirement that there is nothing degrading or unfair about your having to visit Tablers to get them to write. Equally, there is nothing wrong or even unfair in your having to go to Tablers' houses or offices to collect their written contributions to the Area Magazine. Do remember that the effort is ultimately for the benefit of your own Table.

3. Remember that the Editor your Area Magazine or even your Table bulletin/magazine enjoy the privilege of editing any material you may send for publication. Consequently, do not be un-necessarily provoked if such a privilege is exercised by the Editor. If, however, you are unable to accept right of an Editor to edit, then ensure that your matter for publication is:

    a. Relevant
    b. concise and crisp
    c. does not read like a mere record of activities
    d. conveys and highlights the crucial event sought to be reported
    e. is interspersed with a little humor/light hearted comments
    f. is accompanied by photographs
    g. typed neatly, without errors, with double line spacing.

4. Be convinced, essentially that your task is crucial in establishing the credibility of the movement in society.

5. Magazine

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

    b. To provide the National with articles or any other material considered worthy of publication in the national magazine.

    c. If the Table publishes a news-sheet or bulletin he shall oversee the same and this should be distributed to all members of the National Executive, Area Executive as well as to selected neighboring Tables.

6. Publicity

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

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

Summary

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

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

E. The Table Program Convenor

Duties

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

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

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

Your Planning

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

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

Guest Speakers

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

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

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

The field of speakers is limitless, particularly for metropolitan Tables, so there is ample scope for your imagination.

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

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

When inviting speakers to meetings the following points should be observed:

Introducing a Guest Speaker

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

1. Good manners and common courtesy require that the Chairman introduce and welcome guests.

2. It is essential that the announcement by the Chairman should be word perfect, no errors in naming the person or details of position, qualifications, and the reasons for the visit. This data should be handed to the Chairman by you prior to the meeting. Explain who and what the speaker is and make the man himself feel welcome.

3. Do not trespass on your speaker's time by being too long winded with the introduction; and do not give your views on the proposed topic of the speech.

Vote or Expression of Thanks

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

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

Member Participation

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

1. A member gives a three-minute biography.

2. The Chairman should welcome a guest speaker, as well as other guests but another member can introduce the guest speaker, as can another propose the expression of thanks.

3. Encourage your Table to discuss the Round Table Organization-particularly on Visitors Nights.

4. Members prepare short addresses on current affairs.

5. The Public Speaking Competition.

6. Inter-Table and Intra-Table debates.

7. Chain Speaking (suitable for impromptu program). The Chairman complete with watch and gavel reads the list of speakers and gives the first speaker his subject. At the end of a period, say 2 minutes, he hits the gavel, repeats the last few words of the speaker which becomes the subject for speaker No.2and so on. The whole Table can participate in this and it is good entertainment and pro- duces a lot of laughs.

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

V. Procedure for Meetings

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

Chairman's Ruling

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

Original Motion

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

Amendments

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

Amended Motion

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

Further Amendments

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

Right of Reply

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

Withdrawals or Additions to Motions

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

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

Adjournment

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

Council in Committee

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

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

Chairmanship

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

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

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

Raj:	"I move that a special meeting of the Table be held next Tuesday." Chairman: "Will someone second the motion?"
Ravi:	"I second the motion"
Chairman:	"Do you wish to speak on the motion Raj?" (Raj speaks on the motion.)
Chairman:	"Do you wish to speak on the motion at this stage Ravi?" A seconder need not speak, is entitled to speak immediately after the proposer of the motion has spoken, or may speak later if he reserved his right to do so provided that a formal motion has not terminated the discussion. (Ravi speaks.)
	"Does anyone wish to speak against the motion?" (If no one wishes to speak against the motion the Chairman usually puts it to the vote forthwith.) (There follows some discussion)
Ashok:	"I move an amendment that the word 'Tuesday' be deleted from the motion and the word 'Thurs- day' be inserted in its place."
Chairman:	"Will someone second the amendment?"
Mohan:	"I second the amendment."
Chairman:	"Do you wish to speak on the amendment, Ashok?" (Ashok speaks on the amendment. There follows discussion on the amendment.)
Chairman:	"I now put the amendment to the meeting."
Voice:	"What is the amendment?"
Chairman:	"I ask the Secretary to read the amendment." (Secretary reads amendment).
Chairman:	"I now put the amendment to the meeting. All those in favor, say `Yes.'"
Voices:	"Yes."
Chairman:	"All those against, say `No.'"
Voices:	"No."
Chairman:	"The `Yes' have it (pause). I declare the amendment carried." The pause is so that a member may call for a show of hands. If the amendment is carried, the motion is then amended accordingly and the amended motion is then open for further discussion or amendment. If the amendment is lost, discussion on the motion continues.
Chairman:	"The amended motion now reads: 'That a special meeting of the Table be held next Thursday.' Is there any further discussion? (pause), As there is no further discussion, I put the amended motion.
Chairman:	All those in favor, say 'Yes."
Voices:	"Yes."

Chairman:	"All those against say `No.'"
Voices:	"No."
Chairman:	"The `Yes' have it (pause) I declare the motion carried."

VI. Model Table Minutes Format

Text Demo Round Table - 999, Area 17

Minutes of the 14th Continuous Meeting and 4th Meeting of the year 2022-23 held at The Coimbatore Club on 03-06-2023

Sno.	Name	Current Meeting	Total Meets		CR		Attendance %	
		(P/A/PL/AOA/LOA)	Held	Attended	Other	Table	Table	Total
1	Tr. Dhoni MS	P	4	2	0	0	50.00	50.00
2	Tr. Jadeja R	P	4	4	0	0	100.00	100.00
3	Tr. Kohli Virat	P	4	4	0	0	100.00	100.00
4	Tr. Rahul Dravid	A	4	1	0	0	25.00	25.00
5	Tr. Sehwag V	AOA	4	2	0	0	50.00	50.00
6	Tr. Tendulkar S	P	4	4	0	0	100.00	100.00
7	Tr. Text Chairman	P	4	3	0	0	75.00	75.00

Attendance Data					
This Meeting	Trs. With 100%		Trs. Under 60%	Total %	
71.43 %	3	3 With Credits	3	71.43 %	71.43 % With Credits

Meeting called to order:

Tr. Dhoni MS called the 14th continuous meeting and 4th of the year to order with a toast to the President, Republic of India and Sponsor Table(s) MCRT99

Aims & Object: Tr. Kohli Virat

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

Sergeant at Arms:

Tr. Rahul Dravid was appointed as Sergeant at Arms.

Welcome:

The Chairman welcomed the fellow and visiting Tablers, HTs, Sq.Legs and guest(s) to the 14 meeting & 4 for the year.

Confirmation of the Previous Meeting Minutes:

Nil

Matters arising thereof not covered elsewhere :

MATNCE to be reported to AEX/NEX :Nil

MATNCE Internal:Nil

Greetings: Birthdays/Anniversaries

Nil

Correspondance Received:

Nil

Convenor's Reports:

Fellowship Convenor:

Fellowship Event Name : Event Name

Date :01-06-2023

Total Number of Heads Present : 15

No. of Trs. Present : 6

Table / Area / Inter - Area / National / International : Table

Report

Report of Event

Discussion / Plans

- Discussion Header

  Discussion Content

Projects Convenor:

Project Name : Project Name

Date :01-06-2023

Project Sub Type :Construction of School

Table Contribution : 550000

No. Benefitted : 150

Project Type :FTE

Location : Coimbatore

Total Cost : 2500000

Project Details

Project Details

Discussion / Plans

- Projects Discussion
  Details of Discussions

Treasurer Report:

Admin A/c Balance: 101	Project A/c Bank Balance: 201	Admin A/c Cash Balance: 301	Project A/c Cash Balance: 401
Treasurer Report Details are given here			

Secretary Report:

Secretary Report details are given here

Chairman Report:

Chairman report is entered here

Any Other Matter:

Any Other Matter is entered here.

Sergeant Report:

Sergeant's Report details are given here.

Resignation(s):

Nil

Vote of Thanks:

Vote of Thanks ios enteried here

Date and Venue of the Next Meeting:

Date:01-07-2023 **Venue:** Coimbatore Club

Closure:

I hereby close the **4** meeting of the year with a Toast to Round Table India and Round Table International.

Minuted by:

Secretary: Tr. Jadeja R	Submitted Date: 30-06-2023

VII. Memorandum of Association

Example of Coimbatore City RoundTable No.31 Charitable Society:

1. The name of the Society shall be Coimbatore City Round Table No. 31 Charitable Society.
2. The objects of the Society are:
    a. To establish and maintain Colleges, Schools, Libraries, Reading Room sand other Educational Institutions and Societies.
    b. To aid, by giving scholarships, donations, fees, etc. to deserving poor students to enable them to begin, pursue, complete their studies, training, research etc.
    c. To establish, construct and maintain Hospitals, Dispensaries, Nursing Homes, Wards, and other Institutions for the relief of the sick and to aid and co-operate with institutions doing similar work.
    d. To construct, establish and maintain conference or meeting halls, community centers and buildings that may be found necessary and useful for public purposes and lease them to public and utilize the proceeds of the rent to fulfil the objects of the society.
    e. To make provisions for poor homes, orphanages and to give gratuities to needy and deserving persons in poor and destitute circumstances.
    f. To collect and maintain a fund for the objects and purposes of the Society by way of conducting benefit performances, fetes, charity ball and publication of Souvenir and collecting advertisements and other kinds of fund-raising activities and to accept donations and gifts of proper- ties (movable and immovable).
    g. To accept, purchase, construct and maintain or take on lease any buildings or land deemed suitable for the purposes of the Society.
    h. The investment of moneys of the Society shall be in accordance with the Sections 11 and 13 of the Income Tax Act, 1961, or any amendments that may be made thereto.
    i. To act as trustees or manager of any Institution, Society or Trust having similar objects.
    j. To borrow and raise moneys for the purposes of the Society in such manner and on such securities as the Society may deem fit.
    k. To incorporate with itself any Institution, Society or Association having objects wholly or in part like those of the Society and to co-operate with any person or body of persons in and of such objects.
    l. To do all such other lawful acts as may be necessary or incidental and conducive to the attainment of the above objects or any of them.

Model Rules and Regulations

Example: Coimbatore City Round Table No. 31 Charitable Society

1. The name of the Society shall be Coimbatore Round Table No. 31 Charitable Society.
2. The Registered Office shall be in the city of Coimbatore at 34, Venkataramana Road, R.S. Puram,

Coimbatore 641 002.

3. The date of formation of the Society is 3.11.1978.

4. The office of the Society is situated within the jurisdiction of the Registrar of Coimbatore.

5. The business hours of the Society will be from 10 am to 5 pm.

6. The objects of the Society are to establish and maintain Colleges, Schools, Libraries, Reading Rooms and other Educational Institutions and Societies.

7. The activities of the Society for furtherance of its objects will be as follows:

   a. To aid, by giving scholarships, donations, fees etc. to deserving poor students to enable them to begin, pursue, complete their studies, training, research etc.

   b. To establish, construct and maintain Hospitals, Dispensaries, Nursing Homes, Wards, and other Institutions for the relief of the sick and to aid and co-operate with institutions doing similar work.

   c. To construct, establish and maintain conference or meeting halls, community centers and buildings that may be found necessary and useful for public purposes and lease them out for public and utilize the proceeds of the rent to fulfil the objects of the Society.

   d. To make provision for poor homes, orphanages and to give gratuities to needy and deserving persons in poor and destitute circumstances.

   e. To collect and maintain a fund for the objects and purposes of the Society by way of conducting benefit performances, fetes, charity ball and publication of Souvenir and collecting advertisements and other kinds of fund-raising activities and, to accept donations and gifts of proper- ties (movable and immovable).

   f. To accept, purchase and maintain or take on lease any buildings or land deemed suitable for the purposes of the Society.

   g. To invest or deal with moneys of the Society in accordance with the Sections 11 and 13 of the Income Tax Act, 1961, or amendments that may be made thereto.

   h. To act as trustees or manager of any institution, society or trust having similar object.

   i. To borrow and raise moneys for the purposes of the Society in such manner and on such securities as the Society may deem fit.

   j. To incorporate with itself any Institution, Society or Association having objects wholly or in part like those of the Society and to co-operate with any person or body of persons in and of such objects.

   k. To do all such other lawful acts as may be necessary or incidental and conducive to the attainment of the above objects or any of them.

8. The Chairman is the officer who is empowered to give directions regarding the business of the Society.

9. Enrolment of members: All members including Honorary members of Coimbatore City Round Table No. 31 shall be members of the Society.

10. Cessation of membership: Any member, including Honorary members, who ceases to be member of Coimbatore City Round Table No.31, for whatever reason, shall automatically cease to be a member of the Society.

11. Extra Ordinary General Body Meetings: An Extra Ordinary General Body Meeting may be called by the Secretary by giving seven days' notice in writing to all members of the Society. The quorum at such meetings for the conduct of any business shall be at least 50% of the total membership.

12. Annual General Body Meeting: The Annual General Body Meeting shall be held on or before 31stAugust each year. The Secretary shall, by 15thJuly, give notice in writing to each member of the Society, of the Annual General Body Meeting. The Secretary shall circulate by 25thJuly, the reports of the Officers and audited financial statement. If for any reason, the AGBM is held before August, then the above notice and circulation periods shall be 20 days and 10 days respectively prior to the AGBM. The quorum at an AGBM shall be 50% of the total members.

13. The Register of Members, the books containing minutes and books of account at the Registered Office of the Society will be open for inspection to its members free of charge only during business hours from 10 am to 5 pm by giving three days' notice in writing to the Secretary.

14. Governing Body

    a. The Governing Body shall consist of the Executive of Coimbatore City Round Table No. 31 at that time (i.e., the Chairman, Vice Chairman, Secretary, Treasurer and four Convenors - total 8) who shall have control over the affairs of the Society.

    b. The Governing Body shall meet at least once in three months.

    c. A meeting of the Governing Body may be convened at any time by the Board of Officers providing at least three days' notice to all Governing Body members in writing. The quorum at a meeting shall be 50% of the total Governing Body members.

    d. The quorum for all meetings of the Governing Body shall be 50% of the members of the Governing Body. If within half an hour of the time of meeting the required quorum is not present, the meeting will stand adjourned to the same day and time in the following week.

    e. The members of the Governing Body shall be indemnified by the Society against any loss, risk or expenses which might happen to them or be incurred by them in the discharge of their duties as members of the Governing Body.

15. Management

    a. The entire affairs of the management of the Society shall vest in the Governing Body.

    b. The Governing Body consisting of the Executive of Coimbatore City Round Table No. 31, shall take office of their respective posts as in the Table executive at the Annual General Body Meeting and its term of office shall run concurrently with the term of their office in Coimbatore City Round Table No.31. The Officers of the Tables Hall form Board of Officers of the Society.

    c. The Treasurer, either with the Chairman or with the Secretary of the Society, shall jointly sign all cheques, notes, bills, and other negotiable instruments and operate the accounts of the Society.

d. The Society shall sue or be sued in the name of the Society represented by its Secretary.

e. All contracts and documents shall be made or executed by two members of the Governing Body, one of whom shall be the Chairman.

f. The Governing Body shall be responsible for the following:

   i. To maintain and cause to be maintained proper accounts and records.
   ii. To publish the Annual Reports and Accounts of the Society.
   iii. To convene the Annual General Body Meetings.

g. True accounts shall be kept of the moneys received and expended by the Society and of the properties, credits and liabilities of the Society and they shall be open to inspection by the members subject to any reasonable restrictions as to the time and manner of inspection that may be imposed in accordance with the rules and regulations of the Society. Financial year for the purpose of the Society shall mean a period from 1st July to 30th June following. The accounts and financial statements of the Society shall be audited by qualified chartered accountant/s at the end of every financial year, and the said audited accounts along with the Auditor/s' Report shall be placed at the AGM for approval of members.

16. These rules and regulations shall not be repealed nor any amendment or addition made except by a resolution passed by a majority of not less than two-thirds of the members of the Society present at a meeting convened for the purpose or at an Annual General Body Meeting.

17. The income and property of the Society, however derived, shall be applied solely towards the pro- motion of the objects of the Society as set forth above and no portion thereof shall be paid or transferred, directly or indirectly by way of dividends, bonus or otherwise howsoever, by way of profits to the members of the Society provided that nothing herein contained shall prevent the payment in good faith by the Governing Body a reasonable and proper remuneration, to any officer or servant of the Society, or to any member of the Society in return for any services actually rendered to the Society.

18. If upon the winding up or dissolution of the Society there remains, after the satisfaction of all its debts and liabilities any property whatsoever, the same shall not be paid to or distributed among the members of the Society, but shall be given or transferred to some other institution or institutions which has/have similar charitable objects and which prohibits the distribution of its income and property among its members.

19. All decisions taken in accordance with the above rules by the Society in any matter relating to the Society or its members shall be final and conclusively binding on the Society and its members and the same shall not be subject to proceedings in a Court of Law.

VIII. Foreign Contribution (Regulation) Act

Owing to the complexity, procedures, and formalities in getting Foreign Contribution to the Tables directly, all Tables are requested to route Foreign Contributions through Round Table India Trust.

IX. Awards

Tables should have several awards such as Best Tabler Award, 100 per cent Attendance Award etc. These awards are an integral part of Table activity and are necessary to encourage and recognize

Tablers in their performance during the year. Given below for general guidance are two awards - one for Best Tabler and one for Fellowship. Tables should try and have several awards for different activities.

1. Best Tabler Award

Each Tabler's performance should be judged on the following points:

1. Attendance at Table meetings and all official functions.
2. Attendance at other Table and all Association meetings including Area meets.
3. Participation in meetings.
4. Participation in his Committee.
5. Contribution to Fund Raising.
6. Contribution to extension.
7. Participation in projects.
8. Fellowship with all Tablers.
9. Contribution to the Association in the capacity as a member or Convenor of the Table.
10. Overall involvement in all the above categories.

Method of Judging

In order to make it easy and have a certain uniformity, it would be ideal to judge each Tabler's performance in each of the above categories based on outstanding, very good, good, average, poor and very poor and 6,5,4,3,2 & 1 points respectively be given for performance in each of the above 10 activities. All the 10 categories carry equal weight and the person with the maximum points would be the Best Tabler. For example, if a Tabler's contribution to extension was outstanding, he will get 6 points and if an- other Tabler did not do anything for extension either internally or externally he will get only 1point. In the same way all the other categories will be graded for each Tabler.

Judging should be done by the office bearers of the Table in consultation with the Convenor of the committee. It is advisable that this be done every month during the Table Executive Meetings so that this will give a regular progress report of a Tabler's activity and the total points at the end of the year would give the result of his entire year's performance. During the year, if a Tabler's activities fall below a certain standard he could be pulled up when necessary. (If the judgement is made only at the end of the year, human nature being what it is, usually the last quarter's performance would be the deciding factor.)

The qualifications should be:

1. The Tablers should have more than 60 per cent attendance.
2. Should not be an Office Bearer.
3. The period of activity for consideration is July to June.
4. Should get a minimum monthly average of 35 points.

2. Fellowship Trophy

This is a novel idea used by Tables to promote improved fellowship amongst Tablers. Inevitably in even the best of Tables one will find that outside of the Table meetings or socials certain groups of Tablers stick together and do not mix with other groups. The object is to encourage each Tabler to visit another Tabler whom he normally does not visit.

The person who first gets this Trophy must, before the next regular Table meeting visit along with his wife, another Tabler whom he has not visited for a long time. The Trophy is then passed on to this Tabler who should then repeat the process. This would mean that the Trophy gets passed on from one Tabler to an- other between meetings. These facts should be so recorded and failure for a Tabler to do this before next meeting should result in his payment of a handsome sunshine fund amount of say

Rs.50. This serves as an encouragement to Tablers who rarely visit each other, to do so at least say occasionally. The Trophy could be an amusing one with a suitable name.

3. Other Trophies

Tables can have several other trophies such as 100% Attendance Award, Awards for long and meritorious services rendered to the Table, Awards for Tablers retiring under age rule and other awards for recognition of Tablers' contribution to various activities in the Table Movement.

X. Table Calendar

July (after conclusion of Table AGM)

A. Collect following from the outgoing office bearers: Files, letters, correspondence, Minutes, Jewel, Rubber stamps, Table flags, banners; Cheque books, pass books, balance sheets, and accounts

B. Open new bank accounts, if necessary, as decided at AGM:

   a. Furnish copies of resolutions, specimen signatures to Bank
   b. Make new accounts or existing accounts operational by intimating change in office bearers to the Bank
   c. Open new accounts books
   d. Send bills to Tablers for subscription and/or other dues.

C.

   a. Print letterheads
   b. Intimate NEX, AEX, and National Secretariat and if possible, all Tables in the Area, names, and addresses of new Office Bearers
   c. Prepare Minutes of the AGM
   d. Give effect to and implement all resolutions passed at AGM
   e. Prepare roster of meetings and visit of Tablers to Projects
   f. Prepare up-to-date and correct mailing list for Minutes after confirming with Tablers the address to which communications are to be sent
   g. Organize attendance register for the year
   h. Organize duplicating, typing, mailing procedures for the year
   i. Prepare list of birthdays, wedding anniversaries of Tablers, wives and children for the year for sending greetings
   j. Organize and arrange for personal achievement record book of all Tablers, wives and children and enter data as and when received
   k. Ensure nominations, if any for posts of Area Executive are sent before last date
   l. Attend to routine matters.

August

A. Organize Executive Meeting, prepare and circulate Agenda
B. Prepare plan of activities for the year, including projects
C. Intimate AEX of plan so formulated
D. Ensure that Convenors are duly intimated of their duties
E. Ensure completion and dispatch of Directory information sheets if not already done
F. Attend to Table executive matters, correspondence, communication with RTI and AEX
G. Check and if necessary, place orders for RTI Shop items
H. Ensure report/photos of Table AGM are sent to Area Magazine
I. Attend to routine matters

September

A. Ensure collection of all information required for 'C' Form. On receipt, complete form and keep ready for dispatch
B. Plan for fund raising/project for the year
C. Ensure participation of Table in Area AGM, and appoint Area Delegates. Arrange for proxies, if necessary, in prescribed form
D. Prepare brief for Area Delegates for the AGM
E. Calculate and prepare attendance for the period ending 30th September and circulate along with Minutes
F. Prepare report on Table's activities for period ending 30th September and mail to AEX & NEX
G. Collect dues including 'C' Form dues
H. Review financial position of Table and prepare report for period ending30th September
I. Arrange Executive Meeting
J. Attend to routine matters

October

A. Ensure dispatch of 'C' Forms by 15th October duly completed together with remittance to the National Secretariat with all enclosures
B. Monitor programs of Convenors on Extension, Projects, etc.
C. Apply for Trophies
D. Ensure nomination for National posts, if any, reaches by 15th October
E. Ensure dispatch of 'D' Form by the 31st of October duly completed together with remittance to the Area Secretary/Treasurer
F. Arrange Executive Meeting
G. Attend to routine matters

November

A. Discuss all National AGM papers received for the National AGM
B. Appoint National Delegates and prepare brief
C. Ensure celebration of RTI Week
D. Finalize fund raising/project for year and work out detailed plan
E. Arrange Executive Meeting
F. Attend to routine matters

December

A. Ensure attendance of National Delegates at National AGM. Prepare proxies in prescribed form, if necessary
B. Prepare and circulate along with Minutes, attendance particulars for period ending 31st December
C. Prepare and send to AEX and NEX report on Table's activity for period ending 31st December
D. Routine matters, correspondence etc.
E. Prepare statement of finance of Table and accounts for period ending 31st December
F. Arrange Executive Meeting

January

A. Prepare or arrange for brief report on National AGM to be circulated to Tablers
B. Review progress by Convenors on fund raising, projects, extension etc.
C. Routine matters of Table
D. Send bills and reminders for dues, if any and collect all dues
E. Arrange Executive Meeting
F. File returns as per Foreign Contribution Regulation Act, if applicable

February

A. Arrange Executive Meeting
B. Attend to routine matters

March

A. Prepare and circulate attendance particulars for period ending 31st March with Minutes
B. Prepare and send to AEX and NEX report of Table achievements for period ending 31st March
C. Prepare statement of accounts and financial affairs for period ending 31st March
D. Arrange Executive Meeting
E. Attend to routine matters

April

A. Finalize all accounts relating to Fund Raising/Project
B. Send out notices calling for nominations for office bearers and fixing election meeting of Table at the first Table meeting in May
C. Arrange Executive Meeting
D. Attend to routine matters

May

A. Hold election meeting to elect new office bearers (closed meeting)
B. Inform AEX, NEX & National Secretariat of new Board for the following year by the 15th May
C. Arrange Executive Meeting
D. Routine matters

June

A. Prepare and circulate with minutes attendance particulars for period ending 30thJune
B. Collect all outstanding, clear all outstanding payments, close accounts, prepare balance sheets, statement of accounts, Treasurer's report
C. Prepare Chairman's Annual Report, Reports of Secretary, and Convenors
D. Issue notice of AGM with 15 days clear notice;

July

A. Arrange Executive Meeting, pass all reports, accounts
B. Prepare all papers for Table AGM and circulate to all Tablers
C. Organize AGM
D. Prepare all files, papers, Table property for handing over to new office bearers

XI. Model Forms, Returns, Certificates

Round Table India Membership Nomination Form

(To be filled in and handed over to the Secretary of the Table)

I, the undersigned propose Mr. XXX for the membership of Round Table No. XX. I know him personally and consider him in every way suitable for membership. I have fully informed the proposed member, of all Round Table activities and his obligations to the Table and the movement as a member. I have known the nominee for   years.

- Name of Nominee
- Date of Birth
- Wife's Name
- Date of Birth
- Classification of Job Industry
- Name of the Firm & Address Telephone
- Residential Address Telephone
- Preferred address for Table communication: Office / Residence

Has the nominee ever been a member of the Round Table: Yes / No If yes, state Table he belonged to, reason/s for leaving & date:

Name of the proposer:
Signature of the Proposer:

Date:

I the undersigned, if elected, agree to comply with the Rules/By-Laws of the Round Table No. XX and the Rules and Constitution of the National Association. I fully realize the obligations entailed by membership and will endeavor to be worthy of the honor of membership bestowed upon me.

Signature of the Nominee

Date:

The completion of this form in no way binds the Table to admit the nominee and neither the proposer, nor any other member of the Association shall be requested or required to give any reason/explanation in the event of admission being refused.

(Table Record Overleaf)

Table Record

Round Table No. XX Date of receipt of Nomination:
Admitted/Not Admitted Date of Induction:
Remarks:
Secretary's Signature

Area/National Offices Held
Table Offices Held
AGM's Attended
RT International Meets Attended

Other information:

Transferred to Table No.:
Date:
Retired due to Age
Date:
Rule/Due to other reasons
Remarks:

Format for Table AGM Notice

Form 1: Round Table No.

Notice: Notice is hereby given that the Annual General Meeting of the Round Table No. XX will be held on DD.MM.YYYY at (venue) at (time).

Agenda: (As per rules)

Date:
Place: Secretary's Signature

Nomination Of Table Officers and Convenors

Form 2: Round Table No.
Nomination of Officers and Convenors
Post nominated for:
Name: Date of Birth:
Address:

Date of joining Table:
Table career: Any other information:
Proposed by: Proposer's Signature:

Nomination accepted (Nominated Tabler)

XII. Resolutions

RTI Week - Observance

All Tables are requested to observe Round Table India Week in the month of November and formulate programs for proper celebration of the same. Where these dates are not convenient, Tables should try and celebrate at any other period. The National Executive will give suggestions and guidance in this matter.

Community Service - Foreign Assistance

Tables who are desirous of receiving assistance from abroad will send details of their projects to the Com- munity Service Convenor who shall prepare an approved projects list for each year. All projects which are so listed may receive help from abroad without further reference or permission from the Convenor. In the case of any monetary assistance received from abroad, Tables shall account for the same to the Association each year in Form 'C' the inward remittance of foreign exchange.

Extension - Revival

Wherever Tables become inactive, sponsor Tables and neighboring Tables should take active interest in reviving such Tables.

EXTENSION MANUAL

One of the Aim and Objective of Round Table India is *"Extension"* of Tables and Tablers. The fundamental purpose behind the extension is to offer like-minded youth of India the opportunity of enjoying all values implicit in Round Table movement.

Round Table India possessing the unique age criteria i.e., active members must retire at age of 40 years, timely extension is of prime importance to keep the strength of organization intact. Also, being a close-knit Service Through Fellowship organization entire effort is to be made to maintain the right balance between the quality and quantity of extension being done through India.

This section rationalizes the entire extension exercise, in the hope that those following the instructions logically step by step will absorb and implement the rules and guidelines, which can be so inadvertently overlooked when enthusiasm rather than experience is the prime mover.

This section explores rules and guidelines of the following two facets of Extension in Round Table India:

External (Rules and Guidelines)	Internal (Guidelines Only)
This is applicable for any new Table being formed by an existing Table National and Area Board is the supervising and approving authorities of external extension in India. Rules mentioned in following section is <u>Mandatory</u> to be followed. Following rules and guidelines are directed towards creating a standard procedure for Table extension throughout India with quality and time given for formation of Table being the focus and of prime importance.	This is limited to induction being done by individual table for its own table. This Manual presents trial and tested guidelines which interested tables can implement for screening of prospects for internal inductions Round Table India does not encourage inactive members hence, following guidelines are directed towards examining any new candidates' interest and participation towards activities of table

Amendments to the Extension Manual

The Extension Manual may be revised and improved upon by the National Executive without reference to the General Body. However, the minimum requirements to be met by the Proposed Table or a new Table as set out under sections "Permission to Inauguration" and "Consolidation to Charter" which are reproduced below may be amended by the National Executive as they think fit provided that any such deletions, amendments, etc. are placed before the immediately following General Meeting of the Association for ratification by the General Body. Provided further that in the event of non-ratification the actions taken for the amendments, deletion etc. remain valid ab-initio.

External

Truthful interpretation of Rules and Guidelines mentioned in this section for individual extension projects will ensure the universal practice of an acceptable standard of procedure.

It is vitally important for the strength of the new Table that the Area and National Approving authorities, Sponsor Table, Proposed New Table follow the mandatory rules and various guidelines outlined in this manual.

If this is done it will be found that new Tables are well educated with a good administrative set-up for them to concentrate on projects and fellowship activities soon after their charter.

Planning

When a Table, whether a Full or an Associate Member of the Association, decides to investigate the possibility of forming a new Table in a territory, following steps should be planned and formed:

Rule	Guideline
1. Appointment of "Table Extension Convener" in Sponsor Table for extension. He shall be the single point contact along with Table Chairman for any matter related to the extension 2. "Extension Kit" (Details mentioned in following section) to be ordered from secretariat 3. The Sponsor Table must take written clarification and permission from then National Extension Convenor through respective Area Chairman as to which Area the proposed Table would fall under, before an application for Form A1 is made. 4. A Table can sponsor an extension only if its own membership strength is not less than 12.	1. A committee may be formed under the extension convenor. Those elected for the committee, may include individuals with personal contacts in the Area under extension. They should be prepared and be able to serve on the committee long enough to see the project completed as far as Charter, including recognized RTI Facilitator should be done for better results. 2. Feasibility Report to be made for better understanding: a. List of initial contacts & how these were obtained. b. Size and type of community under investigation. c. Population of area and prediction of population growth where applicable (example - a rapidly expanding community). d. Details of other service organizations in the area. e. Analysis of communication & transport from sponsoring area

Process Initiation

Table Approval

After completion of Planning Stage and obtaining the necessary facts and as much background information as possible the Extension Convener/Committee reports back to a full meeting of the Table or to the Table Executive as the Table may decide.

This report is discussed in one of the businesses meets and if the Table decides on the evidence that it feels that the project is a viable one, likely to succeed, and decides to act as Sponsor Table, they proceed to take the next step. The entire decision mandatorily should be recorded in the Minutes of Meeting online (MOMO) for record and future reference.

Please Note: In case of no sponsor Table, the respective Area Chairman can appoint a single individual, preferably then Area Extension Convener, instead of a Table to proceed with the extension. In such a case the Association will be the sponsor for that Table and the individual designated to pursue the extension must send the Form A1.

A1 – Application

Upload Form A1 in respective online RTI Dashboard which shall primarily require following information:

1. Extension Convener and Committee Details
2. Minutes of Meeting – In which the decision to extend a table was decided by the proposed Sponsor Table
3. City and Locality details like population, type of community, list of other service clubs in city, etc.
4. Bio Data details of All Prospects or the proposed new Data.

a. Name
b. Date of Birth
c. Educational qualification
d. Profession
e. Addresses and contact nos.
f. Email id
g. Date of Anniversary
h. Spouse name
i. Name and DOB of Children
j. Profile Pic
k. Age Proof – Scanned copy: Aadhar, PAN, Driving License or Passport.

Rule	***Guideline***
1. Sponsor Tables are requested to note that without an application and approval of Form A1, any steps towards extension taken by the Table will not be recognized. 2. Bio Data details required to be uploaded is Mandatory. In case the extension falls through and later any other Tables take up extension in the same area, the list of initial contacts could be used	1. Average Age of Prospects should be below 33 Years. 2. Sponsor Table may approach then Area Extension Convenor and apprise him of the proposed extension. Upon his in principal approval only, the Table then submits the Form A1 to the Area Chairman requesting for permission for the new extension. 3. A wide spread of classifications is desirable to give the new Table a broad base in the community. 4. Age distribution should also be borne in mind, as if a new Table has members with same age may be badly weakened in a few years when all these early members are forced to retire at the same time under the age limitation rule of RTI

A1 – Permission

Approving Authority

1. Then Area Chairmen of Sponsor and Proposed table respective geographical boundary, is the Primary approval authority. The Area Chairman should give his approval for the New Table extension latest within 30 days of filing of A1. In case Area Chairman doesn't not give approval, the valid reasons for rejection should be stated by Area Chairman and matter can then further be discussed and decided by the AEx

2. Then Area Chairmen for assistance on extension related decision may also form a committee consisting of then Area Extension Convener and others as deemed fit. The committee can be changed as required and bestowed as Approval Authority by then Area Chairmen

3. In case Sponsor Table of one Area, is wishing to extend to a city which is in the geographical boundary of another Area, permission to extend should be sought from both then Area Chairmen concerned.

Rule	**Guideline**
The Approving Authority MUST ensure following: 1. Membership strength of Sponsor Table should not be less than 12 2. Minimum 15 Prospects for start of new Table	1. The Approving Authority should always pre-ascertain any other extension in the same area. If there is no conflict and approving authority is satisfied by the report, then only appointment of the Sponsor Table should be confirmed and permission for the extension to be granted.

3. Memberships of members holding dual memberships (as provided in the Constitution) shall not be reckoned for determining this minimum requirement.	2. In case, Two Tables are interested to extend in same city or area, approving authority may possibly suggest co-sponsorship.

Revoking Authority

Only the A1 Approval authority as mentioned in above section, possess the revoking authority for any existing permission.

The Approving Authority of A1 can revoke the permission granted to Sponsor Table for extension for any of the following reasons:

1. If the new Table is not likely to be formed or Sponsor Table is not taking adequate steps in the matter

2. If 180 Days have lapsed from the date of granting of permission. However, the Approval Authority can extend the deadline maximum by another 90 Days, after which the permission shall automatically stand revoked.

3. The sponsor Table will have to file fresh A1 application for any further extension in the concerned area.

Contact Meets

Once permission has been received from the Approving Authority of A1 form, the Sponsor Table should now plan and facilitate the proposed Table to have regular meetings.

Planning

1. The main purpose and efforts to be taken in all contract meets are as below:

    a. To weld a group of strangers into the fellowship of one Table. To develop the group into a family unit by involving the wives and children as much as possible in the fellowship.

    b. To inform in detail about the activities of Round Table International, Round Table India and its Members.

2. Maximum RTI Facilitators or Experienced member with in-depth working knowledge of Round Table International and Round Table India affairs should be involved in the process to pass on effective information.

3. All contact meets should be interactive and from initial stage only Prospects should be encouraged to be Mock Chairman, Secretary, etc. Every Prospects should be given equal chance whenever possible to allow others to assess individual’s potential as office holders.

Rule	Guideline
1. Minimum 6 (Six) Contact Meets to be planned and conducted in between permission of A1 and Application of A2. 2. Minimum 10 Days gap between two consecutive contact meets. 3. Minimum 60% of total number of prospects should attend every contact meet.	1. Style of Meeting: The meeting style may depend upon the customs of the new area and the Sponsor Table should try to avoid imposing its own pattern of meeting upon the new Table without regard to local usage. The meetings could be a tea meeting or one followed by dinner. 2. Knowledge Sharing: Sponsor Table should share their regular Minutes of Meeting, Monthly, Quarter and Annual Reports, Rule Book, etc. with the

4. Minimum 4 Contact meets to be attended by all prospects

5. Minimum 2 (Two) Representative of Sponsor Table in every contact meet

6. Minimum 2 (Two) meetings of all Contact meet to be compulsorily attended by A1 – Approving Authority or Area Extension Convener

7. Minimum 1 (One) meeting of all Contact meet to be compulsorily attended by respective Area Chairman

8. Minutes of all 6 (six) contact meets to be regularly shared with A1 Approving authority

9. Sponsor Table should ensure thorough execution of first 6 (six) Contact Meets as defined in following sections

proposed Table. This enables the new Table to understand how the movement is organized and how business is conducted within an established Table.

3. Communication: With growing technological and digital mediums WhatsApp Groups and Facebook should be used extensively for day-to-day communication and sharing updates with the proposed table. Absentees of any meeting should be kept informed of the next one, no meeting should break up without fixing the succeeding meeting.

4. Hand Holding: The sponsor table should be ready to support and promote in every possible manner inclusion of the proposed table in regular tabling activities for a significant amount time till such time the proposed table is independent to function alone.

5. Cost of Contact Meets: First Official Contact Meeting may be borne by Sponsor Table and costs of the subsequent Contact Meetings be borne / shared with the new Table.

Flow Structure

This section outlines specific structure, attendance required and related guidelines of individual contact meets to be followed by the Sponsor Table and is also an effort to have uniform extension patter throughout India.

First Contact Meet - "Emphasis Round Table India"

Step 1: Sponsor Table Representative to Call the First Contact Meet with a toast to President Republic of India and Round Table India

Step 2: Reading of Aims and Objects of RTI

Step 3: Attendance of Participants for the Meeting

Step 4: Acknowledgement and Greetings for Area and National Dignitaries of RTI, if present

Step 5: Introduction Round of All New Members to the Floor – Casual but Detailed

Step 6: About RTI - Brief of Round Table India and Round Table International. To give an insight into the fulfilment to be derived from membership of an individual Table. (By Recognized RTI facilitators only)

Step 7: Ice breaker Activity –By Recognized RTI Facilitators Only

Step 8: Question & Answer Round

Step 9: Intimation of Next Meeting Agenda, Date and Venue

Step 10: Vote of Thanks

Step 11: Followed by Informal session of fellowship

Mandatory Attendance for the Meeting:

1. 60% of total prospect members
2. 2 (Two) Representatives from Sponsor Table
3. 1 (One) RTI Facilitator from within or outside Area

Second Contact Meet - "X factor of RTI Service Through Fellowship"

Step 1: Sponsor Table Representative to Call the Second Contact Meet with a toast to President Republic of India and Round Table India

Step 2: Reading of Aims and Objects of RTI by anyone Prospect

Step 3: Attendance of Participants for the Meeting

Step 4: To Confirm the Minutes of the previous meeting.

Step 5: Acknowledgement and Greetings for Area and National Dignitaries of RTI, if present

Step 6: Introduction Round of Members to the Floor who were not present in previous meeting

Step 7: Know a Tabler – Service Through Fellowship – Detailed module about the current facets, activities of RT International and Round Table India. Relative Cost and Time required for Tabling. - By Recognized RTI Facilitators

Step 8: Question & Answer Round

Step 9: Intimation of Next Meeting Agenda

Step 10: Vote of Thanks

Step 11: Followed by Informal session of fellowship

Mandatory Attendance for the meeting:

1. 60% of total prospect members
2. 2 (Two) Representatives from Sponsor Table
3. 1 (One) RTI Facilitator

Third Contact Meet - "Team Building"

Step 1: Sponsor Table Representative to Call the Third Contact Meet with a toast to President Republic of India and Round Table India

Step 2: Reading of Aims and Objects of RTI by anyone Prospect

Step 3: Attendance of Participants for the Meeting

Step 4: To Confirm the Minutes of the previous meeting.

Step 5: Acknowledgement and Greetings for Area and National Dignitaries of RTI, if present

Step 6: Introduction Round of Members to the Floor who were not present in previous meetings

Step 7: Team Building Activity – By Recognized RTI Facilitators

Step 8: Question & Answer Round

Step 9: Intimation of Next Meeting Agenda

Step 10: Vote of Thanks

Step 11: Followed by Informal session of fellowship

Mandatory Attendance for the meeting:

1. 60% of total prospect members
2. 2 (Two) Representatives from Sponsor Table
3. 1 RTI Facilitator from within or outside Area

Fourth Contact Meet - "Engage with Sponsor Table in Family Social"

Step 1: Sponsor Table Representative to Call the Fourth Contact Meet with a toast to President Republic of India and Round Table India

Step 2: Reading of Aims and Objects of RTI

Step 3: Attendance of Participants for the Meeting

Step 4: To Confirm the Minutes of the previous meeting.

Step 5: Acknowledgement and Greetings for Area and National Dignitaries of RTI, if present

Step 6: Introduction Round of Members FAMILY to the Floor. If all unmarried we can have a Team Building Activity

Step 7: Couple HRD Session - By Recognized RTI Facilitators from within or outside area

Step 8: Question & Answer Round

Step 9: Intimation of Next Meeting Agenda

Step 10: Vote of Thanks

Step 11: Followed by FAMILY SOCIAL of fellowship

Mandatory Attendance for the meeting:

1. 60% of total prospect members
2. Quorum of Sponsor Table with Family for Joint Social
3. 1 RTI Facilitator from within or outside Area or A1-Approving Authority

Fifth Contact Meet - "Nurture Board"

Step 1: Sponsor Table Representative to *Call the Fifth Contact Meet* with a toast to President Republic of India and Round Table India

Step 2: Reading of *Aims and Objects* of RTI by anyone Prospect

Step 3: *Attendance* of Participants for the Meeting

Step 4: To *Confirm the Minutes* of the previous meeting.

Step 5: *Acknowledgement and Greetings* for Area and National Dignitaries of RTI, if present

Step 6: *Nurture Board – Explain and Identify the* *__Hierarchy of Table Executive Board__* *and Functioning of Table including* *__Annual Subscription amount__* *and* *__Budget__* *for the year.*

Step 7: Identify and Confirm Possible Table Executives for the start of Table and *Finalize Table Logo to be sent for approval of Approving Authority.*

Step 8: Mock Business meet to be conducted to apprise the new table of business meet protocols.

Step 9: *Question & Answer* Round

Step 10: Intimation of *Next Meeting Agenda*

Step 11: Vote of Thanks

Step 12: Followed by informal session of fellowship

<u>Mandatory Attendance for the meeting:</u>

1. 60% of total prospect members
2. 2 (Two) Representatives from Sponsor Table
3. 1 RTI Facilitator from within or outside Area or A1-Approving Authority

Sixth Contact Meet - "Do it Right"

Step 1: Sponsor Table Representative to *Call the Sixth Contact Meet* with a toast to President Republic of India and Round Table India

Step 2: Reading of *Aims and Objects* of RTI by anyone Prospect

Step 3: *Attendance* of Participants for the Meeting

Step 4: To *Confirm the Minutes* of the previous meeting.

Step 5: *Acknowledgement and Greetings* for Area and National Dignitaries of RTI, if present

Step 6: *Planning of Inauguration* – Requirements of Inauguration and finalization of date

Step 7: *Mock Inauguration* – To conduct a trial for practice

Step 8: *Demonstrator of RTI Dashboard*

Step 9: *Question & Answer* Round

Step 10: Intimation of *Inauguration Date*

Step 11: Vote of Thanks

Step 12: Followed by informal session of fellowship

<u>Mandatory Attendance for the meeting:</u>

1. 60% of total prospect members
2. 2 (Two) Representatives from Sponsor Table

A2 – Application

Upload Form A2 in respective online RTI Dashboard which shall primarily require following information:

1. A1 – Permission Date 2. Minutes of Meeting of All Contact meets 3. Total Number of Members	4. Design of Proposed Table Banner/Logo 5. Proposed Inauguration Date
Rule	**Guideline**
1. Minimum 15 members in the New Table at end of 6 contact meets 2. Memberships of members holding dual memberships (as provided in the Constitution) shall not be reckoned for determining this minimum requirement. 3. Sponsor Table should ensure that all Minutes of Prospective Table's meetings are sent regularly and updated to the National Secretariat and Then A2 and A3 - Approving authority	1. Sponsor Table should have in principal approval from the A2 – Approving authority to avoid any confusion 2. Sponsor Table should not plan and commit inauguration before A2 – Permission is received. 3. The Proposed Table should have by now fixed its Annual Subscription fees.

A2 – Permission

Approving Authority

1. Then Area Chairmen of Sponsor and Proposed table respective geographical boundary, is the Primary approval authority. The Area Chairman should give his approval for the New Table extension latest within 30 days of filing of A2. In case Area Chairman does not give approval, the valid reasons for rejection should be stated by Area Chairman and matter can then further be discussed and decided by the AEx.

2. Then Area Chairmen for assistance on extension related decision may also form a committee consisting of then Area Extension Convener and others as deemed fit. The committee can be changed as required and bestowed as Approval Authority by then Area Chairmen

3. In case Sponsor Table of one Area, is wishing to extend to a city which is in the geographical boundary of another Area, permission to extend should be sought from both then Area Chairmen concerned.

Rule	Guideline
The Approving Authority MUST ensure following: 1. Membership strength of Sponsor Table should not be less than 15, if extension is done in same city as of sponsor table. 2. Minimum 15 Prospects for start of new Table at end of 6 (six) contact meets. 3. Minimum 4 (Four) meetings attended by every member of new table between A1 permission and A2 application. Any member who has not attended same should not be counted within the strength of 15 numbers.	1. Average age of Table should be below 33 Years. 2. The Approving Authority should find out the proposed inauguration date and communicate with National and Area Dignitaries for presence of same. 3. In case, permission is to be granted and inauguration date fixed the Approving authority should advise the following to the Sponsor and Proposed Table: a. Start of preparation for Inauguration b. Ordering of New Member and Table Kit

4. Memberships of members holding dual memberships (as provided in the Constitution) shall not be reckoned for determining this minimum requirement. 5. Rules and Mandatory Attendance mentioned in Contact Meet Section should have been STRICTLY abided by and details uploaded.	from RTI Secretariat c. Payment of New Member Kit

In the event of permission not being granted, the Approving Authority will so inform the Sponsor Table and the reasons therefore to enable Sponsor Table to take further action to make the Proposed Table eligible for Inauguration. The Sponsor Table can at a later stage apply to Approving Authority after fulfilling any deficiencies not met at the time of the previous application. The second application can be merely in the form of a letter and it is not necessary to apply once again in Form A2, if such a second or any subsequent application is made within 180 Days or extended period of 90 Days if granted by the Approving Authority from the date A1 - Permission.

Inauguration

Once A2 Permission has been received, the Sponsor Table will precede with the detailed arrangements for the Inauguration.

The date shall be informed to all the Officers of Round Table India as well as other Tables well in advance to enable them to attend the same whenever possible. A member of the National Executive of the Association shall represent the NEX at the Inauguration. This will also give the new Table added encouragement.

The Inauguration could be a tea or if necessary, a dinner meeting may be arranged. Representatives of the Sponsoring Table will attend and if possible, members of other Tables in the area also will attend. Prominent members of the local community may also be invited.

<u>The Table becomes an Associate Member as soon as it is inaugurated and prospect members are qualified to be called as “TABLERS.” The database in National Secretariat is also updated.</u>

New Member KIT

Rule	Guideline
1. Sponsor Table must ensure the following: 2. New Member Kit along with the Proposed Table Headboard Jewels etc. are ordered from the RTI Shop through the Secretary. 3. Charges for New Member Kit and Sponsor fees for each prospect as prescribed in the Constitution of Round Table India has been paid in relevant Bank Account of RTI Secretariat 4. Log in Id of New Table Headboard for uploading of minutes and activities.	1. Sponsor Table should plan the inauguration as such so that the New Member Kit is ordered, dispatched, and received well within time.

Structure of Inauguration Ceremony

The evening is usually ended by informal fellowship groups of newly elected members and visitors, getting to know each other in a convivial atmosphere. The tea or dinner could be a subscribed affair for all Tablers. As far as possible the visiting Tablers from other places should be billeted with the new members since this is one of the best opportunities that new members have of not only making new friends in the Table Movement, but also getting to know and experiencing the Fellowship of Round Table.

It is suggested that during this ceremony the new Tablers should be requested to assemble at the front of the hall as close to the head Table as possible so that minimum time is wasted as members come up to sign the Inaugural Form as well as for induction. Another bit of good advice is that the toast should be kept ready and the meeting should not be delayed due to delays in making the toast available. It is recommended that when the roll call of Tables is done, either the Chairman or the official representative of each Table may be requested to introduce his Tablers.

<u>Mandatory Attendance</u>:

- Sponsor Table – Along with Quorum
- Prospect Table – Along with 80% of Total Prospect

<u>Special Invitation</u>

- National and Area Dignitaries,
- Square Legs,
- Proposers of Prospect Members

Sponsor Table: ST; Prospect Table: PT;

Responsibility	Activity	Details
ST Chairman	Announcements	Ladies & Gentlemen, please fill your glasses & take your seats. I request [ST Secretary] to establish the quorum of [ST] so that we can call the meeting to order
ST Secretary	Establishment of Quorum	With XX Present out of Total Strength of XX, the quorum of [ST] is present. The meeting may be called to order.
ST Chairman	Call Meeting to Order	I request everyone present to please stand. I hereby call the [XX] Continuous Meeting & [XX] of the year of [ST] to Order with a toast to President Republic of India & Sponsor Table [RT XX] I request everyone present to take your seats.
ST Chairman	Welcome Address	On behalf of [ST], I welcome you all to the Inauguration of [Prospective Table] I welcome [National Dignitaries], [Area Dignitaries], [Honorary Tablers & Square Legs], [Circle National and Area Dignitaries], [Other Dignitaries] Circlers and Kids to this extension program of Round Table India
ST Chairman	Invite to Dias	May I now invite the [Other Dignitaries, if any], to the dais please. May I now invite the [Area Dignitaries], to the dais please. May I now invite the [National Dignitaries], to the dais please. <u>Please Note: Hierarchy of inviting people to dais can be decided on case-to-case basis. But it should be always Lower to Higher.</u>
ST Chairman	Aims & Objects of RTI	I request all present to please rise to read the aims and objects of RTI. I request [PT Charter Chairman] to come forward and read the aims and objectives of RTI.

PT Chairman		I request everybody to repeat after me. "To Develop the fellowship of young men through their medium of their business and profession and community service activities" "To encourage active and responsible citizenship by cultivating the highest ideals in business, professional and civic tradition" "To promote and further international understanding, friendship and Co-Operation" "To promote the extension of association"
ST Chairman	RTI Song	I request [ST Secretary] to please play the RTI song and request everyone to join hands and sing in chorus. RTI Song Plays I request everyone to please take your seats
ST Chairman	Sargent at Arms	I hereby appoint [ST Tabler Name] as Sergeants at Arms for this meeting. [Sergeant Band to be tied]
Sergeant	Ground Rules	I request everyone to religiously abide by the following rules: Keep your mobile phone on silent and if any emergency, take permission and leave hall to take answer any call No Cross talks and all points to be made through the chair <u>Any other ground rules as deemed fit</u>
ST Chairman	Matters Arising There From	I request the floor to mention matters arising anywhere to be recorded in the meeting. I also request [ST] Secretary to take a note of same.
ST Secretary	Confirmation of Pervious Meeting, Greetings, Communication & Apologies of Absence received	The minutes for last meeting held of [ST] has been floated. I request for a proposed and seconder to confirm the meeting is duly recorded. [ST to announce the various greetings and communication received for the New Table to the Floor and record the same] [ST to announce the Apologies of Absence received from Tablers and record the same]
ST Chairman	Suspension of Other Agendas	In view of inaugurating a new Table today I propose to defer the regular agenda except Extension and Any Other Matter. I request a seconder for proposal of suspension of agendas.
ST Chairman	Resolution of ST to form a New Table	I Chairman of [ST] hereby propose the following: That a Round Table be formed in the city of [PT City Name]. That the Rules & Constitution of the National Association of Round Table India be adopted That the permission having been granted by [Area Chairman] of Area [XX], and

		the Table be known as [PT Name] If there are no objection, I request everyone to unanimously second the proposal
PT Prospects		We all second the proposal
ST Chairman	Introduction & Signing of New Table Inaugural Form	I request all the founder members of the prospective table [PT] having passed the resolution to individually endorse on the New Table inaugural form, As I call your name and introduce you to the floor, please come forward & sign on the Table Inaugural Form document kept with [ST Secretary].
PT Prospects		One by One they come forward, as their names are called wave to the floor and sign the document
ST Chairman	Announcement of New Table being Formed	I request the [National/Area Dignitary] to please come forward and announce the new table being formed Please Note: Highest rank holder of dignitary present for the meeting should be asked to announce the same
National/Area Dignitary		The Resolutions as set out on the agenda having been carried & endorsed, it is my pleasure to announce that the Nagpur Tigers Round Table has been formed & will be accepted as Associate Member of Round Table India.
ST Chairman	Induction of Prospective Tablers	Thank you [National/Area Dignitary] for doing the honors I now request [National/Area Dignitary] to induct the prospective Tablers into the movement. Please Note: First/Second highest rank holder of dignitary present for the meeting should be asked to announce the same
National/Area Dignitary		Tonight, it is my privilege to induct the members of [PT]. As I call names, I request every individual to please come forward and stand in a straight line in front of the floor. [Names of All Prospects being Called] You all have been chosen for membership of [PT] because you are believed to be worthy representatives of your vocations, possessed of qualities which can be of service to our movement and your fellow men. Your acceptance of membership implies that you will carry into your public & private lives the Aims & Objects for which this movement stands. Your membership will involve you in an obligation to make regular attendance at meetings and to support in every possible way, the various activities of your Table. Always wear your badge and remember as you wear it, you carry the repute of Round Table into all your affairs, for the movement is judged by those who recognize you as members. Fellow Tablers of [ST] and other Tablers present, I commend to you, as new members of [PT], and ask you to raise a toast to them. Toast to [PT]. I would remind you that the obligations which they have today assumed towards you and your fellowmen are obligations of which you should be equally mindful. [Individual new Tablers to be handed over the New Member Kit]

ST Chairman	Selection of First Chairman (FC)	In order to find the first leader of the [PT] I call for nomination for Charter Chairman of [PT]
PT One Tabler		I propose the name of [FC] for the post of Table Charter Chairman.
PT Another Tabler		I second his nomination.
ST Chairman		If there no other nominations, I happily declare [FC] being selected as the [PT] Charter Chairman I call upon him to come forward and request [National/Area Dignitary] to invest him with the jewel of office as the Charter Chairman of [PT]. [National/Area Dignitary invests the jewel to the charter chairman]
PT Chairman	Call Meeting to Order	I request everyone present to please stand. I hereby call the First Meeting of [PT] to Order with a toast to President Republic of India & Sponsor Table [ST] I request everyone present to take your seats.
PT Chairman	Selection of Table Headboard Vice Chairman (FVC) Secretary (FS) Treasurer (FT)	In order to execute regular activities of our Table I call for nominations for the position of Vice Chairman, Secretary and Treasurer in Table Head Board.
PT One Tabler		I propose the name of [FVC] for the post of Table's First Vice Chairman.
PT Second Tabler		I second his nomination.
PT Third Tabler		I propose the name of [FS] for the post of Table's First Secretary.
PT Fourth Tabler		I second his nomination.
PT Fifth Tabler		I propose the name of [FT] for the post of Table's First Treasurer.
PT Chairman		If there no other nominations, I happily declare [FVC] as being selected as the [PT] First Vice Chairman I happily declare [FS] as being selected as the [PT] First Secretary I happily declare [FT] as being selected as the [PT] First Treasurer [Individual Post Holders are invested the jewels by available National/Area Dignitaries/PT Chairman] I hereby present you the first Table Headboard of [PT]. All other Table conveners and executives will be assigned their roles in the next meeting.
PT Chairman	FC – First Address	[First Chairman addresses the floor for the first time and explains about the new tables journey till date and present its plans for immediate future. He also acknowledges the effort of the Sponsor Table and Related Tablers who have extended their support in the process] [First Chairman also displays his presentation, Table Logo if any and inform the floor of Table Executives/Conveners for the year]

ST Chairman	National/Area Dignitary Address	I now request the [National/Area Dignitary] to address the floor. [National/Area Dignitary should be called from lower to higher hierarchy and asked to speak one by one and <u>Memento/Gifts</u> can be provided to dignitaries]
Sergeant	Sergeants Act	[A humorous act or stand-up comedy is always good lighten everybody's mood. Fine if collected from Tablers present for not abiding by the rules should be counted and handed over to PT Treasurer for their Project account]
ST Chairman	Any Other Matter	[Interested Tablers can raise any matter they want discussion on]
ST Secretary	Vote of Thanks	[ST Secretary should thank all National Dignitaries, Area Dignitaries, [Honorary Tablers & Square Legs, Circle National and Area Dignitaries, Other Dignitaries Circlers and Kids present for the meeting. He may also thank Sponsor or any other members responsible for success of the event]
ST Chairman	Date and Venue of Next Meeting	The Date and Time for the Next meeting would be DD/MM/YY HH:MM and venue would be [Venue Name]
PT Chairman		The Date and Time for the Next meeting would be DD/MM/YY HH:MM and venue would be [Venue Name]
ST Chairman	Closure of Meeting	I hereby close the [XX] continuous meeting & [XX] of the year with a toast to Round Table India and Round Table International.
PT Chairman		I hereby close this First meeting with a toast to Round Table India and Round Table International.

Business Meets

Once Inauguration is complete, the Sponsor and Prospect Table should now plan and facilitate the proposed Table to have regular business meets. The *login details of RTI website for New Table's headboard* to be obtained from RTI Secretariat for regular uploading of activities.

Planning

<u>Table Education</u>: The period between the formation of the Table at Inauguration and the granting of Charter should be one of Table education. During this period the new Table, still under the guidance of the Sponsor Table and its Extension Committee, is learning to stand on its own feet. The Table during this period will require guidance in:

1. Table procedure
2. Committee system
3. Duties of Officers
4. Knowledge of Constitution
5. Formulation of its own Table Rules
6. Inter-Table visiting

The aim of the new Table to become a self-sufficient unit will be greatly assisted if contact can be made with other members of Round Table India. These contacts are of inestimable value in widening the horizons of the new Table.

<u>Inter Table Activities</u>: Sponsor Table through National Extension Team will seek publicity for the new extension so that members throughout the Association as well as the World are aware that the new Table is in formation. In this way, fellow members on business or holiday trips to the new territory will establish contact with the new Table. Also, will provide a correspondent or a twin-Table for the newly Inaugurated Table to give it a greater sense of belonging to Round Table India and which will also enable the new Table to learn from another Table in a different part of the Country.

Rule	Guideline
1. Minimum 6 (Six) Business Meets to be planned and conducted in between permission of A2 and Application of A3. 2. Inauguration shall be the first Business Meet of the New Table 3. Minimum 10 Days gap between two consecutive business meets. 4. Minimum 60% of total number of members of New Table should attend every business meet. Please note Tablers attending other table meetings, project will not be counted in attendance % till charter. 5. Minimum 2 Business meets to be attended by all prospects before Charter. 6. Minimum 2 (Two) Representative of Sponsor Table to be present in any 2 Business meets 7. Minimum 1 (One) meeting out of all Business meets to be compulsorily attended by A2 – Approving Authority 8. Sponsor Table should ensure thorough execution of 5 (Five) Business Meet apart from Inauguration as defined in following sections 9. Minimum Activities to be done by New Table in between Inauguration and Applying for A3 – Permission: a. 1 (One) Community Service Project b. 1 Joint Social with any Chartered Table c. Minimum 60% of total number of members should have attended "A Proud Tabler LADP Program"	1. Style of Meetings: The Prospect table can develop their own style of meeting with keeping the basic intact as per Round Table India constitution. A great deal of help can be obtained by exchanging minutes with the Sponsor Table regularly. This will enable the new Table to see how their Sponsor Table manages its business and the Sponsor Table can make comments on the progress of the new Table after examination of their own minutes. 2. Conduct of Meetings: It requires a combination of a certain degree of dignity as befits the young leaders of a community, coupled with a sense of humor to prevent them becoming too serious in their approach. 3. Table Rules: A Table must adopt a set of rules and this must incorporate the obligatory requirements of the Round Table India Constitution. In the event of a Table not framing its own rules by the time of Charter, the Table Code in the Handbook is automatically deemed to be implemented. When adopted, these rules should be submitted to the National President through the Sponsor Table and when approved, the President informs the Sponsor Table that the new Table's rules comply with Round Table India's requirements and have been approved. 4. New Members: The new Table is not required to obtain the permission of the Sponsor Table to take in new members after its Inauguration, but it is desirable to follow the Sponsor Table's advice.

Agenda of Business Meets

The Sponsor and New Table should compulsorily ensure coverage of following agendas in the 5 (five) business meets done between Inauguration and A3 Permission. Allocation of agendas to different business meets can be done based on availability required speakers and suitability of the Sponsor Table

1. Detailed Flow of Formal Business Meet as per standard MOMO
2. A Proud Tabler – To be done mandatorily by Senior RTI Facilitator from within or outside area
3. Table Rules and Code of Conduct
4. RTIT and RTIF Project Grants
5. National AGM Proceedings and Motion Discussions

Apart from above Business Meets the New Table should have compulsorily organize following:

1. Minimum 1 (One) Community Service Project
2. Minimum 1 (One) Family Joint Social with Any Chartered Table, preferably Sponsor Table

A3 – Application

Upload Form A3 in respective online RTI Dashboard which shall primarily require following information:

1. Inauguration and First Official Meet Date
2. List of Projects done
3. Total Number of Members
4. Proposed Charter Date

Rule	Guideline
1. Minimum 15 members in the New Table at end of 6 business meets 2. Memberships of members holding dual memberships (as provided in the Constitution) shall not be reckoned for determining this minimum requirement. 3. Sponsor and Prospect Table should ensure that all Minutes of Prospective Table's 6 (Six) Business meetings are sent regularly and updated to RTI Dashboard after every meeting and before next meeting. 4. Minimum Activities to be done by New Table in between Inauguration and Applying for A3 – Permission: a. 1 (One) Community Service Project b. 1 family Joint Social with any Chartered Table c. Minimum 60% of total members should have attended "A Proud Tabler LADP Program" 5. Article of Persons (AOP) and Bank Name is finalized but not signed before A3 Permission	1. Application to be made only after completion and uploading of minutes of all business meets 2. Sponsor Table should have in principal approval from the A3 – Approving authority to avoid any confusion 3. Sponsor Table should not plan and commit Charter before A3 – Permission is received. 4. The New Table should have by now finalized its AOP, Bank Name, Table Executives, and other related activities.

A3 – Permission

Approving Authority

1. Then National President of Round Table India is the Primary approval authority.

2. Then National President for assistance on extension related decision may also form a committee consisting of then National Extension Convener and others as deemed fit. The committee can be changed as required and bestowed as Approval Authority by then National President

Rule	Guideline
The Approving Authority MUST ensure following: 1. Minimum 15 Tablers for Charter of new Table 2. Minimum 2 Meetings to be attended by Every Tabler of New Table between A2 Permission and A3 Application. Any Tabler who has not attended same should not be counted as for this strength of 15 members. 3. Memberships of members holding dual memberships (as provided in the Constitution) shall not be reckoned for determining this minimum requirement. 4. Rules and Mandatory Attendance mentioned in Business Meet Section should have been STRICTLY abided by and	1. Average age of Table should be below 33 Years 2. The Approving Authority should confirm the Charter Date and allocate National Dignitaries for attending the Charter Ceremony. 3. In case, permission is to be granted and charter date fixed the Approving authority should advise the following to the Sponsor and Proposed Table: a. Start of preparation for Charter b. Ordering of Charter Plaque c. Payment of Dues, if Any

details uploaded	

The A3 - Approving Authority should consider the application, bearing in mind their own duty to ensure that high standards are maintained throughout. On conditions of non-fulfilment of Extension Manual rules and guidelines in spirit the permission may be denied till the rules are adhered.

In the event of permission not being granted, the Approving Authority will so inform the Sponsor Table and the reasons therefore to enable Sponsor Table to take further action to make the Proposed Table eligible for Charter. The Sponsor Table can at a later stage apply to Approving Authority after fulfilling any deficiencies not met at the time of the previous application. The second application can be merely in the form of a letter and it is not necessary to apply once again in Form A3, if such a second or any subsequent application is made within 180 Days if granted by the Approving Authority from the date A2 - Permission.

Charter

Once A3 Permission has been received, the Sponsor and New Table will precede with the detailed arrangements for the Charter Ceremony.

The Date, Time and Venue shall be informed to all the Officers of Round Table India as well as other Tables well in advance to enable them to attend the same whenever possible. A member of the National Executive of the Association shall represent the NEX at the Charter. This will also give the new Table added encouragement.

It is recommended that Charter should be organized in the New Table's City only. Could be a tea or if necessary, a dinner meeting may be arranged. Representatives of the Sponsoring Table will attend and if possible, members of other Tables in the area also will attend. Prominent members of the local community may also be invited.

The Table becomes a Full Member of Association as soon as it is Chartered and a definite and unique number is assigned to the Table. The database in National Secretariat is also updated.

Charter Plaque

Rule	Guideline
Sponsor Table must ensure that Charter Plaque is ordered from National Secretariat through the Secretary.	Sponsor Table should plan the charter as such so that the Charter plaque is received well within time.

Structure of Charter Ceremony

The Sponsor Table can now proceed to the organization of the Charter Dinner. Instead of a dinner even a tea meeting can be arranged. This is normally a formal occasion and the arrangements should do justice to the importance of this event. The Sponsor Table should take steps to invite a principal guest of distinction from either the International Board of Officers or Officials of the Association or from their own territory.

The cost of the Charter Celebration is normally borne by the new Table, though the Sponsor Table may also contribute to it. The Area Chairman will publicize the event through any channels of communications that may be possible and it is hoped that a strong representation from other member Tables would attend. The Chairman of the new Table will be the presiding officer and the program will be as follows:

Mandatory Attendance:

- Sponsor Table – in Good Numbers
- Prospect Table – Along with 80% of Total Prospect

Special Invitation:

- National and Area Dignitaries,
- Square Legs,
- Proposers of Prospect Members

Sponsor Table: ST; New Table: NT;

Responsibility	Activity	Details
NT Chairman	Announcements	Ladies & Gentlemen, please fill your glasses & take your seats. I request [NT Secretary] to establish the quorum of [NT] so that we can call the meeting to order
NT Secretary	Establishment of Quorum	With XX Present out of Total Strength of XX, the quorum of [NT] is present. The meeting may be called to order.
NT Chairman	Call Meeting to Order	I request everyone present to please stand. I hereby call the [XX] Continuous Meeting & [XX] of the year of [NT] to Order with a toast to President Republic of India & Sponsor Table [RT XX] I request everyone present to take your seats.
NT Chairman	Welcome Address	On behalf of [NT], I welcome you all to the Charter of [NT] I welcome [National Dignitaries], [Area Dignitaries], [Honorary Tablers & Square Legs], [Circle National and Area Dignitaries], [Other Dignitaries] Circlers and Kids to this yet another Charter Ceremony of Round Table India
NT Chairman	Invite to Dias	May I now invite the [National Dignitaries], to the dais please. May I now invite the [Area Dignitaries], to the dais please. May I now invite the [Other Dignitaries, if any], to the dais please. Please Note: Hierarchy of inviting people to dais can be decided on case-to-case basis
NT Chairman	Aims & Objects of RTI	I request all present to please rise to read the aims and objects of RTI. I request [NT Tabler] to come forward and read the aims and objectives of RTI.
NT Tabler		I request everybody to repeat after me. “To Develop the fellowship of young men through their medium of their business and profession and community service activities” “To encourage active and responsible citizenship by cultivating the highest ideals in business, professional and civic tradition” “To promote and further international understanding, friendship and cooperation”

		"To promote the extension of association"
NT Chairman	RTI Song	I request [NT Secretary] to please play the RTI song and request everyone to join hands and sing in chorus. [RTI Song Plays] I request everyone to please take your seats
NT Chairman	Sargent at Arms	I hereby appoint [NT Tabler Name] as Sergeants at Arms for this meeting. [Sergeant Band to be tied]
Sergeant	Ground Rules	I request everyone to religiously abide by the following rules: Keep your mobile phone on silent and if any emergency, take permission and leave hall to take answer any call No Cross talks and all points to be made through the chair Any other ground rules as deemed fit
NT Secretary	Greetings, Communication Received & Apologies of Absence	[Secretary to announce the various greetings and communication received for the New Table to the Floor and record the same] [Secretary to announce the Apologies of Absence received from Tablers and record the same]
NT Chairman	Matters Arising There From	I request the floor to mention matters arising anywhere to be recorded in the meeting. I also request [NT] Secretary to take a note of same.
NT Secretary	Confirmation of Pervious Meeting	The minutes for last meeting held of [NT] has been floated. I request for a proposer and seconder to confirm the meeting is duly recorded.
NT Chairman	Suspension of Other Agendas	In view of Charter Ceremony of our Table today I propose to defer the regular agenda except Extension and Any Other Matter. I request a seconder for proposal of suspension of agendas.
NT Chairman	Announcement of Charter and Handover of Charter Plaque	I request the [National/Area Dignitary] to please come forward and announce the new table being formed Please Note: Highest rank holder of dignitary present for the meeting should be asked to announce the same
National/Area Dignitary		[Read the Matter Written in Charter Plaque]
NT Chairman	Charter Chairman – First Address	[First Chairman addresses the floor for the first time and explains about the new tables journey till date and present its plans for immediate future. He also acknowledges the effort of the Sponsor Table and Related Tablers who have extended their support in the process]
NT Chairman	Signing of AOP/ Unveiling of Numbered Table Logo and Flag	I request all the charter members of the table [NT], As I call your name and introduce you to the floor, please come forward & sign on the AOP document kept with [ST Secretary].
NT Treasurer	Permission to Open Bank	I request the permission of floor and a seconder for opening the bank account of Table [NT] in [Bank Name]

	Account and Finalization of Account Signatories	I request the permission of the floor and a seconder to make [NT Chairman], [NT Treasurer] as joint signatories of the proposed bank account.
NT Chairman	National/Area Dignitary Address	I now request the [National/Area Dignitary] to address the floor. [National/Area Dignitary should be called from lower to higher hierarchy and asked to speak one by one and Memento/Gifts can be provided to dignitaries]
Sergeant	Sergeants Act	[A humorous act or stand-up comedy is always good lighten everybody's mood. Fine if collected from Tablers present for not abiding by the rules should be counted and handed over to PT Treasurer for their Project account]
NT Chairman	Any Other Matter	[Interested Tablers can raise any matter they want discussion on] [Visiting Tablers can exchange Table Flags/Pins]
NT Secretary	Vote of Thanks	[ST Secretary should thank all National Dignitaries, Area Dignitaries, [Honorary Tablers & Square Legs, Circle National and Area Dignitaries, Other Dignitaries Circlers and Kids present for the meeting. He may also thank Sponsor or any other members responsible for success of the event]
NT Chairman	Date and Venue of Next Meeting	The Date and Time for the Next meeting would be DD/MM/YY HH:MM and venue would be [Venue Name]
NT Chairman	Closure of Meeting	I hereby close the [XX] continuous meeting & [XX] of the year with a toast to Round Table India and Round Table International.

Please note: For consistent growth, Experience has shown that the Chartering of the First Table in a new territory is not the end, but only the beginning. The Sponsor Table must not now abandon its offspring, which may feel very isolated. It must continue to support and encourage it. The National Extension Committee will seek to encourage the formation of further Tables in the new territory with the close cooperation of the Table, and perhaps with different co-sponsor Tables. It is recommended that this local extension should be pursued as quickly as possible to avoid the first Table being isolated for too long.

Post Charter

Mandatory Responsibility	Optional Responsibility
1. Registration of Associate of Persons 2. Application of Permanent Account Number 3. Application of Admin Bank Account	If Applying for RTI Grants: 1. Application of Trust Deed 2. Application of Trust Bank Account 3. Application of 12A and 80G

RTI Shop

Extension Kit

- 20 copies of Promotional Leaflets
- 1 Copy of Round Table Handbook
- Latest Extension Manual
- About Round Table India

Above is Free of Cost and soft copy shall be mailed which the sponsor table should take a printout, if found necessary.

New Member Kit

New Member Kit would contain the following:

1. RTI Pin
2. Proposer Pin
3. New Member Certificate (With Pre-Printed Name if Delivery time is > 10 Days)
4. Any RTI Merchandise

Note: Names & details would be automatically taken from Data base entered during A1 – Application.

Important Time Lines

1. Maximum Days from Permission of A1 to A2 – 180 Days. Additional 90 Days if granted by A1 - Approving Authority
2. Minimum 10 Days between two Consecutive Contact/Business Meets during A1 to A2 to A3 form.
3. Maximum Days from Inauguration to Charter - 180 Days. Additional 180 Days if granted by A3 - Approving Authority
4. All administrative details related to New Table Accounts like Association of Person (AOP), Permanent Account Number (PAN), Table Trust Deed, Admin and Trust Bank Accounts, Appointment of Chartered Accountants etc. to be done after Charter and Unique Number allotment of the Table.

Subsidy

The norms for Extension Subsidy to be given to Sponsor Tables are as follows:

- **Rs. 15,000/= Per Extension**

In case of a joint application by two or more Tables for extension to a new or existing Tabling center, the Form A1 shall clearly specify, in what proportion the subsidy is to be divided. The money to be disbursed post inauguration of the proposed Table. If joint application the same should be disbursed as per proportion divided and declared in Form A1.

Guidelines for Internal Extension

Internal Extension is a constant need for every Table due to the inherent nature of our organization. Procedure and Style of Internal extension is an internal matter of every table and Tables are free to form their own rules as per their suitability.

However, with experience of internal extension procedure being followed by majority of the table we list out following guidelines which any table can adopt to avoid induction of inactive or out of place members.

1. The prospect should be strictly be taken into table through reference and introduced by a

genuine proposer within or outside the table

2. Age spread is necessary, Couples are preferable. Invite prospective as a guest to Table meeting, informal social, project, fellowship &extension, with spouse, if married. Emphasize family nature of RT. Husband joins RT wife joins LC. Constant attention to guest couple and introduce various aspect of the movements through interaction with many Tabler and Circlers (Ladies).

3. To start the prospect should be first called in a business meet only.

4. In order to check prospects active interest towards tabling and his behavioral attitude in common he should be asked to minimum attend following:

    a. 3 Consecutive Business Meets

    b. 2 Community Service Activity

    c. 2 Social – In couples and if possible, with Kids depending on the social theme

    d. Any other activities of Table during the probation period

5. Round Table Introduction Booklets to be given to him. Circle to be informed. Spouse to be made prospective Circler. Prospective Couple to be completely oriented into the movement by third meeting. Add to e-group. Make Prospective give his opinion during every topic discussed during Table Meetings.

6. Once interest of prospective is ascertained by his attendance on above and after informal agreement from Tabler and Circlers, the prospective Bio-Data is circulated before a meeting and approval put as an item in the agenda and the prospective intimated of the same.

7. Approval of prospective to the Table is closed door during the meeting. Preferably 100% confirmation from all Tablers present should be considered for decision on induction.

8. After approval, Potential Tabler is declared a Prospective and informed that he would be inducted after payment of subscription amount and any other fees as applicable in respective table.

9. The New Member Kit is ordered from the secretariat after sending the relevant Bio data details and due NM kit charges.

10. On receipt of NM Kit the Prospect should inducted with full fun fare in presence of Area and National Dignitaries wherever possible. This shall give him a warm feeling

9. SOCIAL SERVICE RESPONSIBILITY POLICY

Social (Service) Responsibility Policy

Foreword

Round Table India was founded on the belief of providing service through fellowship and that service must be both meaningful and measurable and impactful. Over the decades, *Freedom Through Education (FTE)* has become our flagship movement, transforming the lives of millions of children by giving them access to classrooms, opportunities, and hope for a brighter future.

This Social Service Responsibility (SSR) Policy reflects not only our continued commitment to education but also our democratic spirit. While the National Board defines the strategic direction, every Table has the freedom to execute projects in ways best suited to their communities. This balance of structure and autonomy ensures accountability, innovation, and impact across the country.

More than just infrastructure, this policy emphasizes inclusivity, skills, and sustainability. It links classrooms to digital learning, teachers to training, and students to scholarships and employability. By combining transparent grant structures, independent assessments, and annual impact reporting, RTI reinforces its reputation as a trusted partner for donors, corporates, and society at large. Together, we carry forward our legacy — building not just schools, but futures.

Document Abstract

The document is essentially a **comprehensive policy framework** that redefines how Round Table India executes and showcases its social service work. It keeps *Freedom Through Education (FTE)* as the **core identity program**, making it more inclusive through mandatory baselines (classrooms, toilets, disabled access) and structured enhancements (digital classrooms, skill centers, scholar support). At the same time, it provides **freedom for Tables** to pursue other service initiatives under uniform RTI branding, while ensuring **nationally led strategic campaigns** build visibility, donor engagement, and public interaction.

With clearly defined **grant structures, recurring incentives, and accountability mechanisms**—including independent third-party assessments and annual cumulative impact statements launched at the CSR Summit—the policy creates a **balanced loop of empowerment, transparency, and recognition**. In short, it is a blueprint that links **infrastructure, skills, and sustainability** with **credibility, measurement, and visibility** for RTI.

A. FOUNDATION

Vision

Round Table India envisages a world where every child, regardless of background or ability, has access to inclusive, safe, and inspiring—education that nurture learning, dignity and opportunity thus empowering them to thrive today and lead tomorrow

Mission

To act as a bridge between the beneficiaries and our partners, donors, and corporates—identifying the communities and children most in need, and channeling their resources through the fellowship of Round Table India into creating barrier-free schools, empowering teachers, and supporting students with tools and opportunities to succeed.

Core Values

- **Inclusivity** – Education is a right for every child, and our projects are designed to eliminate barriers of gender, disability, or social background.
- **Integrity & Transparency** – We act as responsible stewards of the trust placed in us by donors, corporates, and members.
- **Sustainability & Long-Term Impact** – We invest in projects that transform lives for generations, not short-term relief.
- **Collaboration & Bridge-Building** – We connect communities with resources, multiplying impact through partnerships.

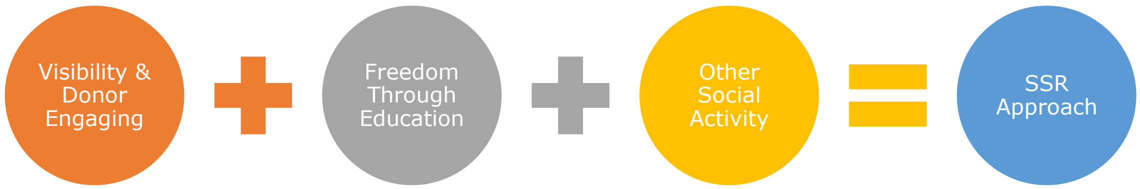
Approach

The Social Service Responsibility (SSR) Policy has been developed with a balanced approach — combining the strength of a **long-term flagship program**, the **freedom of local action**, and the **power of collective national visibility**. This balanced approach that safeguards Round Table India's identity while allowing space for innovation and visibility.

- At its **core focus remains Freedom Through Education (FTE)**, which continues as the flagship and long-term project of RTI. In this policy, the FTE program is further **enhanced and made more inclusive** through barrier-free infrastructure, digital access, skill development, teacher training, and scholarships — ensuring it addresses both access and equity in education.
- At the same time, **Tables retain the freedom** to undertake diverse social service projects based on local needs. These activities will be carried out under **defined national sub-brands** (such as RTI Kitchen, RTI Green, RTI Care, RTI Relief, RTI Lifeline, and RTI Divyaang), ensuring **uniformity of identity and recognition** across all initiatives.
- To enhance **visibility, donor engagement, and public interaction**, the policy integrates a set of **collective and continuous national campaigns**. These campaigns provide RTI with consistent presence in the public domain, highlight its credibility with donors, and allow Tables nationwide to unite under common banners for greater impact.

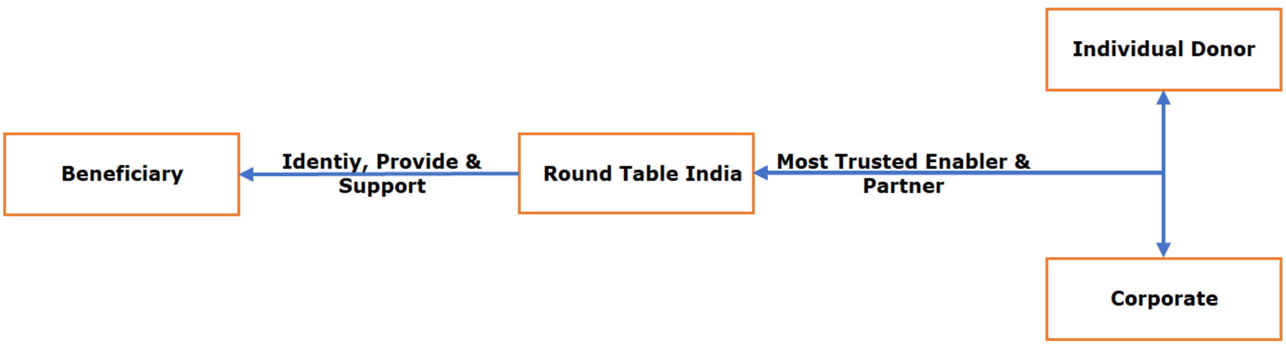
This approach ensures that Round Table India remains **focused yet flexible, democratic yet**

structured, and locally responsive while nationally unified.



B. PURPOSE

By embedding **beneficiary identification** as a core responsibility, Round Table India reinforces its role as a **bridge**—not only channeling resources through **Individual and Corporate Donors** but also ensuring they **reach the right beneficiaries in the right places**.



Beneficiary Identification

Beneficiary schools and communities will be identified based on need and impact. Key criteria include high dropout rates, poor literacy levels, absence of adequate infrastructure, and lack of safe sanitation facilities. The credibility of our work depends on reaching those who need it most.

Special attention will be given to schools serving marginalized communities, rural or urban slum population

The process begins with a local Table conducting consultations with school authorities, parents, and community leaders to establish genuine needs. Proposals are then reviewed at the Area and National levels to ensure consistency with RTI's principles and targets. This process guarantees that projects are directed toward underprivileged children, with clear prioritization of inclusivity and equity.

Resource Mobilization & Partnerships

Round Table India relies on a blend of **member fellowship**, **CSR partnerships**, and **individual donors** to deliver impactful projects. Every Table contributes time, effort, and resources, ensuring that service is as much about personal involvement as it is about financial support.

Donor and corporate partnerships are central to scaling our reach. Round Table India acts as a trusted enabler, assuring partners that every rupee is directed to measurable outcomes. Transparent fund management through Project Online Module ERP systems and standardized reporting build confidence and long-term trust with stakeholders.

Our role as a bridge ensures that the generosity of partners is transformed into visible, lasting outcomes—beneficiaries gain access to opportunities, while donors and corporates see their contributions generating meaningful social impact.

C. GOVERNANCE & CODE OF CONDUCT

Round Table India operates on the principles of being non-political and non-sectarian. All projects must remain free from religious, political, or commercial bias. Service is to be delivered impartially, reflecting only the values of fellowship and humanity. Strict compliance will be enforced regarding the use of funds. Any misuse or misrepresentation will invite disciplinary action and jeopardize future project approvals.

Donor recognition and branding will follow national guidelines to ensure fairness, transparency, and consistency across all projects. This code safeguards RTI's reputation as a trusted, credible service organization.

Our aspiration is to be recognized as the

"Most Trusted Social Enabler and Partner"

D. IMPLEMENTATION FRAMEWORK

Organization Structure

Organizational structure of Round Table India is **democratically governed** where decision-making, leadership, and accountability flow from the grassroots upwards.

- **Tables – The Foundation:** All service projects are executed exclusively by the Member Tables. They are the core units of RTI, directly interacting with ~~schools~~, communities, and beneficiaries.

- **Area Boards (AEx) – The Regional Link:** Tables in a geographic cluster elect their area leadership. The Area Boards coordinate projects, consolidate reporting, and monitor compliance. They provide guidance and oversight, while remaining accountable to the Tables that elected them.

- **National Board (NEx) – The Strategic Leadership:** National leaders are chosen through a democratic process involving Tables. The National Board provides the overarching **strategy, approvals, and national-level partnerships** (CSR, government, and NGOs). It does not execute projects directly, but appoints Tables to carry out initiatives and ensures accountability through monitoring and evaluation.

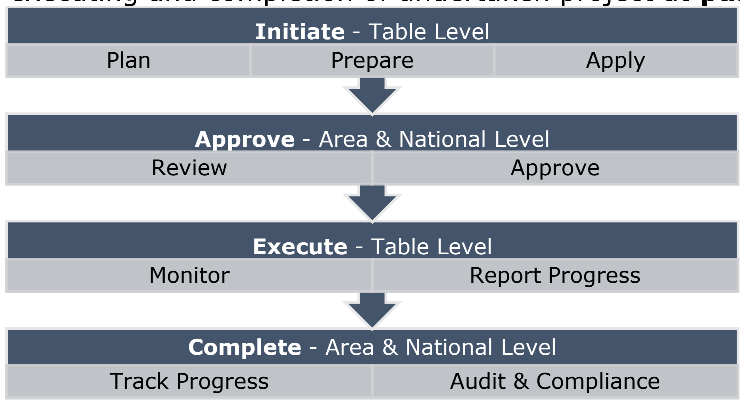
This structure ensures a **loop of balance and checks**:

- Tables hold Area & National leadership accountable through selections.
- Areas & National leadership co create the policy for the organization
- National and Area leadership, in turn, provide strategic guidance, resources, and oversight to tables strengthen the impact of projects executed by the tables.

In this way, Round Table India functions as a **democratic, balanced, and transparent service organization**, where fellowship and accountability are inseparable.

Method

Round Table India has a well-established and robust **Project Online Module ERP system** which helps in initiating, approving, executing and completion of undertaken project at **pan India Level**



Every FTE project begins with **Identification & Planning**. Local Tables prepare and **apply** for project proposals detailing the requirement, objectives, budgets, and timelines. These are **reviewed** and **approved** at the Area or National level to ensure alignment with RTI's policy standards, documentation requirement and strategic goals.

Execution is carried out at the Table level in collaboration with school administrations, community organizations, and implementing partners. Each project must pass through inclusivity checks, ensuring classrooms are disable-friendly and sanitation facilities meet gender and safety standards.

Monitoring and reporting are integral. Tables are required to maintain progress logs, photographic evidence, and expenditure reports. Standardized templates and digital tools will be used to track implementation and ensure accountability. Annual audits will further validate outcomes and build donor trust.

Procedure

Application & Approval

1. A Project Application can be made in the Project Online Module by any table. This will include filling all the necessary details about the project and uploading the backup Annexures which are mandatory as per grant document released by NEX Board every year.

2. On receipt of a Project Application, National Projects team lead by National Projects Convener and supported by RTI Secretariat Staff, will review the application and allot an application if all the documents and details are in order and funds are available.

3. Each allotment will have a unique Project ID (PID) and will be issued a specific Project Allotment Letter with all the terms and condition of the organization and CSR partner/donor specific funds.

4. Tables are bound to follow the allotment letter terms and condition.

Disbursement

1. A Table after having received a PID can claim its funds or grant funds based on the rules and criteria defined by in the allotment letter.

2. This will involve filing the interim stage in the Project Online Module with all the details and documents. National Projects Team will review and approve for corresponding funds to be

disbursed if all documents and details are in order.

Completion

1. A Table is mandated to complete the project within the defined timelines mentioned in the Project Allotment letter. Completion of the project is marked by the Table filing all the necessary documents on the Project Online Module (Completion Pack) to the satisfaction of National Projects Team and as per terms and condition laid in the respective PID allotment letter.

2. After approval of the Completion Pack, Team Projects will forward the same for final payment disbursement and closure of the project.

E. SMART TARGETS (2025–2030)

By 2030, Round Table India will:

- **Revisit** existing FTE schools and **upgrade facilities** with toilets and disability access if not already there.

- Construct **additional 3500 barrier-free classrooms** with toilets and disability access.

- Set up **5000 digital classrooms** and parallelly provide facilities for utilizing **100** FTE schools as **Skill development centers**.

- Provide **scholarships to minimum 1000-students** from underprivileged backgrounds.

- Train minimum **1000 teachers** in inclusive and digital pedagogy possibly uplifting learning exposure of the-students.

The above target is to have impact on lives of students studying in FTE school as below:

1. **Increased attendance** and **Lower Dropouts** of children to attend schools with better facilities

2. **Trained teachers** teaching with **higher education standards** to students

3. **Connect** students with **latest online education resource and teachers**

4. **Skilling** students thus preparing them **ready to earn**

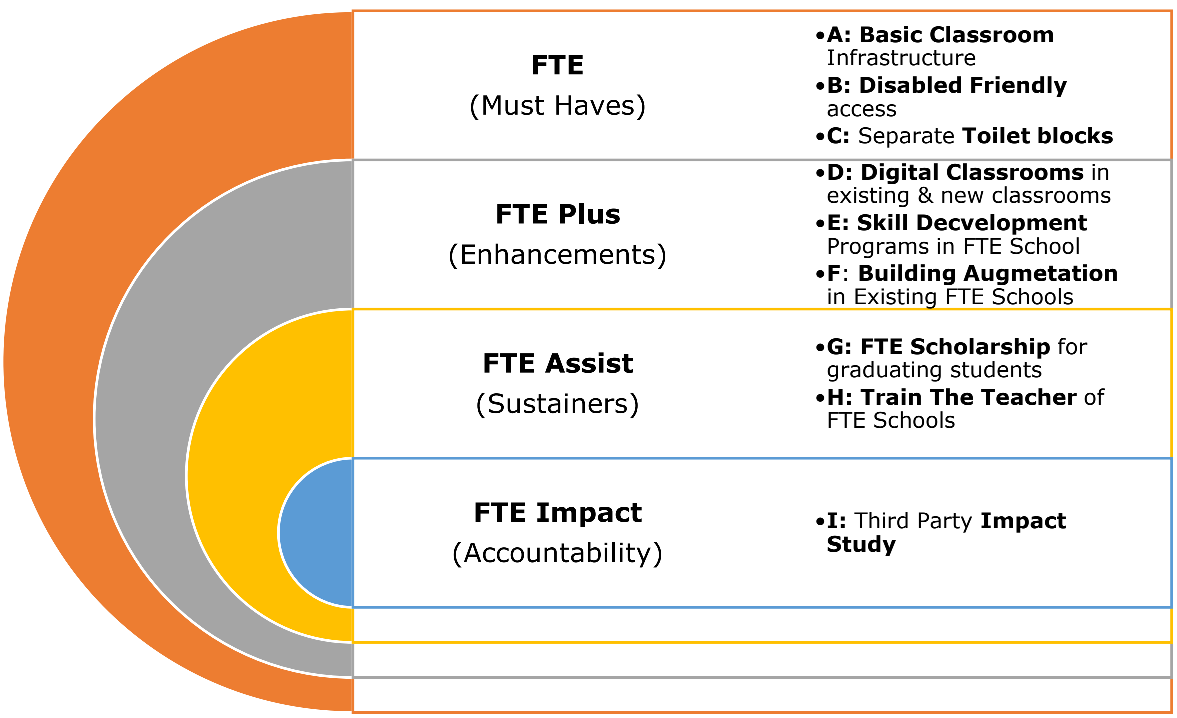
F. FOCUS

Freedom Through Education - Long Term Project

Round Table India will continue to focus and enhance scope of existing long-term project "**Freedom Through Education**" for implementation by Tables of Round Table India reflecting our core commitment to ensuring that every child has access to safe, inclusive, and inspiring learning spaces.

Over the years, FTE has evolved from being a classroom construction initiative into a **comprehensive education support framework** that not only builds infrastructure but also strengthens teaching, reduces dropouts, and prepares students for the future.

To provide clarity and consistency across all Tables, FTE has been structured into **four tiers** — *FTE, FET Plus, FET Assist, and FTE Impact*. This layered approach ensures that while every project delivers the **mandatory essentials**, Tables also have the flexibility to add **incremental and augmenter components** that deepen impact. At the same time, continuous assessment guarantees that outcomes are **measurable, transparent, and credible** for beneficiaries and donors alike.



Round Table India's flagship initiative is **Freedom Through Education (FTE)**. This program represents our central commitment to building inclusive educational infrastructure and creating opportunities for underprivileged children. All Tables and Areas are encouraged to align their service projects with FTE, ensuring a unified national direction.

G. **FTE** projects must always include mandatory components "Must Haves" such as <u>disable-friendly classroom construction and separate toilet blocks</u> for boys and girls. These form the non-negotiable foundation of every project, ensuring safety, dignity, and inclusivity.

H. Tables will be encouraged to include preferable components as part of **FTE PLUS** "Enhancements" such as digital classrooms and skill development centers, which prepare students for a technology-driven and employment-oriented future.

I. In addition, support programs in form of **FTE ASSIST** "Sustainers" such as train-the-teacher initiatives, student scholarships, and remedial learning support extend the impact beyond infrastructure, addressing quality and retention in education.

J. **FTE IMPACT** though Third Party Assessment would be conducted for all the FTE projects to understand and measure the impact of the project and provide an "accountability" to the donors

Please note: Annexure A, B, C, D, E, F, G, H & I referred later lays out the basic structure and details individual components of all the 4 tiers

Grant Pattern

RTI Trust and Nationals every year will adopt an **incremental grant model as defined in following section** to encourage Tables to move beyond minimum standards. The more components a Table delivers, the higher the grant support. This approach ensures **consistency, quality, and motivation** for holistic impact.

RT India Trust **Board to decide** the following **every year based on availability of funds** from sources mentioned in later sections:

FTE

The **Source of Fund** for FTE Grants for a particular tabling year would be through amount available through **National CSR Tie-ups** or support from **Associate Organizations** during the particular tabling year

Mandatory Components of an FTE Project:

1. **Basic Classroom Infrastructure** – safe, well-ventilated, and durable classrooms. Explained in **Annexure A**

2. **Disabled-Friendly Access** – barrier-free design (ramps, wide doors, accessible layouts). Explained in **Annexure B**

3. **Separate Toilet Blocks** – hygienic, gender-segregated facilities with water availability. Explained in **Annexure C**

Grant: Every approved FTE project will be eligible for **FTE Grant = "X"** depending on the grant amount finalized for the respective number of classrooms, by the Round Table India Trust board for the particular year

Applicant: All Tables after necessary approvals subject to grant availability.

FTE Plus

The **Source of Fund** for FTE Plus Incremental Grants for a particular tabling year would be through amount available through **National CSR Tie-ups** or support from **Associate Organizations** during the particular tabling year

Digital Classrooms	Skill Development Programs
Detail: Explained in **Annexure D**	Detail: Explained in **Annexure E**

<u>Grant</u>: A **separate incremental grant of +10% of "X"** Per Class Room **or Rs 50,000 per classroom** whichever is lower. <u>Example:</u> <u>Case 1:</u> If in a particular year FTE Grant is Rs. 6 Lacs for 2 Class Rooms and Table has applied for same with Digital Classrooms in both class rooms Calculation 1: (2 Classrooms) X (Per Classroom Incremental Amount i.e.10% of "X" = 6,00,000 = 60,000) = Rs. 1,20,000/= Calculation 2: (2 Classrooms) X (50000 Per Classroom) = Rs. 1,00,000/= As Calculation 2 is lesser than Calculation 1 hence: <u>Applicable FTE Plus Grant for Digital Classroom – Rs. 1,00,000/=</u> <u>Applicant</u>: Existing or New Projects with assigned ID through Tables.	<u>Grant</u>: A **separate incremental grant of +20% of "X"** Per Class Room **or Rs 1,00,000 per classroom** whichever is lower. <u>Example:</u> <u>Case 1:</u> If in a particular year FTE Grant is Rs. 4 Lacs for 2 Class Rooms and Table has applied for same with Digital Classrooms in both class rooms Calculation 1: (2 Classrooms) X (Per Classroom Incremental Amount i.e.20% of "X" = 4,00,000 = 80,000) = Rs. 1,60,000/= Calculation 2: (2 Classrooms) X (1,00,000 Per Classroom) = Rs. 2,00,000/= As Calculation 2 is lesser than Calculation 1 hence: <u>Applicable FTE Plus Grant for Skill Development Centre – Rs. 1,60,000/=</u> <u>Applicant</u>: Existing or New Projects with assigned ID through Tables.
Building Augmentation	
<u>Detail</u>: Explained in **Annexure F |** <u>Grant</u>: A separate **fixed grant of Rs 50,000 per Project or 50% of project cost whichever is lower**. <u>Type of Augmentation</u>: • Adding of toilet blocks/disabled friendly access / school Benches to make it a Basic FTE school • Adding of sports, library, playground, and school related building enhancements • Repair, paint and upgrade of Schools <u>Applicant</u>: Existing Projects with assigned ID through Tables only.	
Please note: 4. Tables can apply for FTE Plus programs in both new and existing FTE projects. In existing projects, the fixed amount will only be allowed. 5. Tables executing both FTE plus programs components will receive both grants 6. Increment% and Fixed Amount mentioned above can be increased in more funds are available in a particular year, but cannot be reduced until and unless specifically advised in writing by a donor or corporate.	

FTE Assist

Train the Teacher (FTE Schools)	FTE Scholarships (Graduating Students)
<u>Detail</u>: Explained in **Annexure G**	<u>Detail</u>: Explained in **Annexure H**

Grant: RTI Trust will provide grant support of **Rs. 2,00,000**/= **per Area**, enabling cluster-level training that benefits multiple FTE schools. The proposed amount can be increased for a particular year if more funds or sponsors are available but cannot be reduced. The **Source of Fund** for FTE Assist – Train the Teacher Grants for a particular tabling year would be through **annual interest amount** accrued over last financial year through fixed or flexi deposits or any authorized legal investment done by Round Table India Trust	Grant: Grant support of **Rs. 25,000/= per student graduating** from FTE Schools who qualifies the basic criterion The proposed amount per student can be increased for a particular year if more funds or sponsors are available. The **Source of Fund** for FTE Assist – Scholarship Grants for a particular tabling year would be through crowd funding or interest amount from separate corpus being sponsored/raised for such purpose.

FTE Impact

The **Source of Fund** for FTE Impact for a particular tabling year would be through **annual interest amount** accrued over last financial year through fixed or flexi deposits or any authorized legal investment done by Round Table India Trust

Detail: Explained in **Annexure I**

Fund Allocation: This Assessment will be a **National Initiative** with a annual fund allocation of **Rs. 5,00,000/= per Tabling Year.** The amount can be increased by Round Table India Trust for a particular year if more funds are available or required.

Areas and Tables will support by providing **local data, reporting, and facilitation**, but the cost of such assessments will be borne at the **national level**.

Grant Summary

Source of Fund	Grant	Type	Amount
CSR Tie-ups & MOUs	FTE	Decided Every Year	"X"
	FTE Plus – Digital Classrooms	Incremental % of FTE Grant "X"	Max Rs 50,000/classroom
	FTE Plus – Skill Development Centre		Max Rs 1,00,000/classroom
	FTE Plus – Building Augmentation	Fixed	Max Rs 50,000/Project
Crowd or Corpus Fund	FTE Assist – FTE Scholarship	Fixed	Rs. 25000/Student
Fixed – Interest Accruals	FTE Assist – Train the Teacher	Fixed Per Year	Rs. 36,00,000/=
	FTE Impact		Rs. 5,00,000/=

Other Social Service Activity

While Freedom Through Education (FTE) remains the flagship long term project and the central pillar of Round Table India's Social Service Responsibility, the organization recognizes that service is most impactful when it also responds to the **immediate needs of local communities**.

The organization also recognizes and celebrates the diversity of service interests across its Tables. Each Table has the freedom to undertake additional social activities that respond to the specific needs of their local communities. These complementary initiatives are to be designed and executed by individual Tables, with flexibility to choose the nature, scale, and partners of the project.

This freedom, however, is exercised within a **unified branding framework** to ensure that every initiative—whether national or local—is instantly recognized as part of Round Table India. Such branding provides clarity for donors, partners, and beneficiaries, while strengthening RTI's collective identity across the country.

Tables may therefore undertake projects under thematic banners defined as below:

1. **RTI Kitchen** – food relief, community kitchens, and nutrition support.
2. **RTI Green** – tree plantation, sustainability projects, and environmental campaigns.
3. **RTI Care** – Medical, health, Eye, ENT camps
4. **RTI Relief** – Rapid mobilization during disasters and emergencies.
5. **RTI Lifeline** – blood donation camps and awareness for organ/tissue donation.
6. **RTI Divyaang** – initiatives and donations for children and persons with disabilities,

This framework gives every Table the **flexibility to act locally** while ensuring that the work of Round Table India speaks with **one voice nationally**. It strengthens fellowship through service, builds donor confidence through consistent identity, and ensures that every initiative—whether a classroom, a tree, or a drop of blood—carries the same seal of RTI's values.

Please note: Other Social Service Activity will be self-funded by Tables unless otherwise supported through a specific national campaign grant applicable.

G. CAMPAIGNS & ACTIVITIES

In order to strengthen Round Table India's presence as **a modern, credible, and impactful service organization**, there is a need for structured, high-visibility campaigns that go beyond local projects.

While Tables across the country continue to serve their communities in diverse ways, nationally recognized campaigns create **unity of purpose, consistency of branding, and wider public recognition**. They ensure that the fellowship is not only delivering service but also **telling its story effectively to the public, corporates, and partners**.

The following six campaigns have been identified as strategic anchors for Round Table India. Each campaign reflects our values of inclusivity, transparency, and sustainability, while providing a strong platform for **public interaction, donor engagement, and organizational promotion**. Collectively, they will enhance RTI's visibility, credibility, and long-term ability to attract resources and partnerships.

HEAL – Ambulance provides a lasting, branded healthcare footprint	**Flight of Fantasy** builds an emotional, aspirational image	**Eco-Run** shows RTI's youthful, energetic, community presence.
Donor Engagement Programs builds trust and elevates RTI's brand among corporates and partners.	***Represent in Sector Forums*** positions RTI as a thought leader and credible voice in national CSR dialogue	**Award & Recognition Applications** provides independent validation and recognition for Tables and members.

Source of Fund	Grant	Type	Amount
Admin – Publicity Budget	Flight of Fantasy	Fixed Every Year Rs. 1 Lacs Per Area	Rs. 18,00,000/=
Admin – CSR Budget	Donor Engagement Programs	Fixed Every Year Rs. 1.5 Lacs Per Area	Rs. 27,00,000/=
Trust – Interest Accruals	Represent in Sector Forums	Fixed Per Year	Rs. 5,00,000/=
Trust – Interest Accruals	Award & Recognition Application		Rs.1,00,000/=
Specific CSR Tie-ups	HEAL – Ambulance	Flexible - Decided Every Year depending on fund availability	-
Sponsor	Eco-Run		-

Flight of Fantasy

Essence: A joy-of-life initiative that fulfils the wishes and dreams of underprivileged children by exposing them to experiences they never imagined possible — from airplane rides to museum visits and sports events.

Organization Promotion: Media-friendly visuals of children experiencing joy make this a **flagship PR campaign**, strengthening RTI's image as a fellowship that touches hearts. It also positions Round Table India as an organization that goes beyond infrastructure to create aspiration and inspiration.

Participant: **All 18 Area to participate** with 9 Areas being hosts and other being Away (From where students are selected for the program) in alternate years. Host Area should also bring students for the program

Planning: Round Table India NEX Board will be responsible for planning of the flight of fantasy along with combination of Host and Away area, routes, activities, tie-up etc. All participants are bound to follow the planning finalized.

Proposed Fixed Date Every Year: In order to increase the impact and visibility Flight of Fantasy activity is to be **conducted on a single day by every participant**. It is finalized to do **Flight of Fantasy event on 15th October every Year**, on the birth anniversary of past President of India – Late Sri APJ Abdul Kalam who instilled visions and dreams in the youth of country. However, considering yearly festival calendar, this date can be changed by the NEX board of the year for which the date is being changed, to any other single date.

Grant: The grant fund is to cover a part of logistics (transport, tickets, food) for every participating Table, ensuring consistency and nationwide reach. **National** provide a **grant fund** of **Rs. 10,000**/= Per students being part of the program with maximum cap of 10 Students per area i.e. maximum Rs.

1,00,000/= Per Area.

The **Source of Fund** for Flight of Fantasy for a particular tabling year would be through **Publicity Budget** of a particular year**.** It is mandatory to allocate Rs. 18,00,000/= for this activity every year in the RTI Admin budget.

Area AEX Boards will have the liberty to decide on allocation of funds to tables or selection of students. Grant support and eligibility will be subject to implementation of program by participating Areas as per planning done by NEX for the particular year.

Donor Engagement Program

Essence: The Donor Engagement Program is designed to make every corporate partner, CSR contributor, and individual donor feel like an **integral part of RTI's fellowship journey**. It focuses on building long-term relationships where donors are not just financiers but partners in service. Through recognition, transparency, and visible impact, RTI ensures that donors stay connected and motivated to continue supporting its mission.

Promotional Value: A structured donor engagement program enhances RTI's reputation as a **credible and transparent organization**. By celebrating donors publicly and sharing impact stories, RTI builds trust, attracts new partners, and strengthens its visibility in the CSR and philanthropic ecosystem. Donors themselves become **brand ambassadors** for RTI, multiplying outreach and partnerships.

Participant: All 18 Area to participate

Planning: **AEX Board** will be responsible for planning of the donor engagement program in coordination with NEX guidelines (Branding and Backup Data) planned and provided every year.

Proposed Fixed Duration Every Year: All areas to conduct Donor Engagement Programs In the month of **January** every year as it is time when corporate starts planning CSR budgets for next financial year

Grant: The grant fund is to support donor engagement activities, impact dashboards, branded publications, and standardized acknowledgement kits. This ensures every area can deliver professional, consistent donor experiences while maintaining national credibility. **National will** provide a **grant fund** of **Rs. 1,50,000**/= Per Area every year for donor engagement program

The **Source of Fund** for Donor Engagement Program for a particular tabling year would be through **CSR Budget** of a particular year**.** It is mandatory to allocate Rs. 27,00,000/= for this activity every year in the RTI Admin budget.

Area AEX Boards will have the liberty to decide on allocation of funds to tables or decision of conducting the donor engagement program. Grant support and eligibility will be subject to implementation of program by participating Areas as per planning done by NEX for the particular year.

Representation in Sector Forums

Essence: Active participation of RTI's national and regional position holders in **panel discussions, CSR conferences, and development sector forums** such as *CSRbox* and the *India CSR Summit*. This positions RTI as a thought leader in education, inclusivity, and community development.

Promotional Value: These events bring RTI into direct dialogue with **corporates, NGOs, government bodies, and the general public** attending such forums. It ensures RTI's fellowship is seen as part of the **national conversation on social responsibility**. Builds **national-level visibility and credibility**. Donors and corporates see RTI not only as an implementer but also as a **policy influencer**

and thought partner, enhancing RTI's brand stature.

Participant: National President for the year or his appointed nominee from active Tabler only.

Coordinator: National Project Team or any specific team appointed by National President for the year

Grant: The **Source of Fund** for Representation in Sector Forums for a particular tabling year would be through **annual interest amount** accrued over last financial year through fixed or flexi deposits or any authorized legal investment done by Round Table India Trust

Fund Allocation: This representation in sector forums will be a **National Initiative** with an annual fund allocation of **Rs. 5,00,000/= per Tabling Year.** The amount can be increased by Round Table India Trust for a particular year if more funds are available or required.

Awards & Recognition Applications

Essence: Systematic participation in **regional, national, and international award platforms** (education, CSR, NGO excellence, sustainability, inclusivity). Awards provide independent validation of RTI's work and amplify its impact.

Promotional Value: Award ceremonies are **public-facing events**, often covered widely by media, giving RTI visibility to new audiences. Showcasing RTI projects in award applications also encourages **Tables to document and share success stories**. Awards serve as a **third-party endorsement** of RTI's credibility. This enhances trust among corporates, partners, and donors, while giving pride and recognition to Tables whose projects are showcased nationally.

Responsibility: National Project Team or any specific team appointed by National President for the year

Grant: The **Source of Fund** for Awards & Recognition Application for a particular tabling year would be through **annual interest amount** accrued over last financial year through fixed or flexi deposits or any authorized legal investment done by Round Table India Trust

Fund Allocation: This representation in sector forums will be a **National Initiative** and would be done only for the organization and not individual tables or areas, with an annual fund allocation of **Rs. 1,00,000/= per Tabling Year.** The amount can be increased by Round Table India Trust for a particular year if more funds are available or required.

RTI HEAL – Ambulance

Essence: A healthcare program under which RTI funds and donates ambulances branded **RTI - HEAL (Health, Emergency and Life)**. The launch and deployment involve **public handover events**, awareness campaigns, and demonstrations so citizens know these services are available to them.

Promotional Value: Every ambulance becomes a **mobile RTI presence** on the roads. Public engagement during launch and use reinforces RTI as a **trusted social organization** that serves ordinary people in emergencies. Every ambulance on the road is a moving advertisement of RTI's and appeals strongly to CSR donors as it can be co-branded with RTI + donor, ensuring high recognition.

Participant: All Tables of Round Table India. Cities with multiple tables will have a maximum cap of one ambulance per 2 lacs population in a particular city.

Type of Ambulances: NEX Board can decide the type of ambulances and guidelines on yearly basis depending on the nature of demand.

Criticality: This subject being very critical, donation and operation of HEAL - Ambulances should be entrusted to authorized organizations or hospitals only. An indemnity bond should be signed to safe guard Round Table India due to any issues related to operation or otherwise.

Grant: Grant support and amount for each RTI HEAL – Ambulance would be decided every year based on availability of funds.

The **Source of Fund** for RTI Heal – Ambulance Grants for a particular tabling year would be through specific National CSR Tie up or Funds raised specifically for the purpose. for a particular tabling year.

Eco-Run – Swachh Bharat

Essence: A public participation campaign where members jog or walk while picking up litter, combining fitness with environmental action. Citizens, schools, NGOs, and corporates will be invited to join.

Promotional Value: Projects RTI as a **youthful, active, and sustainability-driven movement**, with high public interaction and visibility in multiple cities. Excellent visibility, aligns with national cleanliness (Swachh Bharat) drive. The interactive nature ensures people associate RTI directly with sustainability and civic pride.

Participant: All Cities of Round Table India. All tables should collectively plan one single event in cities where there is more than one table to showcase.

Planning: AEX Board will be responsible for planning of the eco-run activity in coordination with NEX guidelines planned and provided every year.

Proposed Fixed Date Every Year: In order to increase the impact and visibility Eco-Run should be conducted on a single day by every participant throughout the country. It is finalized to do **Eco-Run - Swachh Bharat event on 02nd October every Year**, on the birth anniversary of Fater of Nation – Late Sri M K Gandhi and the day has been also declared as Swachh Bharat Abhiyaan Day/

Grant: There is no fixed grant proposed for this activity as the **source of fund** for Eco Run – Swachh Bharat for a particular tabling year is subjective and depends on sponsors if and when they get onboard

National Board and Area Board Together should make all efforts to rope in sponsors to provide a **grant for campaign kits** (gloves, bags, t-shirts, banners, media collaterals) to standardize the branding and visibility nationwide.

Grant support if available and its eligibility is subject to implementation of program as per NEX guidelines and AEX planning done for the particular year.

Alternate: Please note: **NEX Board** can decide to do an entirely different in place of Eco Run – Cleanliness Drive event which matches the essence and promotional value as mentioned in the section above along with necessary source of funds.

H. MEASUREMENT & ACCOUNTABILITY

Purpose of Measurement

3. To ensure that every FTE project and every RTI campaign delivers **tangible outcomes**.

4. To provide **transparent reporting** to donors, corporates, members, and the public.

5. To strengthen **trust** by showing that RTI is not just implementing projects, but also tracking their impact on lives.

Indicators of Success

4. **Access:** Number of classrooms built, schools supported, students enrolled.
5. **Inclusion:** Disabled-friendly facilities, separate toilets, girls' participation.
6. **Quality:** Teachers trained, digital classroom usage, skill development completions.
7. **Equity:** Scholarships awarded, students retained, dropouts reduced.
8. **Impact:** Impact will be measured using clear indicators: number of classrooms and facilities built, scholarships awarded, teachers trained, and skill placements achieved

Reporting Mechanisms

- **Area-Level Consolidation:** Area leadership compiles Table data and verifies against targets.
- **National Dashboard:** RTI National should maintain an **annual impact dashboard**, accessible to members, donors, and partners.

Independent Validation

- **Audit of Grants:** All National grant-supported projects subject to financial and compliance audits.
- **Donor Audits:** Corporate partners may conduct their own audits with RTI's full cooperation.

Accountability Principles

A. **Transparency:** All funds, from National grants or donor support, are fully traceable.

B. **Equity:** Grants are distributed fairly across Tables and Areas.

C. **Responsibility:** Project leaders and Area Chairs are accountable for accurate reporting.

D. **Zero Tolerance:** Any misuse of funds or misrepresentation of data will attract disciplinary action.

I. POLICY REVIEW & AMENDMENT

This policy will remain a living document. It shall be reviewed only in an interval of **Five years** from first date of implementation to ensure continued relevance to evolving community needs, donor expectations, and national educational priorities.

If required, amendments may be introduced **only** by the NEX, with 50% majority vote within the members of NEX Board who are also Trustees of Round Table India Trust for the corresponding year.

In certain cases, any prevailing AEX board can only propose changes to this policy for consideration of the NEX, which NEX has to deliberate and decide upon. The decision of NEX board on introduction of the amendment is final.

The **amendments finally introduced will be implemented only after mandatory discussion and approval by general body of Round Table India through a two-third majority vote**, with full transparency to all stakeholders

This iterative approach ensures that the SSR Policy remains constant yet dynamic, effective, and impactful.

J. ANNEXURES

A: Basic Classroom Infrastructure

Details

1. Structural Requirements	4. Mandatory Furniture & Fixtures
• <u>Size:</u> Min. 300 sq. ft. per classroom (30–40 students). • <u>Standard Package:</u> Projects to be taken up in brackets of **2, 4, 6, 8, or 10 classrooms**. • <u>Roofing/Flooring:</u> RCC roofing and cemented/tiled flooring mandatory (no temporary structures). • <u>Ventilation & Lighting:</u> Cross-ventilation with 2+ windows, natural lighting, and electrical fittings (fans, lights).	• Desks/benches (min. seating 30 students' classroom) • Teacher's table and chair. • Blackboard/whiteboard. • Electrical sockets (minimum 2) for fans/lights/digital upgrades.
	5. Hygiene & Environment • Washable paint finish. • Ceiling fans where climate requires. • Dustbins for cleanliness. • Drinking water provision nearby.
2. Safety Standards • Smooth finishing, non-toxic paint & safe electrical wiring • Emergency exits where school size requires.	**6. Branding** • Standard plaque with **RTI branding**, year, Table/Area name, donor name (if any). • Uniform branding template across India.

In order to maintain standards, the grant document made by National Projects team should have above minimum criterions for making any classroom under FTE banner. Any addition to above can be done as decided by NEX or Trust board for the year.

B: Disabled Friendly Access

1. Physical Accessibility	2. Toilet & Sanitation Access
• <u>Ramps:</u> - Gradient not steeper than 1:12. - Minimum width 120 cm. - Handrails on both sides, at dual heights (70 cm and 90 cm).	• At least **one toilet block per school must be accessible**: ○ Minimum 125 cm x 175 cm size. ○ Grab bars on three sides. ○ Western-style commode with flushing.

• <u>Doorways:</u> - Minimum clear width of **90 cm** to accommodate wheelchairs. - Doors should have easy-to-grip handles (lever type preferred). • <u>Corridors & Pathways:</u> - Minimum **150 cm width** to allow wheelchair turning. - Non-slippery flooring, with tactile indicators where feasible.	○ Non-slippery flooring. **3. Signage & Navigation** • Clear, high-contrast signboards indicating accessible facilities. • Braille signage where feasible. • Directional markers leading to accessible classrooms and toilets.

Grant Structure – Disabled Friendly Access

- **Included as part of Baseline Grant (X):** Every classroom project must incorporate disabled-friendly features as per the above checklist.
- Non-compliance → project **not eligible** for Base Grant approval.

C: Separate Toilet Blocks

Mandatory Provision: Every FTE project must ensure **separate toilet blocks for boys and girls**.

Condition for Existing Schools	Condition for New or Inadequate Facilities:
If the school **already has functional and adequate separate toilet blocks**, and these meet RTI standards (privacy, water supply, hygiene), then no new blocks are required. However, the school must also have **at least one disabled-friendly toilet block**. If this does not exist, construction or retrofit is **mandatory**.	If no separate toilet blocks exist, or existing ones are **inadequate, unhygienic, or unsafe**, then following construction is **compulsory along with new classrooms**: - At least 1 boys' toilet block - At least 1 girls' toilet block - At least 1 disabled-friendly toilet block

1. Block Layout & Structure	3. Water & Drainage
• **Boys' Block:** Minimum **2 units** (1 WC + 1 urinal). Expandable based on student strength (1 WC per 40 boys). • **Girls' Block:** Minimum **2 units** (2 WCs). Ratio: 1 WC per 25 girls. • **Disabled-Friendly Block:** Minimum **1 unit**, preferably located near girls' block (for safety & proximity). Size: **1.5m x 1.75m**. • **Materials:** RCC roof, brick/cement walls, tiled floors and wall dado (up to 1.5m height). Non-slippery tiles, washable paint above dado line. **2. Doors & Privacy** • Doors of **80–90 cm width** with inside locking system. • Girls' toilets must have full-length doors for privacy.	• **Overhead tank (500–1000 Liters)** per block with continuous supply. • Individual flush tanks for each WC. Urinals (boys' block) with proper flushing or water drain system. • **Hand-washing station:** At least **2 taps per block**, with raised platform. Soap trays or liquid dispensers. • **Drainage:** Properly connected to soak pit/septic tank or school drainage line. Easy access for cleaning. **4. Disabled-Friendly Toilet (Mandatory)** • **Size:** Minimum 1.5m x 1.75m. • **Fixtures:** - Western-style commode (floor-mounted).

• Ventilation through louvers/grills at high level.	- Grab bars on 3 sides at dual heights (70 cm and 90 cm). - Low-height wash basin (80 cm from floor). • **Doorway:** Minimum **90 cm wide**, outward opening, lever handle. • **Flooring:** Non-slippery tiles, slope towards drain.

Grant Structure – Toilet Blocks

- **Included under FTE Grant**
- **Scenarios:**
  - **Adequate Toilets Already Exist:** Only classrooms covered;
  - **Inadequate/No Toilets :** Grant covers classrooms **plus** toilet blocks (boys', girls', and disabled-friendly).
- **Scalability:** Additional blocks may be added based on school size, subject to donor support.

D: Digital Classrooms

Purpose

To upgrade **baseline classrooms in FTE schools (past or new)** into **digital-enabled learning spaces** for students of **Class 9 and above**, ensuring older students are equipped with digital literacy and advanced learning tools.

Conversion Scope

- Applicable only for classrooms serving Class 9 and above.
- No new construction — conversion of existing baseline classrooms.
- Focus on digital hardware, software, and teacher training.

Digital Packages Available in Market

This section is for information purpose only.

a) Basic Package	**b) Standard Package (Recommended Minimum)**	**c) Advanced Package**
• Projector + Screen • Laptop/Desktop • Speakers • Entry-level solution for small schools.	• Interactive Smart Board (65-inch typical) • Speakers + microphone • UPS/inverter backup • Suitable for most donor-supported schools.	• High-end Smart Board (75-inch or larger) • Teaching console or all-in-one system • Licensed digital content subscriptions • Integrated camera for hybrid/online teaching • Ideal for larger schools with strong CSR backing.

Implementation Guidelines

- Minimum 1 Digital Classroom per school per class (for Classes 9–12); more may be added if capacity permits.

- Packages chosen based on donor capacity and school needs.
- Teachers must be trained in usage (through vendor/CSR partners).
- Standard RTI Digital Classroom branding plaque required.

E: Skill Development Program

Purpose

To equip **senior students (Class 9 and above)** in FTE schools with practical, job-oriented skills that improve employability, entrepreneurship, and livelihood outcomes.

Scope & Design

- Conversion of an **existing classroom (min. 250 sq. ft.)** into a skill training space. Minimum **1 SDC per school** (for Classes 9–12).

- Setup includes: 15–20 workstations or required tools of chosen skill, secure storage, lighting, & electrical points. **Capacity:** 100–200 learners trained annually per SDC.

- No new civil construction in existing schools unless a school lacks adequate space. However, new projects applied may include SDC.

Training Domains (Examples)

- **Digital & IT:** Basic computing, coding, design.
- **Vocational:** Carpentry, tailoring, plumbing, electrical.
- **Soft Skills:** Communication, financial literacy, personality development.
- **Entrepreneurship:** Basics of starting small businesses. *(Each SDC to focus on 1–2 domains relevant to local employment opportunities.)*

The training domains can be finalized by respective School and Tables. Each SDC should focus on 1–2 domains linked to local employment demand.

Roles & Responsibilities

School Responsibility	RTI Responsibility
• Conduct regular training sessions. • Ensure student participation and throughput. • Facilitate **certifications through government-approved centres** (e.g., NSDC, ITI, Skill India).	• Provide catalytic funding support as defined later. • Help with **organization tie-ups, identifying certified trainers, and training of school teachers**. • Support monitoring, branding, and reporting.

F: Building Augmentation

Purpose

To upgrade **baseline classrooms in FTE schools (past only)** up to **FTE basic standards** or **more inclusive** or **to cater specific requirements** of a particular school.

Conversion Scope

- No new construction — conversion of existing baseline classrooms.

- Focus on following:
    - Adding of toilet blocks/disabled friendly access / school Benches to make it a baseline FTE school
    - Adding of sports, library, playground, and school related building enhancements
    - Repair, paint and upgrade of school infrastructure

G: FTE Scholarship

Purpose

To provide scholarships to graduating students from FTE schools (Class 10, 12, or equivalent) who show merit and/or need, enabling them to pursue higher education, vocational training, or government-recognized skill certifications.

Scope	Selection & Approval
Scholarships applicable for: - Higher Secondary/College tuition. - Vocational/ITI training. Focus: **Meritorious students from FTE Schools only**. Scholarship amount per student **fixed annually by RTI National**.	**Nomination:** FTE Schools nominate eligible students. **Verification:** Tables validate academic and socio-economic details. **Approval:** - Area-level committee reviews; - National sanctions final grant Rs 25,000/- upon recommendation from the Area Project Convenors. **Criteria:** - Minimum academic performance benchmark (decided annually). - Proof of admission/continuation. - School principal's recommendation. - Any condition from BEO/SEO/Collector need to discuss state wise

National Platform for FTE Scholar Donor Engagement

RTI National will establish a **digital platform** as the central hub for all FTE Scholar activities:

Crowd Funding	Integration, Donor Reporting & Engagement
Direct Sponsorship Donors (corporates, alumni,	"**Sponsor an FTE Scholar**" section on the RTI website. Secure payment gateway for one-time or recurring

individuals) can browse shortlisted student profiles. Each profile includes student's background, aspirations, academic records, and funding requirement. Donor selects a specific scholar to support. Options for **full sponsorship** or **shared sponsorship** (multiple donors for one scholar). **Scholar Corpus Fund** Donors may contribute to a **general corpus fund**. Provides flexibility for donors who prefer to support the cause without selecting an individual child.	sponsorships. **Alumni (41ers & Square Legs)** network campaigns to adopt groups of scholars annually. Each donor **linked directly** to the scholar(s) they support. Annual **progress reports** (grades, certifications, achievements) prepared by schools, verified by Tables, and uploaded via National. Donors receive compiled reports, **thank-you notes**, or short video updates from scholars.

Responsibilities

School: Identify candidates, help with documentation, ensure progress reports. **Table:** Verify details, mentor scholars, compile school reports.	**Area:** Consolidate nominations and oversee quality checks. **National:** Publish student profiles, manage crowdfunding, ensure transparent reporting to donors.

H: Train the Teacher

Purpose

To strengthen the impact of FTE classrooms by **equipping teachers** with the knowledge, skills, and confidence to deliver high-quality education. The program also prepares selected teachers to act as **trainers for Skill Development Centers (SDCs)**, creating a self-sustaining training ecosystem.

Area-Wise Implementation

- The program will be **organized at the Area level**, ensuring accessibility for all schools under that **Area's jurisdiction**.
- **Frequency:** At least **one TTT workshop per Area annually**. Larger Areas may conduct **multiple workshops** to cover geographic spread and number of schools.
- **Host Responsibility:** Local Tables (in collaboration with Area Board) will coordinate logistics, mobilize teachers, and liaise with training partners.
- **Scale:** Each workshop should target minimum **50 teachers** from multiple FTE schools.

Scope of Training

The basic scope of training is listed below but same can be revised by NEX or AEX Board based on the current trends and local requirement

For Baseline	For Beyond Baseline
• **Traditional Pedagogy Skills** - Classroom management - Lesson planning & structured delivery - Student engagement techniques • **Modern Teaching Techniques** - Activity-based learning - Inquiry-based and problem-solving approaches - Inclusive education methods (supporting children with disabilities)	• **Digital Literacy for Teachers** - Basic computer usage & digital resources - Effective use of Digital Classrooms (projectors, smart boards, e-content) - Online tools for assignments, testing, and parent communication • **Teacher-to-Trainer (T2T) Modules** - Identifying potential teacher-trainers in each Area - Training them in vocational / skill development pedagogy - Preparing them to lead Skill Development Centre modules (IT, vocational, soft skills)

	- Building a pipeline of local trainers to reduce dependence on external experts

Implementation and Targets

Partnerships	Targets
Tie-ups with educational training institutes, NGOs, CSR foundations, and government teacher-training programs. Content alignment with NCERT/SCERT guidelines to maintain credibility. Collaboration with digital learning companies for hands-on exposure.	Teachers adopt improved classroom practices and digital learning methods. Every FTE school has at least **1 teacher trained in digital classroom usage**. Every Area develops a pool of **teacher-trainers** capable of running local SDC sessions. Long-term improvement in **student learning outcomes** through empowered teaching.

I: Third Party Impact Study

Purpose

To provide **independent, transparent, and credible evaluations** of FTE projects, ensuring accountability to donors and continuous improvement for RTI.

Scope	Frequency & Timeline

• Applies to **all Baseline components** (classrooms, toilets, disabled access) and selected **Beyond Baseline programs** (Digital Classrooms, Skill Development Centres, Scholar Program).
 	
• **Focus on:**
  ○ Infrastructure quality & compliance
  ○ Utilization & outcomes (attendance, retention, academic performance)
  ○ Inclusivity (gender, disability access)
  ○ Sustainability (maintenance practices)
	• **Annual Assessments:** 10–15% of projects completed in a Tabling Year (July–June) will be independently assessed.
	
	• **Impact Study Period:** Aligned with **Tabling Year (July–June)** for consistency with RTI's governance cycle.

Assessment Partners	Methodology
Multiple partners may be empanelled by NEX/Trust to cover different geographies and ensure pan-India reach. Partners may include educational research agencies, NGOs, or academic institutions. **Appointment Criteria:** - Selected after thorough **due diligence** on credibility, neutrality, and prior experience. - Each empanelment valid for a **minimum of 2 years**	• Site visits & physical inspections. • Surveys/interviews with students, teachers, and parents. • Verification of data submitted by Tables and schools. • Comparative benchmarking against non-FTE schools.

(preferably longer) to ensure continuity. Subject to renewal/review based on performance.	

Impact Report

Preparation	Launch & Visibility
Each year, **National Board or Trust** will compile findings from all third-party assessment partners into a **Yearly Cumulative Impact Report**. This statement will consolidate: - Projects executed (classrooms, toilets, digital setups, SDCs, scholarships). - Number of students impacted (direct + indirect). - Quality, inclusivity, and sustainability indicators. - Donor contributions and visibility outcomes.	The Yearly Cumulative Impact Report should be **officially launched** at the **RTI CSR Summit**, one of RTI's flagship strategic campaigns. Shared with donors, corporates, CSR networks, government partners, and made public through the RTI website.

Responsibility & Funding

Nationals	Table/Area
Empanel assessment partners, manage contracts, and consolidate reports. Prepare and publish the Yearly Cumulative Impact Statement and launch same every CSR Summit. **Assessment costs** to be borne by **National or Trust.**	Facilitate field visits, provide access to schools, and validate data. Coordinate with Assessment Partners and Nationals Nationals should consider additional grant/recognition for tables enabling the assessment

10. CONVENTIONAL MANUAL

I. Organizational Structure

The National Executive in the person of the President makes the appointment of the Convention Chairman in consultation with the host Tables.

The Convention Chairman appoints the members of the Executive Committee in consultation with the host Tables. The Convention Executive with the approval of the host Tables may appoint a full or part-time paid Secretary to assist with the organization of the convention.

1. Composition of Committees:

The Convention Executive will consist of the Convention Chairman, the Vice Chairman, Secretary, Treasurer, and the Chairmen of the host Tables. The Convention Committee will consist of the Convention Executive and the Convenors of the following action committees:

1. Registration (could have a sub-committee for Accommodation)
2. Catering (could have separate sub-committees for Bar and House parties)
3. Official Functions
4. Printing and Publicity
5. Transport (could have a sub-committee for Tours)
6. Stewards (could have a sub-committee for Manpower)
7. Entertainment
8. Sponsorships.

The Convention Executive shall be responsible to the Round Table India National Executive through the Convention Chairman. In the event of a vacancy occurring on the Executive an appointment shall be made by the remaining members of the Executive.

The Action Committee Convenors shall be appointed by the Executive and be responsible for information and functioning of their respective committees. The Executive shall appoint members to the various committees in consultation with the Convenors. The Committee Convenors may appoint sub-committees at their discretion as and when required in liaison with the Executive. Members of the Executive shall be ex- officio members of all Action Committees and sub-committees and shall be notified of all meetings which the committees or sub-committees have, in order that one of their members may be present.

2. Meeting Policy and Procedure

The Executive shall meet as directed by the Convention Chairman. The Convention Committee shall meet monthly or fortnightly, if necessary, on a fixed day or days of the month to be mutually agreed.

The Action Committee shall meet monthly or fortnightly, if necessary, before Convention Committee meeting in order that any decisions taken at their meeting be brought forth as recommendation to the Convention Committee.

All Executive, Convention and Action Committee meetings shall be conducted in accordance with the normal practices of parliamentary procedure and debate. The agenda for Convention Committee meetings may be as follows:

1. Opening remarks by the Chairman.
2. Apologies.
3. Confirmation of minutes of previous meeting.

4. Matters arising from previous minutes not to be dealt with under" Reports."
5. Receive and deal with correspondence.
6. Treasurer's report
7. Report from Action Committee Convenors & discussion thereon.
8. Any other business.
9. Analysis of forward plan.
10. Venue of next meeting.
11. Close of meeting.

Each Action Committee Convenor may bring to the Convention Committee meetings one or more members of his committee, as observers, with the permission of the Chair. Convention Committee meetings shall be wherever possible, a report session to coordinate the activities of Action Committees.

Decision making shall be carried out, whenever possible, at Action Committee meetings and these decisions brought forward as recommendations to the Executive at Convention Committee meetings (through the Committee Convenor's report) for approval. The Convention Secretary shall take the minutes of the Convention Committee meetings and Executive meetings.

These minutes shall be the monthly report of progress and shall be circulated to all members of the Convention Committee with a copy to the National Secretary, National President, National Vice President, and National Secretariat.

Action Committee meetings shall be properly conducted and the minutes taken shall be in the form of an 'Action Sheet' with the name of the Committee Member delegated to carry out a certain activity inserted in an action column down the right-hand side. Copies of minutes of the Action Committee meetings and the reports of the Action Committee shall be forwarded to the Convention Secretary in enough numbers for distribution to members of the Convention Committee. All incoming correspondence shall be addressed to the Convention Secretary with copies to the Convention Chairman. The Convention Secretary shall immediately forward copies of correspondence to the appropriate Committee. A copy of all outgoing correspondence shall be sent to the Convention Secretary in order that he shall maintain a complete record of all Committee's activities.

II. Round Table India Requirements

1. Invitation

An invitation to host a convention is accepted 2 years prior to the date of the Convention i.e., at the preceding but one Annual General Meeting of the Association. This invitation shall be forwarded to the respective Area Secretary/Treasurer for approval at the Area AGM. On the invitation being accepted at the Area AGM, it shall be forwarded by the AEX to the National Secretary before October 15, such an invitation which comes from the host Tables concerned should be accompanied by:

1. Name of the actual venue (City)
2. The details of the venues for the various functions including the General & Workshop meetings of the General Body.
3. Hotel accommodation available for participants and price range and local terms.
4. Scope and number of planned pre- and post-convention tours.
5. Social and sporting facilities available.
6. Approximate Convention Fees together with details of any major sponsorship available.

It is for the General Body to vote and decide on the invitation if there is more than one. Once the invitation has been accepted by the General Body and the President has appointed the Convention Chairman, the host Tables are responsible to the National Executive in the person of the Convention Chairman in:

1. Preparation of a budget
2. Setting-up Secretarial organization
3. Convention Publicity
4. Reservation of all venues
5. Preparation of program
6. Organization of pre- and post-convention tours

As the Chairmen of the Host Tables are represented on the Executive Committee the Convention Committee in effect acts as the host on behalf of the Tables. The Chairman, Vice Chairman, Secretary and Treasurer should be those who will remain as active members at the time of the conference.

2. Reservation

With the approval of the Convention venue, date and the creation of the Convention Committee, firm reservations should be made for all functions and meetings on behalf of the Association. As mentioned earlier approval of the meeting places etc. should be obtained from the National Executive.

3. Financial Responsibilities

Round Table India as a body will only advance money subject to a maximum of Rs.5,000/-towards the initial operating expenses for the Convention. This advance should be returned immediately after the Convention is over, the host tables are responsible for this advance.

The convention budget shall include the following:

A. The Registration fee, and boarding and lodging (billeting) for three nights for up to a maximum of four persons (or two couples) who are the official invitees of the Association.

B. The Registration fee and billeting (preferably near to the Convention Venue) for the RTI President and his wife.

C. Boarding and Lodging (including lunch coupons during the AGM) for two members of the National Secretariat staff at a nearby "budget hotel."

D. A room for the members of the NEX with Table and chairs to accommodate about 20 people may be provided for the National Executive meeting during the two days preceding the Convention. As far as possible it may be held in the President's hotel itself in a suitable room.

E. Transportation facilities in the form of a car each at the disposal of the President and Vice President during the Convention.

F. Transportation for the NEX to and from the venue of pre and post conference board meetings.

G. Any surplus which may accrue out of any National or Area Conventions or any other convention of the association shall be to the account of the host Tables only. It need not be shared with the National As- sociation or the Area. The surplus emanating out of such activity, shall be shared by the host Tables. Any loss at any such convention or meetings under any circumstances will not be subsidized by Round Table India or the Area.

   All dues payable to sundry creditors by the hosts shall be cleared within 60 days of the closure of the Convention, the date of closure being the day succeeding the date of the President 's banquet. However, in the event of the Convention incurring a loss, the Convention Committee and the hosts shall have a further period of 60 days to arrange for such finances as may be required to clear the dues. In the event of the Convention Committee being unable to raise the amount, the shortfall shall be made up and the payments made to such sundry creditors by host Tables equally from their administrative funds or from the Tablers of the host Table who are Members on the date of inauguration of the Convention.

The National Association will not bear the loss even in the event of the Convention being cancelled or postponed due to circumstances beyond the control of the Convention Committee, such as force majeure conditions. Whereas it is assumed that essential costs are necessary, the temptation to provide lavish and expensive entertainment at the cost of the individuals must be resisted. Host tables are reminded that while the success or failure of the Convention will be laid at their doors, so also will be the criticism on overcharging. However, it should also be remembered that Round Table India Conventions are of a certain high standard. Participants come from faraway places to enjoy the holiday and the fellowship generated at these Conventions and hence a certain minimum standard is necessary since such participants spend large amounts of money in coming to the Conventions.

H. Such an amount of insurance premium as would be necessary to cover the contingency of cancellation or postponement of the AGM on account of the riots, strikes, acts of God or such other force majeure conditions as may warrant such cancellation or postponement. The Convention Committee may decide on the quantum of insurance but the sum shall not be for a cover of loss less than Rs.50,000/-.

I. The cost of the President’s cocktail for the Members and the wives of the National Executive, Chairmen of the host city Tables, such members of the Convention Committee and important guests from the local community in order to promote public relations for the Association, as may be decided between the President and the Convention Chairman. The venue of such a cocktail, as far as possible should be the Convention Center or in the President’s Hotel Itself.

4. Sponsorship

It has been proved in recent Conventions that substantial sponsorship can contribute towards the Convention Budget. Host Tables must endeavor to obtain sponsorships and are also warned that all forms of sponsorships should be kept under the strict control of the Committees. Commercial competition should not be allowed to enter the Convention atmosphere. The benefit of sponsorship should be passed on to participants by way of a reduced Convention Fee. Sponsorship should be coordinated in order not to conflict with any other sponsorship commitment the National Association might have. The Sponsorship appeal and all other publicity materials published by the Convention Committee, must clearly indicate the utilization/purpose of funds through this sponsorship raised for a project/project connected with the Convention must be utilized for the purpose of the project only. A copy of the appeal must be cleared by the President before being issued to the public/sponsors to safeguard the interest of the Association’s image.

5. RTI Shop

The shop is organized on behalf of the National Association by the Convention subcommittee so delegated. All expenses in setting up the shop such as furniture hire etc., shall be borne by the Convention. The entire proceeds of the RTI Shop articles sold in the shop should be separately accounted to the National Treasurer or to the National Secretariat direct (whoever is handling the items) along with the unsold RTI Shop articles at the end of the Convention. The manpower required for the sale of the RTI Shop articles will be arranged for by the Convention Committee.

The Convention Committee may sell not more than two items with the Round Table emblem as Souvenirs of the Convention. Local products unique to the host city or state may also be sold. 10% of all sales of the RTI Shop articles made at the Convention Center shall be paid to the Convention Committee.

6. Secretariat

This should be set up at least two days prior to the Convention (to enable the pre-convention National Executive Meeting to have full facilities) and should remain in operation until the day after the Convention. The minimum requirements are:

A. One steno typist

B. One typewriter

C. One duplicator (preferably electric/photo copier) plus carbon papers, typing and duplicating papers, stencils etc.

The final requirements should be obtained by the Convention Chairman three months prior to the Convention from the National Secretary. The Secretariat should be in the same building as the Annual General Meeting and should not be moved. Staff should be prepared to work in the evening after the meetings are over and be made aware of this requirement prior to their employment. Expenses of the Secretariat should be borne by the Convention Budget.

7. Ladies Circle India

Ever since the wives of Tablers joined to form Ladies Circle their Annual General Meeting is also held on the same days as that of Round Table India's. In order to avoid any confusion or misunderstanding, Convention Chairmen are requested to observe the following carefully. Whatever be the requirements of Ladies Circle India in matters such as publicity, printing, reservation of halls for their meetings, arrangements for their President's tea etc. should as far as possible be complied with. However, the cost of all such amenities or provisions made for them including fees for their guests should be recovered from Ladies Circle India.

A. Round Table India registration form will be for the Tabler and his wife (who may not be a Circle member). Hence all arrangements for accommodation for ladies will be covered in the Tabler's registration form itself. There are instances when Ladies Circle Members attend Conventions without their husbands and in such cases their requirements of rooms, etc. may be ascertained through the Ladies Circle Convention Convenor and arrangements made on receipt of the required amount and the registration form. Ladies Circle India will have its own registration fees and its own registration form. They collect this amount for their overheads such as printing, publicity, and gifts as well as for their President's tea.

B. All official functions such as house parties, informal nights, President's dinner, and the lunches on the three Convention days are official Round Table India Convention functions. They are not joint functions held with the Ladies Circle.

C. However, in order not to have a separate opening ceremony for Ladies Circle, as it would not only be a waste of time but also duplicate efforts, it has been permitted that the opening ceremony alone would be a joint ceremony. However, there shall be only one chief guest who will be chosen with the approval of the Round Table India President. Having the wife of the chief guest or some other lady to open the Ladies Circle India convention is to be avoided. Part of the expenses of the opening ceremony is to be recovered from Ladies Circle India.

D. All arrangements shall be made for the Ladies Circle and the expenses incurred may be recovered from them.

E. If the President of Ladies Circle International is present she would speak at the opening ceremony.

F. As a matter of courtesy, the Ladies Circle India President would be asked to say a few words at the Round Table India President's dinner.

8. NEX Meetings

Every Convention Chairman or his duly authorized representative, who shall be a member of the Conference Committee, should be present at all meetings of the National Executive from the changeover Board Meeting after the Convention bid is accepted till the changeover board meeting after the Convention. (Period of 2 years)

III. Convention Committees

1. Convention Executive

A. Convention Chairman: The line of communication between the National Association and the host Tables is through the Convention Chairman and he is responsible for the successful organization and running of the Convention and is responsible for policy in all Convention matters. The Chairman is responsible to Round Table India in ensuring that the Convention takes that form in every respect that the Association requires and will expect. He should ascertain the views of the President and other- members of the National Executive on those matters with which they are most concerned. Matters of policy and approval of the program and budget and the fees are the responsibility of the National Executive who will act through the National Secretary and National Treasurer. The detailed administration and organization of the Convention in accordance with the policy are the responsibility of the Convention Committee. The Convention Chairman should closely supervise the function of the various committees and ensure that the different committees know what is expected of them. To this end he should note that certain matters are essentially the prerogative of the President and he must ensure that the President's wishes are fulfilled. The Chairman should always be tactful since a lot of problems are bound to creep in during the organization. He should encourage and keep in good humor all members in order to get the maximum co-operation from them.

B. Convention Vice-Chairman: During the absence of the Chairman the Vice-Chairman shall take over his duties. He shall in addition perform such other duties entrusted by the National Executive and will help the Chairman in supervising and monitoring the activities of the various committees.

C. Convention Secretary: As the Secretary in any organization, he will in addition to taking the minutes of all executive and Convention Committee meetings, co-ordinate and distribute the various correspondence flowing through him. He shall keep a complete record of all its activities and supply what- ever information that may be required by any committee.

D. Convention Treasurer: The Treasurer should oversee the accounts of the Convention. He may, if necessary, with the approval of the Convention Executive, have a sub-committee to help him in his duties. The Treasurer of the Convention Committee should submit to the Convention Chairman for approval of the National Executive, a series of budgets the first being required at the AGM preceding the Convention for which the budget is prepared.

   Thereafter budgets should be presented every quarter as commitments change and statistics become more realistic. It should be ensured that these budgets are sent every quarter so that the National Executives may consider them at their quarterly meetings.

   Care must be taken to avoid excessive optimism regarding the expenditure, number of participants, etc. Guidance should be sought from the Convention Chairman of the last two Conventions as to the final number of delegates likely to attend.

The preparation of the budget should be kept as simple as possible. The following layout is meant merely as a guide.

a. Expenditure

   i. Printing and Publicity Committee

      1. Convention booklet
      2. Posters, Signs, Leaflets, Tickets, Passes etc.
      3. Badges, name cards, menu cards, name tag, banners, participant's portfolios, invitation cards etc.
      4. Printing requirements of all other committees, i.e., registration forms, souvenir etc.

   ii. Registration

      1. Office equipment
      2. Postage
      3. Telephone Charges
      4. Office accommodation
      5. Insurance

   iii. Catering

      1. Allowance to hostesses for house parties
      2. Lunch on the three days of the Convention
      3. Informal night
      4. President's dinner
      5. Other expenses involved in catering

   iv. Official functions: Cost of hire of the venue for social functions, meeting room and other entertainments, prizes and other miscellaneous expenses involved, decoration, microphone hire, illumination etc.

   v. Administration expenses

      1. All expenses as mentioned under RTI requirement - financial responsibilities.
      2. Postage and stationery for all committee members.

   vi. Transport Committee: Cost of hire of buses and other vehicles for transport of participants to and from official functions.

E. Chairmen of the host Tables

They represent the host Tables in taking decisions regarding the Convention. Their main duties would be not only to help the Executive intaking decisions but also in ensuring that members of their Tables co-operate in whatever is required by the Convention Commit- tee. For example, if a fund raising is required and decision has been made to collect a minimum figure, each Chairman should take up on himself to get Tablers to work on this. They would also be able to help the Convention Executive in deciding on suitable venues and committee members.

2. Action Committees

A. Registration

The Registration Committee is one of the most important ones and hence it is essential that it is staffed by capable and hard-working personnel.

A. Registration Booklet: The registration booklet should contain details of the following:

    a. Detailed program of activities including business and social sessions.
    b. Pre- and post-Convention Tours.
    c. Daily excursion and tours during the period of the Convention.
    d. Local information like climate, historical background, transport facilities etc.
    e. Details of hotel accommodation including rates for the various types of hotels.
    f. Cancellation charges and conditions.
    g. Payment conditions.

B. The Registration form: The Registration form which is removable from the booklet should contain details of the following:

    a. Full name of Tabler and full name of wife.
    b. Address.
    c. Name of Table.
    d. Position held in Table.
    e. Position held in the Association.
    f. Mode of travel, point of arrival, date etc.
    g. Convention fees.
    h. Late fee charges.
    i. Hotel accommodation required with the type of hotel (out of those listed in the registration folder).
    j. Excursion and tour required.
    k. Pre- and post-Convention tours required.
    l. Whether vegetarian or non-vegetarian.
    m. Whether return journey arrangements require to be made.

    The committee should decide the precise layout of the registration form. It should be closely related to the system created by the committee for processing the information gained from the form. It is desired that a late fee for late registration be charged and the cancellation conditions be specified and these are to be approved by the National Executive. A clear direction should be given for the dispatch of the form together with the last date for dispatch and the preferred system for payment.

C. Registration Facilities: Arrival at the registration desk is the first contact the participant has with the Convention. However, where possible arrangements should be made for receiving the participants at the airports or railway stations. Many participants will have arrived after long journeys and it is therefore essential that the process of registration is simple, efficient, and above all, fast.

    Most, registration forms will have been returned in advance, together with the full registration fee. Those who have not paid or made an error in payment should be dealt with as part of the registration process. Form filling should be kept to a minimum.

D. Participant's portfolio: On completion of the registration process the participant is handed the folder or portfolio which should contain:

    a. A book of all tickets for social functions including the name of the house party and seat and Table number for President's dinner.

b. Individual invitations to special functions wherever appropriate. (For example, if a special invitation has been issued for the President's Cocktail).

c. A Convention booklet containing a detailed program of social functions and business meetings. (This should give guidance on dress, formalities, time for meals, arrival of VIPs, etc. The information should apply to both sexes).

d. A name tag which should show the name and Table. The tag should be given for ladies also.

e. A list of all participants with the name of wife and the name of hotel during the Convention week and the name of the participants' Tables together with a list of all hotel telephone numbers.

f. A schedule of excursion and day time entertainments and cost together with a city map and any other useful information.

g. Gimmicks which advertisers are prepared to donate free, such as cigarettes, etc.

E. Registration desk: The registration desk is not primarily the information Center. It should be set up and staffed separately within the registration area. It is up to each committee to decide on their system of registration procedure. It is essential that the registration desk is manned by efficient and well-drilled personnel. The registration office should be open throughout the first day and at least well into the second day to take care of late arrivals.

F. Headquarters Hotel: A central hotel should be selected and designated as Headquarters Hotel in which preference for accommodation should be given to the President and other Members of the National Executive. A meeting room should be provided for meetings of the National Executive.

G. Registration Center: The registration Center should act as the vehicle point for all participants. It should be connected by direct telephone to the Headquarters Hotel and be manned by persons who are fully in- formed of all aspects of the Convention and with extensive local knowledge. The RTI Shop should ideally be situated in the registration Center preferably in a prominent position but away from the registration desk.

H. Other facilities useful in the Convention Center are:

a. Refreshment bar.
b. Details of projects of member Tables.
c. Details of the next year's Convention venue.
d. Stewards staffing the registration Center should wear a distinctive badge.
e. Flags of all Tables should be displayed in or outside the registration Center.

Duties of Registration Committee

1. Designing and processing of registration (with publicity committee).
2. Distribution of registration forms (through Convention Secretary).
3. Creation of registration system.
4. Creation of registration office, staffing and equipping as necessary.
5. Creation of a filing system for registration forms to ensure rapid recall of information as required by other action committees.
6. Organization of registration finance (in conjunction with the Treasurer).
7. Co-ordination of convention leaflets and literature useful with registration forms.
8. Production of a large map of India with pins for all tables (with publicity committee).

9. Booking hotels in advance.
10. Booking rooms for each registrant.
11. Organize any special arrangements at Headquarters hotel (with Convention Chairman).
12. Organization of invitation to special guests in conjunction with Convention Chairman.
13. Completing sets of documents together with gifts, Convention booklet, timetables, maps etc. to go into the portfolio.
14. Organizing and staffing the registration desk throughout the Convention.
15. Preparation of master charts containing all relevant information of each participant to be distributed to Convenors of each action committee and others, if necessary.
16. To establish an information Center and make available the following:
17. Schedule of Bank facilities, Air, Rail and Bus bookings and timings. Postal facilities, medical facilities, shopping facilities and transport facilities.
18. Schedule of accommodation reserved for delegates.
19. Schedule of venues, time, and date of all business and social functions.
20. Schedule of catering arrangements for business and social functions, house parties and 'un-official' program activities.
21. Schedule of entertainment program for functions. Schedule of shopping facilities.
22. Transport plan for business, social functions, house parties and 'unofficial' program activities. Schedule of pre- and post-Convention tours and 'unofficial' program activities.
23. Schedule of Ladies' activities, services arranged for ladies' and children's programs.
24. To prepare a schedule of billeting of all participants in the house parties.
25. To prepare in liaison with the catering committee the schedule of seating arrangements for the President's dinner.
26. Provide for any last-minute registrations.
27. To assume responsibilities for the Convention Shop in the registration area.
28. To arrange for a commercial photographer to be in attendance at all business and social functions and have proofs available the same or next day for viewing and ordering at the Center
29. To prepare a budget and estimated costs for the Treasurer.

B. Printing and Publicity Committee:

Advance publicity is essential

Duties of Printing and Publicity Committee

1. Organize all sponsorships for printing and publicity.
2. To arrange to publicize the Convention in the regional and local newspapers.
3. The design and production of the following:
    a. Pre-Convention registration booklet
    b. Tickets to all functions with notation as to dress
    c. Invitation cards to the opening ceremony
    d. Car stickers and posters
    e. Passes
    f. Name tags (in liaison with Convention Chairman)
    g. President's Dinner Table plans (in liaison with the official functions committee, registration committee and catering committee)
    h. Registration form (in liaison with registration committee)
    i. Time tables.
4. Employment of graphic designer for sign writing during the Convention (honorary wherever possible)
5. Design and distribution of direction notices
6. Design and distribution of welcome cards
7. Production of Convention booklet
8. Production of Convention news sheet
9. Stewards badge.

10. Arrangements for all press facilities including press conference
11. Arrangement for banners and flags
12. Production of Convention notice board at the registration center
13. Design and production of all menu cards (with catering committee)
14. Co-ordination of banner display (together with registration committee)
15. Prepare all sign writings required for the business sessions.
16. To arrange for the printing of participants' list as required by the registration committee.
17. Any other printing requirements for any committee
18. Prepare a budget for the Treasurer

19. The Convention booklet should contain the following:

    a. Place of the information Center and the registration headquarters.
    b. List of Convention hotels.
    c. Schedule of venues and programs of business and social functions.
    d. Shopping facilities available.
    e. Tours program
    f. Transport arrangements made for pick-up and return of participants to business and social functions.
    g. Ladies' activities schedule.
    h. List of nearest Banks, post offices and doctors available round the clock, Hairdressers etc.
    i. Creche facilities available, etc.

C. Catering Committee

1. Undertake all catering including refreshments needed for:

    a. House parties if required
    b. The President's Cocktail
    c. The buffet lunches.
    d. Informal night.
    e. President's sit-down dinner.

2. Provide refreshment at the following functions:

    a. National Executive meetings.
    b. All sessions of the Annual General Meeting.

3. Provide details of all menus for printing committee.
4. Provide meal boxes and refreshments for stewards and Convention Officers on duty.
5. Provide President's Dinner seating plan for the printing committee (with the Registration Committee).
6. Arrange for snacks/refreshments at registration center.

D. Official Functions Committee

1. Undertake detailed arrangements including finalizing the venues (in consultation with Convention Chairman) for

    a. Opening ceremony.
    b. Informal night.
    c. President's dinner.

2. Provide details of requirements to printing committee in respect of tickets, invitations, direction

signs, decoration, display material etc.
3. Arrange for special floral displays, balloons etc.
4. Arrange for venues of the meeting halls, National Executive meeting room sand also to provide public address system for the same.
5. To arrange desk plaque for the National Executive.
6. Arrange secretarial service as required.
7. To decorate the meeting places of business and social functions.
8. To provide budget of estimated cost to the Treasurer.

E. Transport Committee

- Arrange movements of participants from points of arrival to registration center and from registration center to hotels.
- Arrange for use of a medium size van for use as personal transport and as luggage carrier.
- Arrange transportation of secretarial equipment and documents.
- Arrange for special buses to transport participants to and from functions.
- Transport to be provided either from the major hotels where participants are staying or from the registration center if this is located centrally.
- Provide transportation for members of the National Executive separately if necessary to facilitate convening of meetings on time.
- Arrange for sightseeing tours in and around the city.
- Arrange for ladies and children's programs and tours of the city for those ladies not participating in the Convention.
- Organize pre- and post-Convention tours.
- Prepare budget for the Treasurer.

F. Stewards Committee

The efficiency with which the Convention progresses will rely largely upon preparation in advance by the stewarding committee. Ideally, a steward should be present in the background at every key point through all functions. Lack of sufficient stewards' results in confusion, poor time-keeping and general dissatisfaction from the participants.

The Chief Steward should form teams whose task is to aid the smooth running of each function, meeting, excursion, or event.

11. Determine from each Tabler on what days and for what length of time he is available to act as steward during the Convention.
12. Determine in liaison with the other committees what duties must be performed during the week of the Convention and how many Tablers will be required for these duties.
13. Roster Tablers to these duties and advise the other Committees of arrangements made.
14. Ensure that there is a sufficient pool of Tablers available during the week for emergency duties, located at registration center.
15. Fix sign-posts for all functions, registration center, information desk, convention shop etc.
16. Supervise layout of rooms for meetings.
17. Arrange for display of flags.
18. Fix all welcome signs.
19. Arrange briefing meeting for stewards.
20. Provide separate steward to take care of the President and other members of the National Executive.

Stewards' Meetings

It is recommended that these meetings should be held daily in the morning. They should always be in the same room preferably at the registration center. The Chief Steward will be the Chairman of the meeting. Other members of the Convention Committee may attend if requested to do so by the Chief Steward. The Chief Steward should describe the day's function outlining the responsibilities of the Stewards. Stewards should be told not to deviate from their specific instructions unless expressly told to do so by either the Chief Steward or the steward of the day. For this purpose, the blue book (prepared well in advance of the Convention) giving in detail the time, the action to be taken and the person responsible for the action should be minuted. Example as follows:

President's Dinner Venue: Meeting Hall 1

	Time	Action by Tabler
1. Announcement for Dinner	20.40 hrs.	XYZ
2. Soup to be served	20.50 hrs.	AB
3. Dessert to be served	20.00 hrs.	AB
4. President's speech etc. etc.	22.10 hrs.	President

Copies of this blue book are to be given to each steward and Convenors of the various action committees. This would enable each person who has a specific job to do during the Convention to find out by referring to this exactly what he must do and when. This is the only way of ensuring that things will happen automatically one after the other on schedule without the need of the Chief Steward running here and there and without keeping the other Stewards and Convenors in the dark about what is going to happen, when and by whom.

This blue book should contain the complete schedule of all activities. The details in this book should cover events from the very first day of the Convention (i.e., from the start of the National Executive meeting) till the last event and winding up of the Convention.

General Instructions to Stewards

1. Report at the time already specified to the Steward of the day.
2. Refer to the blue book to obtain details of functions of the day.
3. Receive instructions from the Steward of the day.
4. Receive a Steward Badge (this must be returned to the Steward of the day at the completion of all duties of the day; this applies even if he is a Steward on the other days).
5. On completing duties for functions, report immediately to the Steward of the day either for further duties or for dismissal.
6. When on door duty, ensure that admittance to a function is given by one of the following methods only:

    a. Ticket for the function.
    b. Convention pass.
    c. Convention committee badge.
    d. Stewards badge.
    e. Pass out tickets.

G. Entertainment Committee

1. Arrange entertainment programs for
    a. Inaugural Function
    b. Informal Night
    c. President's Dinner
2. Arrange for bands and groups for all functions
3. Arrange special lighting, sound equipment where necessary.
4. Arrange for any other equipment needed for entertainment for all functions.
5. To provide budget of estimated cost to the Treasurer.

H. Sponsorships Committee

1. To find ways and means to get major sponsorships for the various functions of the AGM.
2. To find minor sponsors for the smaller items.
3. To find ways and means of making good the deficit of the AGM budget, if any, by way of souvenir etc.
4. It is advised that each Convention Committee obtains data of all matters concerning the convention from the previous two conventions in order to constantly improve things as well as to obtain details needed for a smooth functioning of the convention.

IV. Convention Program

1. Sequence

The pattern of convention program has been improved from year to year. If the Convention Committee feels there is room for innovation, permission should first be sought from the National Executive. The recommended sequence of events could be as follows.

	Day		Evening
First Day	10 AM to 12 Noon	Opening Ceremony	House parties
Second Day	9.30 AM to 1.00 PM	AGM	Informal night
	2 PM to 5 PM	AGM	
Third Day	9.30 AM to 1.00 PM	AGM	President's Dinner

In addition to the above social functions, there is the President's Cocktail where important guests from local community will be invited in order to promote public relations for the Association. This is usually held in the evening of the first day, prior to the house parties. Immediately preceding the Convention there will be a meeting of the National Executive. Usually, the lunches will be of 1½ hours duration. If necessary, they may be made into a two-hour session but in this case the meeting timings will have to be changed. It is important to remember that apart from the opening ceremony a minimum of approximately 15 hours of meeting time is required for the annual general meeting. This must be kept in mind while finalizing the timings. If no instruction from the Association is received regarding the sequence and the timing of the convention then the above pattern may be followed.

2. Opening Ceremony

The formal opening ceremony is ideally arranged on the morning of the first day of the convention (though it could be held in the afternoon if circumstances prevent a morning ceremony). The ceremony will consist of the following speeches:

1. Welcome by the Convention Chairman.
2. Speech by Round Table India President.
3. Speech by Ladies Circle India President.
4. Chief Guest's remarks and inauguration of both conventions.
5. Vote of thanks by Convention Secretary.

If the RT International President and the Ladies Circle International President are present, they will speak following the Round Table India and Ladies Circle India Presidents respectively. The speeches usually are of 5 to 7 minutes duration except for the Chief Guest. Generally, the entire time allowed for these speeches are not more than 40minutes.

When the opening ceremony is taking place no other function, event or excursion should be program. Recent Conventions have added an entertainment of local flavor which has made a valuable contribution to a formal occasion. The ceremony should be held in a venue large enough to take all the participants and invitees. Special seating arrangements should be made for the President, Members of the National Executive, and the Chief Guest. This is the only occasion when non-member visitors are present and special arrangements should be made for their reception and hospitality. The exact proceedings are settled by the President of the day. The host tables should send out invitations issued by the Association to the local civic dignitaries, members of other service clubs, etc. The Chief Guest should be so selected in order that the Round Table movement locally as well as in the rest of the country will gain prestige by his presence and will give enough publicity to the movement. The selection of the Chief Guest should be approved by the President.

Instead of having a main Table on the stage the best way would be for all the speechmakers to remain in the front row and to go up on to the stage to the podium only at the time of speeches with a spotlight on them. This is merely a suggestion as it has been found to be very impressive if done in this manner.

3. Annual General Meeting

The organization of the business of the Association comes under the general jurisdiction of the President. It is necessary to provide a head Table for the members of the National Executive. The Area Chairman shall be seated at a Table immediately below the dais and facing the delegates. Delegates should be seated in the first rows of the meeting in numerical order. Table name and number for each delegate should be indicated on the Table. Delegates should be provided with writing tables to enable them to take notes during the meeting. Behind the Delegates, seats should be provided for the other participants namely all other active members and honorary members and any other invitees of the Association. The seating arrangements should be so made that there is easy access for each person to a microphone and it is important that adequate number of microphones are made available. (A rough guide would be to provide at least 6 microphones for about 200 Tablers). Where possible, cordless mikes should be arranged. Next to the main Table there shall also be a podium. Microphones shall also be arranged for the podium, for the President and a third movable mike should be available for the other members on the main Table. The Area Chairman's Table shall be provided with a movable mike. It is important that the Secretariat is as near as possible to the meeting room. Stewards will be required whenever the meeting is in session.

During the AGM, workshop discussions will be held on various subjects or themes. For this purpose, the participants will be broken up into as many workshop discussions or themes as are on the agenda for discussion and hence at the venue of the AGM separate rooms must be made available and arrangements should be made for holding these workshop discussions. (For example, if there are three subjects for workshop discussion and if about 200 Tablers attend the conference two other rooms each with a capacity of 70 seats, apart from the main meeting hall should be made available. If the crowd is large enough microphone arrangements will have to be made for these rooms also).

If in case the President decides that all the participants should participants in all the workshop discussions (this would depend on the number and type of subjects at each conference) then these separate rooms are not necessary since all the discussions could be held in the main meeting hall one after the other. During the AGM no other function, event, or excursion (except those program for the ladies) should be held.

4. First night - House parties

These should be held in Tablers' houses. These house parties have been program so that at the beginning of the convention itself Tablers from different parts of the country can meet and get to know each other in more "personal" surroundings and in smaller groups which will enable them to build on this initial acquaintance during the remaining period of the convention. It should be ensured that in order to make a great success of the principle behind the house parties a careful selection procedure should be made for each party to ensure a good cross-section of Tablers from all over the country in each party. Parties should also be so planned that enough ladies are distributed among all the parties. Grouping of Tables should be avoided and the members of the National Executive should be split up into separate parties. It is possible that the President and Vice-President may wish to visit more than one house party in which event trans- port and escort arrangements will have to be made to take them to different house parties which gives an opportunity for the President and the Vice-President to meet all the participants.

Care should be taken in ensuring that the proportion of host members does not exceed the number of guest members. Hosts of such house parties should be given a per capita allowance from the convention budget together with guidance as to the standard of hospitality required. Entertainment in the form of either dance or party games should be planned in order to make the house parties a success. Transportation should be arranged for taking the participants from the major Convention Hotels and/or the Convention- Headquarters to the house parties and return.

Though house parties will be held in Tablers' houses, a group of Tablers should be appointed for the arrangements for each house party.

5. Second night - Informal night

A theme could be adopted that is unique to the host city, preferably traditional, colorful land one in which all members can happily participate. It should be as informal as possible. A proper entertainment should be provided in keeping with the standard of the Convention. The function should not be just a getting together of people without sufficient entertainment or other activities to maintain interest.

6. Third night - President's Banquet

This is the only formal social occasion of the Convention. The function can be made more spectacular by the adoption of a theme. Care should be taken not to detract from the seriousness of the function which can be divided into four parts.

E. Reception: The arrangements should be made for the reception of all the participants. A pre-dinner drink should be provided (at the participants' cost if necessary) prior to taking their places in the banquet hall.

F. Dinner: The menu card should be on the theme of the evening or alternatively based upon the wishes of the President. It is advisable that one menu card per participant be provided to enable him to take it home as a souvenir. Dinner must be a sit-down affair and the seating arrangements should be so made as to get a cross-section of Tablers from different parts of the country at each Table. Menu cards should be placed on the various tables and the Table number should be indicated to the participants at the time of registration itself. Where it is possible place cards may be kept on the Table. Grouping of Tablers from the same Table or Area should be avoided. In recent Conventions in keeping up with the informality of the movement the top Table has been done away with.

   (If, however, the President of the day wishes to have a top Table it may be so provided). The members of the National Executive should be seated at various tables but preferably as close to the entertainments as possible. The Immediate President and the President will however be seated at the same Table and as close to the microphone as possible to avoid a long walk for the speeches. If possible, the microphone may be brought to the Table itself.

G. Speeches: The speeches, the sequence, length, and precise position during or after the meal, will be decided by the President. (This information must be obtained well before the Convention and should not be left to the last minute). The list of speeches will be prepared by the President of the day and should be included in the menu card.

   Generally, the order speeches will be as follows:

   a. Speech by the outgoing L.C. India President.

b. Investing the incoming L.C. India President with her Jewel of office.
c. Speech by the new LC India President
d. Speech by the Immediate Past President - Round Table India.
e. Speech by the President - Round Table India.

H. Dancing and Entertainment: First class entertainment with dancing should be provided. It is recommended to have the entertainment during the dinner also. As said earlier this is the only formal social occasion and it is important to make all arrangements in keeping with the dignity of the function. This dinner which is in honor of the outgoing President is a symbolic way of saying 'thank you' by the members of the Association to the President who has served them during the last year. Care must be taken that a strict adherence to the time schedule is kept. During the speeches it should be strictly ensured that no Table service or movement of personnel takes place within the hall. In order to prevent persons from moving about and to maintain the time schedule it is advised that the bar be closed ten minutes before dinner time (in order that Tablers seat themselves promptly) and should be re-opened only after the speeches are over. However, order for drinks may be taken at the Table or the bar may be opened for a short period during the dinner. However, it must be ensured that before the start of the dinner the bar is closed and at least 20 minutes before the start of the speeches it is again closed if it has been opened in the interim period for a short time.

V. General

Amendments to this Convention Manual: Any amendments, deletions or additions to this Convention Manual may be made from time to time by the National Executive.

VI. History of Conventions

Year	Month	Place
1963	March	New Delhi
1963	December	Bombay
1963	December	Bangalore
1965	November	Madras
1966	December	Hyderabad
1967	December	Coonoor
1968	December	Calcutta
1969	December	New Delhi
1970	December	Bombay
1971	December	Madras
1972	December	Bangalore
1973	December	Hyderabad
1974	January 1975	Calcutta
1975	January 1976	Ooty
1976	January 1977	Delhi
1977	December	Madras
1978	December	Bombay
1979	December	Bangalore
1980	December	Calcutta
1981	December	Jamshedpur
1982	December	New Delhi
1983	December	Hyderabad
1984	December	Madras
1985	December	Dehradun
1984	December	Madras
1985	December	Dehradun
1986	December	Calcutta
1987	January 1988	Coimbatore
1988	January 1989	Bombay
1989	December	Bangalore

1990	December	New Delhi
1991	December	Cochin
1992	December	Calcutta
1993	December	Hyderabad
1994	December	Coimbatore
1995	December	Bhubaneswar
1996	December	Pune
1997	December	Bangalore
1998	December	Calcutta
1999	December	Chennai
2000	December	Vijayawada
2001	December	Hyderabad
2002	December	Kochi
2003	December	Mysore
2004	December	Mumbai
2005	December	Coimbatore
2006	December	Calcutta
2007	January 2008	Goa
2008	December	Vishakhapatnam
2009	January 2010	Delhi
2010	December	Hyderabad
2011	December	Chennai
2012	December	Coimbatore
2013	December	Goa
2014	December	Kolkata
2015	January 2016	Delhi
2016	September	Bangalore
2017	September	Coimbatore
2018	September	Jaipur
2019	January 2020	Chennai
2020	June	Online
2021	May 2022	Hyderabad
2022	December	Ranchi
2023	December	Kolkata
2024	December	Jodhpur
2025	December	Coimbatore

11. ROUND TABLE INTERNATIONAL

I. RTI

Round Table International (RTI) had been in existence much before the start of the Second World War. At the conclusion of the war efforts were made to get like-minded clubs together as a world body and this resulted in the formation of WoCo in October 1946 at Sacramento. RTI did continue to exist till at the Salzburg conference in Austria in 1961, Round Table International was formally dissolved.

With WoCo having gone through many changing phases has prompted the Round Tables to have a closer look at having Round Table International. And ironically at the same place of its dissolution, RTI was given a rebirth on 16th September 1991 in Austria.

II. Objects of RTI

A. To promote fellowship and understanding between Round Table Associations Worldwide.

B. To promote the formation of new Round Table Associations throughout the World.

C. To promote and administer Joint Service Projects Worldwide.

III. Organization and Administration

Round Table International is basically divided into 2 regions:

1. The European, Mediterranean and Americas Region.
2. The Africa and Asia Pacific Region.

The representatives of each Member Association meet annually at the Conference and AGM to elect the President who will be the sole officer of the Association. A Member Association is one which is a National Association of Round Tables and which has been accepted for membership by RTI as per the provisions of the Constitution. The basic qualification for membership shall be:

1. All clubs shall be non-sectarian.
2. Clubs shall not engage in party politics.
3. Active members of clubs shall be Men between the ages of 18 and 40.

IV. Officers and Duties

The President

The President should be an Active Tabler of the Member Association and shall not serve in office beyond the year when he attains the age of 40. His Duties are

1. Preparation and maintenance of minutes and other records of the Association
2. Send notices of meetings and shall perform such other duties as the constitution requires from time
3. Prepare annual statistical report and present it at the AGM

The President can appoint an Honorary Secretary or Treasurer with no financial implication to the

Association. In the event of the President unable to continue in office the EMA regional Chairman shall act as President till the next AGM.

V. The Conference Travel Fund

Travel and subsistence allowance of Delegates attending AGMs shall normally be the responsibility of individual Associations. To assist Member Associations, which might not otherwise be represented, the Association shall make such grants, as they consider appropriate. The allocation of all such grants shall be considered by the officers of the Association and shall be allocated as the officers of the Association in their absolute discretion shall determine.

VI. The World Joint Service Project Fund

A. This award may annually be made to one or more worthy Joint Service Projects as decided by the officers in their absolute discretion, save that the President may appoint a committee to assist the officers in adjudicating upon any such grant.

B. Any Association who wishes to apply for assistance from the Fund shall submit a written motivation together with any other relevant material regarding the project to the General Secretary at least sixty (60) days prior to the holding of the AGM.

C. The criteria to be taken into consideration in granting any assistance shall be the following:

   a. The project must be an existing project

   b. The nature and benefit of the project

   c. The effect on the community which have benefited from the project

   d. The duration of the project

   e. The financial situation of the applicant

D. The assistance of any, shall be paid to the Member Association on the day following the AGM, unless in the opinion of the officers' grounds exist for earlier payment, and shall be made known during the AGM.

VII. Extension Fund

- Grants and assistance to promote the formation of New Round Table Associations throughout the World may be made at any time by the officers together with the General Secretary, save that the President may appoint a committee to assist the officers in deciding upon any such request.

- Written applications for assistance, made by any Member Association shall be submitted to the President which application shall contain such details and vouchers as requested by the President.

- The criteria to be taken into account in deciding upon the granting of assistance shall be following:

The financial standing of the applicant

The need for incurring such expenditure

the chances of success of any such extension.

VIII. RT International officers from Round Table India

Past RT International Presidents

1. Tr. T. Ramakrishnan – 1993-1994 – MRT 1
2. Tr. Ravi Khanna – 2007-2008 – DWRT 50
3. Tr. D.K Singh – 2020-2021 – ART 279

Past RT International Treasures

- Tr. Girish Ramanathan – 2005-2006 – BRT 7
- Tr. Sivakumar Eshwaran – 2007-2008 – MMRT 42
- Tr. Ajay Handa – 2008-2009 – HRT 37
- Tr. Vivek Vardhan Prasad – 2011-2012 – CPRT 101
- Tr. Harish Shenoy – 2014-2015 – MHRT 109

Past Asia Pacific Chairman

1. Tr. K. Ilango – 2002-2003 – CCRT 31
2. Tr. Jayakumar Ramdass – 2003-2004 – CMRT 62
3. Tr. Girish Ramanathan – 2005-2006 – BRT 7
4. Tr. Shiv Kumar Eshwaran – 2007-2008 – MMRT 42
5. Tr. Ajay Handa – 2008-2009 – HRT 37
6. Tr. Vivek Vardhan Prasad – 2011-2012 – CPRT 101
7. Tr. Harish Shenoy – 2014-2015 – MHRT 109
8. Tr. Manpreet Singh Raja – 2017-2018 – RART 160
9. Tr. Aviral Jain – 2021-2022 – LMRT 255
10. Tr. Suyash Mehrotra – 2025 -2026 – KHRT 111

IX. Awards

The only trophy at the Round Table International level donated by the Charter President Tr. Waldo Thole of South Africa is the Attendance Trophy, which is calculated, based on a formula of the attendance at the AGM and the active membership of the Member Association. The Hosting RT Association is not eligible for the trophy.

12. ANNEXURES

Annexure A – Chartered Tables

Table Number	Area	Table Name	Charter Date	Status
1	2	Madras	16/04/1959	Active
2	3	Bombay	16/08/1960	Active
3	2	Madras Mylapore	04/05/1962	Active
4	4	Calcutta	08/04/1965	Active
5	5	Delhi	16/04/1962	Active
6	3	Bombay West	28/01/1965	De-Chartered
7	6	Bangalore	08/04/1965	Active
8	9	Hyderabad	03/12/1966	Active
9	7	Coimbatore	01/12/1967	Active
10	2	Madras West	10/08/1968	Active
11	1	Palghat	14-12-1968	De-Chartered
12	4	Calcutta Alipore	27/12/1968	Active
13	2	Visakhapatnam	20-03-1970	De-Chartered
14	1	Madurai	13/11/1970	Active
15	15	Poona	28/11/1970	Active
16	8	Kanpur	12/07/1971	Active
17	4	Calcutta South	17/07/1971	Active
18	-	-		De-Chartered
19	3	Bombay North	27/09/1971	Active
20	7	Coimbatore North	29/01/1972	Active
21	13	Mysore	21-08-1971	Active
22	4	Lucknow	23-03-1972	De-Chartered
23	6	Vellore	17/01/1972	Active
24	5	New Delhi	10/10/1972	Active
25	6	Bangalore North	30/12/1972	Active
26	3	Bombay South	25/05/1973	Active
27	6	Bangalore East	14/12/1974	Active
28	7	Salem	29/03/1975	Active
29	4	Patna	16-02-1975	De-Chartered
30	2	Madras Esplanade	21/06/1975	Active
31	7	Coimbatore City	22/06/1975	Active
32	5	Delhi South	18/12/1975	Active
33	9	Secunderabad	20/12/1975	Active
34	4	Calcutta Park Street	01/08/1976	Active
35	4	Jamshedpur	29-10-1977	De-Chartered
36	5	Allahabad	19-05-1976	De-Chartered
37	10	Hubli	09/10/1976	Active
38	4	Calcutta Central	04/06/1977	Active
39	2	Madras South	11/04/1977	Active
40	11	Ahmedabad	03/11/1976	Active
41	4	Calcutta Metropolitan	17/12/1977	Active
42	2	Madras Midtown	28/02/1977	Active
43	5	Delhi Midtown	31/12/1976	Active
44	6	Bangalore Metropolitan	12/03/1977	Active

45	8	Bareilly	08/05/1977	Active
46	5	Lucknow Cantt.	14-12-1977	De-Chartered
47	4	Ranchi	02-12-1986	De-Chartered
48	4	Gauhati	-	De-Chartered
49	11	Baroda	06/05/1978	Active
50	5	Delhi West	25/11/1978	Active
51	18	Dehradun	25/05/1983	Active
52	5	Varanasi	31-08-1978	De-Chartered
53	16	Bhubaneswar	18/11/1979	Active
54	1	Trichy	16/12/1979	Active
55	7	Ooty	10/03/1979	Active
56	5	Lucknow Avadh	26-08-1979	De-Chartered
57	8	Cawnpur Metropolitan	05-05-1980	De-Chartered
58	4	Patna Midtown	17-02-1979	De-Chartered
59	3	Aurangabad	26-11-1979	De-Chartered
60	10	Dharwad	28/07/1979	Active
61	3	Thane	21-10-1979	De-Chartered
62	7	Coimbatore Metropolitan	27/10/1979	Active
63	4	Kolkata Evergreen	01/12/1979	Active
64	10	Ponda	17-05-1980	De-Chartered
65	15	Pune Mid-Town	29/08/1980	Active
66	1	Trivandrum	29/09/1980	Active
67	4	Calcutta Heritage	16/11/1980	Active
68	9	Vijayawada	20/11/1981	Active
69	7	Calicut	28/11/1981	Active
70	2	Pondicherry	04/07/1982	Active
71	1	Cochin	24/09/1982	Active
72	5	Jullunder	20-11-1982	De-Chartered
73	8	Agra	02-07-1983	De-Chartered
74	8	Pilibhit	06/08/1983	Active
75	8	Moradabad	11-09-1983	De-Chartered
76	10	Davangere	17/11/1983	Active
77	9	Vizag	14/12/1983	Active
78	5	Chandigarh	15-12-1984	De-Chartered
79	1	Kottayam	22/03/1986	Active
80	5	Shahjahanpur	13-07-1986	De-Chartered
81	7	Palakkad	30/08/1986	Active
82	2	Madras Central	08/02/1987	Active
83	3	Nagpur	07/03/1987	Active
84	7	Salem City	28/03/1987	Active
85	1	Quilon	20/06/1987	Active
86	9	Guntur	18/07/1987	Active
87	6	Hosur	19/11/1987	Active
88	1	Trichur	12/12/1987	Active
89	9	Secunderabad City	11/06/1988	Active
90	6	Bangalore Central	02/07/1988	Active
91	4	Patliputra	10-09-1988	De-Chartered
92	9	Waltair Round Table	26/11/1988	Active
93	16	Bhubaneswar Mid-Town	11/03/1989	Active
94	2	Madras Cosmopolitan	11/03/1989	Active
95	2	Madras Metro	07/04/1989	Active

96	6	Bangalore South	10/06/1989	Active
97	4	Kathihar	29-04-1989	De-Chartered
98	7	Erode	16/09/1989	Active
99	1	Madurai City	12/11/1989	Active
100	2	Madras Anchorage	03/11/1989	Active
101	7	Coimbatore Penta	10/11/1989	Active
102	1	Greater Cochin	23/09/1989	Active
103	1	Alleppey	09/09/1989	Active
104	2	Pondicherry Rivage	09/06/1990	Active
105	15	Poona Riverside	23/06/1990	Active
106	4	Calcutta Sterling	17/08/1990	Active
107	3	Nasik	08/09/1990	Active
108	1	Trichy Moonrock	15/12/1990	Active
109	13	Mysore Heritage	14-12-1990	Active
110	15	Poona Cosmopolitan	16/12/1990	Active
111	8	Kanpur Cosmopolitan	22/11/1990	Active
112	5	Jodhpur	24-12-1990	De-Chartered
113	4	Calcutta Midtown	01/03/1991	Active
114	6	Tirupattur	10-03-1991	De-Chartered
115	13	Mangalore	31/05/1991	Active
116	7	Tirupur	06/07/1991	Active
117	7	Coonoor	26/06/1991	Active
118	9	Secunderabad Metro Area	14/08/1991	Active
119	10	Belgaum	08/09/1991	Active
120	3	Lonavala	17-11-1991	De-Chartered
121	1	Kottayam Rubber Town	21/03/1992	Active
122	3	Thane Lake City	11-07-1992	De-Chartered
123	2	Madras Sterling	12/12/1992	Active
124	2	Madras Heritage	16-12-2022	De-Chartered
125	8	Kanpur Heritage	08/05/1993	Active
126	1	Trivandrum Beach City	23/10/1993	Active
127	3	Nagpur City	20-08-1994	De-Chartered
128	10	Panjim City	20/10/1994	De-Chartered
129	6	Bangalore Mid-Town	28/09/1994	Active
130	5	Delhi Achievers	01/12/1994	Active
131	1	Cochin Backwater	21/10/1995	Active
132	5	Moradabad Brass City	10-03-1996	De-Chartered
133	7	Coimbatore ACME	07/07/1996	Active
134	9	Hyderabad Area	19/07/1996	Active
135	11	Surat	26/07/1996	Active
136	8	Lucknow	01/08/1996	Active
137	16	Cuttack	31/08/1996	Active
138	7	Karur	07/12/1996	Active
139	8	Cawnpur Achievers	28-02-1997	De-Chartered
140	6	Bangalore August	30/05/1998	Active
141	10	Gadag	04-07-1998	De-Chartered
142	10	Hubli Central	04/07/1998	Active
143	7	Greater Calicut	17/07/1998	Active
144	15	Poona United	07/08/1998	Active
145	5	Delhi Cosmopolitan	14/08/1998	De-Chartered
146	5	Delhi Friends	30/10/1998	Active

147	9	Eluru RT	21-08-1999	De-Chartered
148	9	Secunderabad Twin Area	27/06/1999	Active
149	5	Delhi Millennium	09/05/2000	Active
150	15	Solapur Tower city	18/06/2000	Active
151	5	Delhi Star	24/06/2000	Active
152	10	Bellary Vikings	24/06/2001	Active
153	10	Hubli Accent	18/05/2001	Active
154	10	Kolhapur	02/12/2001	Active
155	11	Surat Metro	16-12-2022	De-Chartered
156	13	Mysore Amity	15/12/2001	Active
157	5	Delhi Dynamic	04/05/2002	Active
158	1	Rajapalayam-Sivakasi	30/04/2002	Active
159	2	Madras Spice	05/07/2002	Active
160	16	Ranchi Anchorage	29/06/2002	Active
161	4	Kolkata Aspire	10/07/2002	Active
162	2	Madras Coastal	15/06/2002	Active
163	5	Delhi Ace	28-06-2022	De-Chartered
164	13	Chikmagalur	18/07/2002	Active
165	7	Cannanore	14/08/2002	Active
166	13	Shimoga	15/08/2002	Active
167	2	Pondicherry Heritage	20/09/2002	Active
168	10	Margao RT	26-10-2002	De-Chartered
169	3	Raipur	16/02/2003	Active
170	11	Ahmedabad Dynamic	01/03/2003	Active
171	12	Jaipur Pink city	15/03/2003	Active
172	6	Bangalore Cosmo	27/02/2003	Active
173	6	Tumkur	25/05/2003	Active
174	6	Bangalore Knights	18/10/2003	Active
175	7	Salem Metro Acme	08/11/2003	Active
176	1	Nagercoil	01/11/2003	Active
177	15	Poona Synergy	18/03/2004	Active
178	10	Hubli Knights	12/06/2004	Active
179	3	Jabalpur RT	18-06-2004	De-Chartered
180	3	Nagpur Arthurs	19/06/2006	Active
181	2	Madras Knights	29/06/2004	Active
182	15	Pune Heritage	08/10/2004	De-Chartered
183	9	Hyderabad Pearl	16/10/2004	Active
184	12	Bhilwara United	11/12/2004	Active
185	12	Jaipur Heritage	11/06/2005	Active
186	7	Coimbatore United	18/06/2005	Active
187	15	Solapur Achievers	07/08/2005	Active
188	18	Ludhiana	04/03/2006	Active
189	9	Hyderabad Deccan	18/03/2006	Active
190	13	Mangalore Coastal	29/07/2006	Active
191	12	Jaipur Jewel City	14/10/2006	Active
192	8	Allahabad	24/11/2006	Active
193	11	Ahmedabad Heritage	17/02/2007	Active
194	16	Rourkela	19/05/2007	Active
195	11	Surat Cosmo	09/12/2006	Active
196	8	Varanasi	26/05/2007	Active
197	8	Bareilly Cross Roads	27-05-2007	De-Chartered

198	3	Mumbai Gateway	21/06/2008	Active
199	11	Ahmedabad Frolic	29/06/2008	Active
200	3	Mumbai Mirror	11/07/2007	Active
201	11	Baroda Young Turks	02/08/2008	Active
202	18	Ludhiana Invincibles	30/08/2008	Active
203	5	Amritsar	13-12-2008	De-Chartered
204	3	Bilaspur	02-03-2009	De-Chartered
205	10	Belgaum Royals	12/07/2009	Active
206	12	Udaipur Lake City	12/09/2009	Active
207	8	Lucknow Tigers	22/10/2009	Active
208	11	Ahmedabad Leading Edge	12/03/2010	Active
209	11	Surat Green	13/03/2010	De-Chartered
210	11	Vadodara Vibrant	13/03/2010	Active
211	7	Erode Spice	12/06/2010	Active
212	9	Hyderabad One	19/06/2010	Active
213	9	Vizag Vikings	30/10/2010	Active
214	1	Ernakulam	20/11/2010	Active
215	12	Jaipur Royals	20/11/2010	Active
216	18	Chandigarh	04/12/2010	Active
217	5	Gurgaon Millennium City	12/12/2010	Active
218	8	Varanasi Royals	08/01/2011	Active
219	6	Bangalore Royals	07/05/2011	Active
220	14	Siliguri	21/05/2011	Active
221	3	Mumbai One	16-12-2022	De-Chartered
222	6	Bangalore Titans	03/06/2011	Active
223	3	Mumbai Spirit	04/06/2011	Active
224	16	Jamshedpur Green Steel	11/06/2011	Active
225	9	Vizag Knights	07/09/2011	Active
226	7	Pollachi	27/04/2012	Active
227	4	Kolkata Victorian	23/06/2012	Active
228	10	Margao Youth	03/11/2012	Active
229	5	Delhi United	20/01/2013	Active
230	16	Bhubaneshwar Knights	26/01/2013	Active
231	10	Hospet	23/02/2013	Active
232	14	Siliguri ACE	30/03/2013	Active
233	12	Jaipur	04/05/2013	Active
234	12	Udaipur United	05/05/2013	Active
235	14	Guwahati	01/06/2013	Active
236	16	Jharsuguda	15/06/2013	Active
237	10	Belgaum Cosmo	14/06/2013	Active
238	14	Guwahati Progressive	14/06/2013	Active
239	14	Guwahati City	14/06/2013	Active
240	14	Guwahati Gateway	14/06/2013	Active
241	3	Raipur Capital	28/06/2013	Active
242	17	Indore	17/08/2013	Active
243	3	Bhilai	21/09/2013	Active
244	16	Ranchi Samaritans	01/02/2014	Active
245	3	Nasik Synergy	01/02/2014	Active
246	5	Gurgaon	21/02/2014	Active
247	8	Patna Platinum	08/06/2014	Active
248	14	Tinsukia	22/06/2014	Active

249	9	Hyderabad Kings	21/06/2014	Active
250	18	Ludhiana Dynamic	27/06/2014	Active
251	10	Panjim Elite	28/06/2014	De-Chartered
252	14	Shillong	16/08/2014	Active
253	12	Udaipur	01/11/2014	Active
254	11	Ghandhidham	10/01/2015	Active
255	8	Lucknow Mavericks	07/03/2015	Active
256	13	Mysore Elite	07/03/2015	Active
257	17	Bhopal	11/04/2015	Active
258	3	Nagpur Spirits	25/04/2015	Active
259	2	Nellore	12/06/2015	Active
260	2	Madras Amigos	14/06/2015	Active
261	14	Jorhat	14/06/2015	Active
262	3	New Mumbai	20/06/2015	Active
263	5	Faridabad	21/06/2015	Active
264	8	Allahabad All Rounders	28/06/2015	De-Chartered
265	11	Surat United	27/06/2015	Active
266	13	Shimoga Malnad	28/06/2015	Active
267	10	Ichalkaranji	08/08/2015	Active
268	17	Indore United	18/09/2015	Active
269	17	Bhopal Lake City	19/09/2015	Active
270	18	Chandigarh United	26/09/2015	Active
271	4	Durgapur	10/10/2015	Active
272	12	Jaipur United	11/10/2015	Active
273	12	Jodhpur	25/10/2015	Active
274	14	Siliguri Tigers	21/11/2015	Active
275	6	Bangalore Mavericks	22/11/2015	Active
276	13	Sakleshpur	13/12/2015	Active
277	7	Wayanad	12/12/2015	Active
278	8	Varanasi Elite	18/12/2015	Active
279	5	Agra RT	20/12/2015	Active
280	4	Kolkata Spartans	11/02/2016	De-Chartered
281	12	Kota	28/02/2016	Active
282	9	Amaravati	05/02/2016	Active
283	3	Bilaspur	02/04/2016	Active
284	16	Ranchi Utopians	26/02/2016	Active
285	5	Noida	10/06/2016	Active
286	15	Aurangabad	16-12-2022	De-Chartered
287	15	Aurangabad Amigos	18/06/2016	Active
288	1	Thodupuzha	21/05/2016	Active
289	15	Pune Urban	24/06/2016	Active
290	4	Calcutta Pinnacle	28/08/2016	Active
291	12	Ajmer	23/07/2016	Active
292	12	Jaipur Tigers	06/08/2016	Active
293	4	Kolkata Knights	09/09/2016	Active
294	18	Chandigarh Spartans	15/10/2016	Active
295	8	Bhadohi	21/10/2016	Active
296	17	Indore Illuminati	20/11/2016	Active
297	17	Indore Majestic	20/11/2016	Active
298	8	Shahjahanpur	11/01/2017	Active
299	3	Nagpur Tigers	10/04/2017	Active

300	3	Bilaspur Amigo	07/05/2017	Active
301	14	Gangtok	13/05/2017	Active
302	11	Jamnagar	28/05/2017	Active
303	9	Hyderabad Titans	17/06/2017	Active
304	9	Hyderabad Youth	04/03/2017	Active
305	9	Vizag Alpha	26/08/2017	Active
306	12	Kota United	01/09/2017	Active
307	16	Rourkela City	07/09/2017	Active
308	5	Ghaziabad	16/09/2017	Active
309	15	Solapur Highflyers	01/10/2017	Active
310	6	Bangalore Invincibles	04/10/2017	Active
311	5	Delhi Amigos	05/11/2017	Active
312	3	Raipur Resonate	10/11/2017	Active
313	3	Mumbai Bandra	23/06/2017	Active
314	12	Bikaner	22/01/2018	Active
315	4	Kolkata Eden	03/03/2018	Active
316	14	Tinsukia Titans	10/03/2018	Active
317	3	Raipur Royals	06/04/2018	Active
318	8	Sitapur	07/04/2018	Active
319	8	Moradabad	07/04/2018	Active
320	14	Guwahati Metro	21/04/2018	Active
321	14	Guwahati Urban	21/04/2018	Active
322	4	Asansol Chivalry	05/05/2018	Active
323	7	Coimbatore Spark	08/06/2018	Active
324	2	Nellore United	01/06/2018	Active
325	16	Sambalpur	06/06/2018	Active
326	12	Jodhpur Blues	07/06/2018	Active
327	6	Tumkur Inspire	16/06/2018	Active
328	11	Ahmedabad Synergy	30/06/2018	Active
329	5	Agra Taj	10/08/2018	Active
330	17	Jabalpur	11/08/2018	Active
331	14	Dibrugarh	08/06/2018	Active
332	14	Siliguri Falcons	16/12/2018	Active
333	11	Ahmedabad Millennial	09/03/2019	Active
334	11	Rajkot	25/04/2019	Active
335	8	Rudrapur	04/05/2019	Active
336	8	Mirzapur	15/06/2019	Active
337	15	Pune Peshwai	22/06/2019	Active
338	16	Jamshedpur Yodhayein	29/06/2019	Active
339	17	Jhansi	11/07/2019	Active
340	18	Karnal	01/08/2019	Active
341	17	Gwalior	06/08/2019	Active
342	16	Dhanbad	17/08/2019	Active
343	18	Yamuna Nagar	21/03/2020	Active
344	3	Raipur United	26/06/2020	Active
345	9	Vizianagaram	29/06/2020	Active
346	5	Muzzafarnagar	19-07-2020	Active
347	17	Bhopal Elite	21-08-2020	Active
348	8	Haldwani	04/04/2021	Active
349	12	Udaipur Mewar	10-06-2021	Active
350	5	Meerut	30/07/2021	Active

351	14	Tezpur	17/08/2021	Active
352	5	Mathura	03/10/2021	Active
353	18	Roorkee	21/10/2021	Active
354	5	Agra Connect	22/10/2021	Active
355	14	Jorhat City	07/11/2021	Active
356	9	Waltair Royals	11/12/2021	Active
357	9	Waltair Regals	11/12/2021	Active
358	12	Kota City	03/03/2022	Active
359	18	Ambala	20/03/2022	Active
360	18	Kaithal	20/03/2022	Active
361	12	Chittorgarh	24/04/2022	Active
362	18	Rajpura	26/04/2022	Active
363	14	Guwahati United	30/04/2022	Active
364	8	Bareilly Elite	11/05/2022	Active
365	17	Jabalpur Ace	27/06/2022	Active
366	18	Panipat Alpha	30/06/2022	Active
367	18	Panipat Steller	30/06/2022	Active
368	18	Saharanpur	08/07/2022	Active
369	18	Haridwar	09/07/2022	Active
370	12	Bhilwara	24/09/2022	Active
371	5	Ghaziabad United	03/11/2022	Active
372	8	Corbett	11/03/2023	Active
373	9	Secunderabad One	18/03/2023	Active
374	9	Cyberabad One	18/03/2023	Active
375	17	Ujjain	15-04-2023	Active
376	10	Bellary Heritage	17-04-2023	Active
377	10	Sangli	22-04-2023	Active
378	18	Amritsar	29-04-2023	Active
379	9	Waltair Kings	22-02-2024	Active
380	14	Nagaon	16-06-2024	Active
381	9	Rajahmundry	10-06-2024	Active
382	5	Firozabad	22-06-2024	Active
383	11	Ahmedabad Iconic	26-06-2024	Active
384	8	Kanpur Royals	21-06-2025	Active
385	12	Jaipur City	22-11-2025	Active
386	13	Kodagu	15-03-2026	Active

335 Active Tables – 51 De-Chartered Tables - As on 30.06.2026

Annexure B – RT India – Head Boards

Year	Position	Tabler	Table
1962-63	President Vice President Secretary/Treasurer	Vir Khare Tejinder Singh S. L. Chitale	MRT 1 BRT 2 MRT 1
1963	President Vice President Secretary/Treasurer	Tejinder Singh Frank Wildman Eardley Samuels	BRT 2 DRT 5 BRT 2
1964	President Vice President Secretary/Treasurer	Frank Wildman R. G. Padke P. C. Bose	DRT 5 MRT 1 DRT 5
1965	President Vice President Secretary Treasurer	R. G. Padke B. C. Bhushan Gopal Madhavan P. C. Bose	MRT 1 MMRT MRT 1 DRT 5
1966	President Vice President Secretary Treasurer	B. C. Bhushan H. K. Singh Gopal Madhavan R. Shivashankar	MMRT CRT 4 MRT 1 BRT 7
1967	President Vice President Secretary Treasurer	H. K. Singh R. Shivashankar Girish Mohan R. V. Maniar	CRT 4 BRT 7 CRT 4 DRT 5
1968	President Vice President Secretary Treasurer	R. Shivashankar Jitinder Singh S. R. Chari J. N. Patel	BRT 7 DRT 5 BRT 7 MRT 1
1969	President Vice President Secretary Treasurer	S. L. Chitale Jitinder Singh R. I. Chandhok R. Jagadish Chandran	MRT1 DRT5 MMRT 3 CRT 9
1970	President Vice President Secretary Treasurer	Jitinder Singh R. Desikan Deepak Banker R. Jagadish Chandran	DRT 5 BWRT 6 MRT 1 CRT 9
1971	President Vice President Secretary Treasurer	R. Desikan Gopal Madhavan R. Jagadish Chandran Itaat Hussain	BWRT 6 PRT 15 CRT 9 HRT 8
1972	President Vice President Secretary Treasurer Editor	Gopal Madhavan Deepak Banker Viji Iyengar J. K. Mehra Alban Scolt	PRT 15 MRT 1 CART 12 DRT 5 CSRT 17
1973	President Vice President Secretary Treasurer Editor	Deepak Banker R. Jagadish Chandran N. Krishnan M. M. Bhatia Alban Scolt	MRT 1 CRT 9 MWRT 10 BRT 7 CSRT 17
1974	President Vice President Secretary Treasurer Extension Officer Editor	R. Jagadish Chandran Itaat Hussain Alban Scolt E. K. Parthasarathy N. Krishnan Prakash V. Nair	CRT 9 HRT 8 CSRT 17 MRT 1 MWRT 10 CNRT 20
1975	President Vice President Secretary Extension Officer Editor	Itaat Hussian N. Krishnan Prakash V. Nair A. V. Iyengar Anil Bagga	HRT 8 MWRT 10 CNRT 20 CART 12 MRT 1
1976	President Vice President Secretary- Organization Secretary-Administration Treasurer Extension Officer Editor	N. Krishan A. V. Iyengar Lakshmi C. Sharma Suresh Gokuldas Ajit Kumar C. Patel T. S. Venkatachalam S. Rangarajan	MWRT 10 CART12 NDRT24 CRT 9 MRT 14 BWRT 6 BNRT 19

1977	President Vice President & IRO Secretary-Organization Secretary-Administration Treasurer Extension Officer Editor, Table Talk	A. V. Iyengar KL. Ramanathan T. S. Venkatachalam Lakshmi C. Sharma Shirish C. Nadkar R. V. Rajan R. Raman	CART 12 MRT 1 BWRT 6 NDRT 24 BWRT 6 MWRT 10 BNRT 19
1978	President Vice President Secretary Treasurer Extension Officer Editor, Table Talk	KL. Ramanathan Prakash V. Nair Ashok Das Gupta N. V. Srinivasa Murthy Uday Shah Prem P. Verma	MRT 1 CNRT 20 CPSRT 34 BNRT 25 BSRT 26 CART 12
1979	President Vice President Secretary Treasurer Extension Editor, Table Talk	Prakash V. Nair N. V. Srinivasa Murthy P. Hariraj Dileep Agarwal Officer H. W. Maniktala S. Raja	CNRT 20 BNRT 25 MRT 1 KRT 16 LRT 22 BNRT 25
1980	President Vice President Secretary/Treasurer International Relation Officer Editor, Table Talk	N. V. Srinivasa Murthy P. Hariraj SC. Nadkar S. S. Oberoi Rohit Pombra	BNRT 25 MRT 1 BWRT 6 CART 12 CSRT 17
1981	President Vice President Secretary/Treasurer International Relation Officer Editor, Table Talk	P. Hariraj Prem P. Verma Rohit Pombra P. D. Kothari C. S. Ananth	MRT 1 CART12 CSRT17 MRT 1 MWRT 10
1982	President Vice President Secretary/Treasurer International Relation Officer Editor, Table Talk	R. Raman P. D. Kothari H. Jagdish Chander Jyothirmoy Hazra Tony Mirchandani	BNRT 19 MRT 1 SRT 33 BNRT 25 SRT 33
1983	President Vice President Secretary/Treasurer International Relation Officer Editor, Table Talk	P. D. Kothari Rohit Pombra Ravi Nath Rajendra Kiri S. Anand	MRT 1 CSRT 17 DRT 5 DSRT 32 MWRT 10
1984	President Vice President Secretary/Treasurer Extension Officer Editor, Table Talk	Rohit Pombra Keshav S. Rao G. Balakrishna Rahinder K. Malhotra C. Rajan	CSRT 17 BWRT 6 VRT 68 NDRT 24 CMRT 62
1985	President Vice President & IRO Secretary/Treasurer Extension Officer Editor, Table Talk	Keshav S. Rao D. Sudhakar Reddy Balbir Verma Lalith C. Shah Anup Gulati	BWRT 6 MRT 1 DRT 5 MERT 30 DSRT 32
1986	President Vice President & IRO Secretary/Treasurer Extension Officer Editor, Table Talk	D. Sudhakar Reddy Joe Nejedly T. Ramakrishnan Chandan Kumar Naha N. K. Gopinath	MRT 1 CRT 9 SRT33 /MRT BRT 67 MSRT 39
1987	President Vice President Secretary/Treasurer Extension Officer Editor, Table Talk	Joe Nejedly Chander Shekar V. Rajkumar J. S. Malhan Jogesh J. Shelat	CRT 9 DWRT 50 CCRT 31 MRT 1 CRT 71
1988	President Vice President Secretary/Treasurer Editor, Table Talk	Chander Shekar V. Rajkumar Mohan Rajesh Anup Gulati	DWRT 50 CCRT 31 SRT 28 DSRT 32
1989	President Vice President Secretary/Treasurer Editor, Table Talk	V. Rajkumar Bhupinder Singh Sabharwal Gurdip Singh Anand P. S. Gopalakrishnan	CCRT 31 CSRT 17 CMRT 62 CNRT 20
1990	President	Bhupinder Singh Sabharwal	CSRT 17

	Vice President	Gurdip Singh Anand	CMRT 62
	Secretary/Treasurer	P. V. Raman	MMRT 42
	Editor, Table Talk	R. Suri Menon	BSRT 96
1991	President	Gurdip Singh Anand	CMRT 62
	Vice President	T. Ramakrishnan	MRT 1
	Secretary/Treasurer	Dilip Arren	KRT16
	Editor Table Talk	Shailendra Swarup	SRT33
1992	President	T. Ramakrishnan	MRT 1
	Vice President	M. Jayakumar	CMRT 62
	Secretary/Treasurer	A. Sridharan	MMRT 42
	Editor, Table Talk	Gautam Kodikal	BMRT 44
1993	President	M. Jayakumar	CMRT 62
	Vice President	Lalit K. Khanna	NDRT 24
	Secretary/Treasurer	R. Gopalakrishnan	BNRT 19
	Editor, Table Talk	Jeff Antony	TRT 88
1994	President	Lalit K. Khanna	NDRT 24
	Vice President	S. Suresh Hari	BNRT 25
	Secretary/Treasurer	Alok Harnathka	GRT 86
	Editor, Table Talk	Vagish Dixit	SRT 33
1995	President	S. Suresh Hari	BNRT 25
	Vice President	V. V. S. Ravi	GRT86
	Secretary/Treasurer	V. Jawahar	SRT33
	Editor, Table Talk	Tapas Chakravarthy	SRT33
1996	President	V. V. S. Ravi	GRT 86
	Vice President	P. Uttam	ORT 55
	Secretary/Treasurer	Prem Patro	BRT 53
	Editor, Table Talk	M. Gururaj	SMART 118
1997	President	P. Uttam	ORT 55
	Vice President	Vagish Dixit	SRT 33
	Secretary/Treasurer	M. Nandakumar	BSRT 96
	Editor, Table Talk	Nilesh Kapse	BRT 7
1998	President	Vagish Dixit	SRT 33
	Vice President	B.V. Ramanan	TRT 54
	Secretary/Treasurer	R. Dhirendra	BCRT 90
	Editor, Table Talk	Ajit Nair	MMRT 3
1999-00	President	B.V. Ramanan	TRT 54
	Vice President	R. Dhirendra	BCRT 90
	Secretary/Treasurer	Tilak Wadhwa	PRT 15
	Editor, Table Talk	Bhupinder Singh	BRT 53
2000-01	President	R. Dhirendra	BCRT 90
	Vice President	K. Ilango	CCRT 31
	Secretary/Treasurer	S. Muralidharan	KRTRT 121
	Editor, Table Talk	Alok Marda	BMRT 44
2001-02	President	K. Ilango	CCRT 31
	Vice President	Jayakumar Ramdass	CMRT 62
	Secretary/Treasurer	Prem Raja	PRRT 104
	Editor, Table Talk	Paresh Chaudhry	DWRT 50
2002-03	President	Jayakumar Ramdass	CMRT 62
	Vice President	R. Girish	SCRT 84
	Secretary/Treasurer	Manoj Nair	BRT 7
	Editor, Table Talk	Rajesh Rajaram	BRT 7
2003-04	President	R. Girish	SCRT 84
	Vice President	Manoj Nair	BRT 7
	Secretary/Treasurer	Ravi Khanna	DWRT50
	Editor, Table Talk	Mammen Jacob	KRT 79
2004-05	President	Manoj Nair	BRT 7
	Vice President	Ravi Khanna	DWRT50
	Secretary/Treasurer	Shiv Eshwaran	MMRT42
	Editor, Table Talk	Ambareesh Pittie S	MART118
2005-06	President	Ravi Khanna	DWRT 50
	Vice President	Shiv Kumar Eshwaran	MMRT 42
	Secretary/Treasurer	B. Lakshmi Narayana	CRT 9
	Editor, Table Talk	Mohan Mankani	HRT 37
2006-07	President	Shiv Kumar Eshwaran	MMRT 42
	Vice President	Prashant Jalan Ajay Handa	KART161 HRT 37
	Secretary/Treasurer	Muralidharan V	CCRT 31
	Editor, Table Talk	Deepu Paul	CRT 71
2007-08	President	Ajay Handa	HRT 37

	Vice President Secretary/Treasurer Editor, Table Talk	Pranay Trivedi Himanshu Gupta Rajan Verma RV	SMART 118 BRT 7 NDRT 24
2008-09	President Vice President Secretary/Treasurer Editor, Table Talk	Pranay Trivedi Himanshu Gupta Manish P. Bhanushali Satish Balagopal	SMART 118 BRT 7 ART 40 CART 133
2009-10	President Vice President Secretary/Treasurer Editor, Table Talk	Himanshu Gupta Manish P. Bhanushali Ashwini Kumar P Hemdev Syed Zishan Ali	BRT 7 ART 40 MRT 21 BRT 53
2010-11	President Vice President Secretary/Treasurer Editor, Table Talk	Vivek Vardhan Prasad Ashwini Kumar Hemdev Vineet Parikh M Bhavesh Vithlani	CPRT 101 MRT21 ART 40 HPRT 183
2011-12	President Vice President Secretary/Treasurer Editor, Table Talk	Ashwini Kumar P Hemdev Vineet Parikh Harish Shenoy Punit Sampat	MRT 21 ART 40 MHRT 109 MMRT 95
2012-13	President Vice President Secretary/Treasurer Editor, Table Talk	Vineet Parikh Harish Shenoy Deepak Menda Jyothish Pillai	ART 40 MHRT 109 VRT 77 CURT 186
2013-14	President Vice President Secretary Treasurer Editor, Table Talk	Harish Shenoy Deepak M Menda Suman Voora Mukesh R Raghu	MHRT 109 VRT 77 MMRT 42 BMRT 129 VRT 77
2014-15	President Vice President Secretary Treasurer Editor, Table Talk	Deepak Manu Menda Suman Voora Neeraj Banka ABS Sanjay Niraj Dhote	VRT 77 MMRT42 CHRT67 SRT28 CRT4
2015-16	President Vice President Secretary Treasurer Editor, Table Talk	Suman Voora Manpreet Singh Raja Christopher Arvinth Hamir Sampat	MMRT 42 RART 160 CRT 31 MKRT181
2016-17	President Vice President Secretary Treasurer Editor, Table Talk	Manpreet Singh Raja Christopher Arvinth Hamir Sampat Inder Singh	RART 160 CRT 31 MKRT 181 MSRT 39
2017-18	President Vice President Secretary Treasurer	Christopher Arvinth Akshay Duggar	CRT 31 MSRT 123
2018-19	President Vice President Secretary Treasurer	 Akshay Duggar Ashish Gupta	 MSRT 123 DRT 5
2019-20	President Vice President Secretary Treasurer	Priyesh Shah Akshay Duggar Moriya Philip Dr. Ritesh Bansal	BNRT 222 MSRT 123 KNRT 125 DMRT 43
2020-21	President Vice President Secretary Treasurer International Relation Officer	Priyesh Shah Moriya Philip Sachin Shah Manish Lakhotia Sahil Jindal	BTRT 222 GMCRT 217 HART 153 DART 271 GRT 246
2021-22	President Vice President Secretary Treasurer International Relation Officer	Moriya Philip Manish Lakhotia Nandesh Sancheti Vaibhav Sachdev Anirudh Budhia	GMCRT 217 DART 271 JRT 273 NMRT 262 RART 160
2022-23	President Vice President Secretary	Manish Lakhotia Robin Agarwala Santosh Raj	DART 271 GCRT 239 MSRT 159

	Treasurer International Relation Officer	Rachit Bansal Priyesh Shah	CSRT 294 BTRT 222
2023-24	President Vice President Secretary Treasurer International Relation Officer	Robin Agarwala Chetan Dev Singh Rachit Bansal Vishnu Prabhakar Suyash Mehrotra	GCRT 239 SMART 148 CSRT 294 CCRT 31 KHRT 111
2024-25	President Vice President Secretary Treasurer International Relation Officer	Chetan Dev Singh Rachit Bansal Vishnu Prabhakar Sumit Chand Suyash Mehrotra	SMART 148 CSRT 294 CCRT 31 CPRT 290 KHRT 111
2025-26	President Vice President Secretary Treasurer International Relation Officer	Rachit Bansal Vishnu Prabhakar Shyamasish Lenka Veepul Bhutada Sumit Chand	CSRT 294 CCRT 31 RRT 194 HKRT 178 CPRT 290

Annexure C – RT India Life Honorary Tablers

1. S. L. Chitale (RT-1)
2. R. Jagadish Chandran (RT-9)

Annexure D - RTI Distinguished Service Award (DSA) Winners

1. S. L. Chitale – MRT 1
2. Deepak Banker – MRT 1
3. A. V. Iyengar – CART 12
4. R. Jagadish Chandran – CRT 9
5. T. S. Venkatachalam BWRT – 6
6. R. V. Rajan – MWRT 10
7. R. Raman – BNRT 19
8. P. Hariraj – MRT 1
9. Prakash V. Nair – CNRT 20
10. Babu Raman – BNRT 19
11. Kishore Shahani – MMRT 3
12. Lalit Shah – MERT 30
13. V. Rajkumar – CCRT 31
14. Bhupinder Singh Sabharwal – CSRT 17
15. M. Jayakumar – CMRT 62
16. Mahendra Parmar – MMRT 42
17. T. Ramakrishnan – MRT 1
18. Ramkumar Seshu – BSRT 26
19. B. V. Ramanan – TRT 54
20. Khushrooh Kalyanwala – DWRT 50
21. Srivatsan Chari – BKRT 174
22. Tushaar Agarwal – DMRT 149
23. Sanjay Kanakia – PURT 144
24. Punit Sampat – MMRT 95
25. Shriram Dhruvri MSRT 159
26. Krishna Raj Gupta, CMRT 113
27. Jitender Singh Chugh, MRT 14
28. Late. Ritesh Bansal, DMRT 43
29. Apoorva Modi, MART 100

Annexure E -Ready Reckoner

Officers, Executives, and Voting Rights

	National	Area	Table
Officers	President Vice President Secretary Treasurer Immediate Past President International Relation Officer	Chairman Vice Chairman Secretary/Treasurer Immediate Past Chairman	Chairman Vice Chairman Secretary Treasurer Immediate Past Chairman
Executives NEX / AEX / TEX	President Vice President Secretary Treasurer Immediate Past President International Relation Officer Area Chairmen Committee Convenors	Chairman Vice Chairman Secretary/Treasurer Immediate Past Chairman Table Chairmen Committee Convenors	Chairman Vice Chairman Secretary Treasurer Immediate Past Chairman Committee Convenors
Voting Rights at Executive Meetings	President Vice President Secretary Treasurer Immediate Past President International Relation Officer Area Chairmen	Chairman Vice Chairman Secretary/Treasurer Immediate Past Chairman Table Chairmen	Chairman (Casting Vote) Vice Chairman Secretary Treasurer Immediate Past Chairman Committee Convenors
Voting Rights at AGM	National Delegates President has Casting Vote	Area Delegates Area Chairman has Casting Vote	N

All Active Tablers have voting rights at Table Meetings. The Table Chairman has vote only for election of new Tablers, and Casting Vote only on all other matters.

Executive Meetings

1. National Executive Meeting – At least 5 times a year
2. Area Executive Meeting – At least 4 times a year

Table Meetings

The Table shall meet at least 24 times in a Tabling Year including the Table AGM and usually twice a month.

Table shall at least meet 24 times each year including the Annual general meeting. Failing to do so will attract following actions:

3. Loss of voting rights for the immediately following Area and National AGM
4. Not eligible for awards at area or national level
5. This rule will not apply to tables chartered during the current tabling year

Honorary Tabler

1. National Honorary Tabler:

Tables must forward to their respective AEX, names of Tablers by the 31st of July of the new Tabling Year. The recommended Tablers should have retired from the movement on or before 1st of July of the Year. More details on qualification for NHT are in the National Code. The AEX discusses the names and recommend only one name to the NEX on or before 15th October. The NEX at their meeting will make the final decision. There can be only one NHT from each Area and Tables can only recommend Past Active Tablers.

2. Area Honorary Tabler:

The AEX appoints Area Honorary Tabler who are/is decorated at the Area AGM. The AEX appoints 1 Area HT for every 200 Active Tablers or part thereof, and the Area strength is based on 1st July of the Tabling Year. AEX can appoint Past Active Tablers or other deserving persons.

3. Table Honorary Tabler

The Table appoints Table Honorary Tabler who are/is decorated at the Table AGM. The Table appoints 1 Table HT for every 10 Active Tablers or part thereof, and the Table strength is based on 1st July of the Tabling Year. Table can appoint Past Active Tablers or other deserving persons.

Elections at Table

The Table elects new board by the 15th of May each year for the following Tabling Year and informs the AEX and National Secretariat by the 31st of May. The Table Chairman, Vice Chairman, Secretary, and Treasurer are elected by the Table. The Chairman Elect appoints the Convenors.

Election at Area

The Area Secretary/Treasurer calls for nominations to the posts of Area Vice Chairman and Secretary/Treasurer along with the AGM Notice which is sent 60 days before the Area AGM. The Nominations should reach the Secretary/Treasurer 30 days before the AGM.

The Area Vice Chairman shall automatically take over as the Chairman at the Area AGM. The Area Delegates elect the Area Vice Chairman and Secretary/Treasurer during the Area AGM.

Election at National

Nominations for the post of Vice President, Secretary, Treasurer, and IRO should be sent by the Tables to the National Secretary by the 15th of October. The nominations are for the portfolios for the following Tabling Year.

Age Rule Eligibility

Applicable for Nominations to Table, Area, and National Executives

For Tabling Year 2009 – 2010 (01/07/2009 – 30/06/2010)

For the Post of	Born on or after
Table Chairman	01/07/1969
Table Vice Chairman	01/07/1970
Table Secretary	01/07/1970
Table Treasurer	01/07/1970
Table Convenor	01/07/1970
Area Chairman	01/07/1969
Area Vice Chairman	01/07/1970
Area Secretary/Treasurer	01/07/1970

Area Convenor	01/07/1970
National President	01/07/1969
National Vice President	01/07/1970
National Secretary	01/07/1970
National Treasurer	01/07/1970
IRO	01/07/1970
National Convenor	01/07/1970

Note: The Table Chairman, Area Chairman, and President become The Immediate Past Table Chairman, Immediate Past Area Chairman, and Immediate Past National President respectively when they hand over their Jewel of Office to their successor, and hence, there is no age rule eligibility for Immediate Past portfolio.

Annual General Meetings

Table AGM	Between 1st July to 10th August
Area AGM	Between 10th August to 30th September
National AGM	Between 15th December to 15th February
Change Over Banquet	Between 1st July to 2nd week of July

Cessation of Membership

Tabler born on or before 30/06/1969

	Retires On	Vote at Table	Vote at TEX	Vote at AEX	Vote at NEX
Floor Member	30/06/2009	Till 30/06/2009	Till Table AGM 2009	NA	NA
Table Chairman	30/06/2010	Till 30/06/2010	Till Table AGM 2010	NA	NA
Area Chairman	30/06/2010	Till 30/06/2010	NA	Till Area AGM 2010	Till COB 2009
National President	30/06/2010	Till 30/06/2010	NA	NA	Till COB 2009

1. Table Chairman, Area Chairman become Immediate Past Table Chairman and Immediate Past Area Chairman respectively at their AGM. President becomes Immediate Past President at the Changeover Banquet.

2. Table Chairman has voting rights at Table Meetings only on Election of New Tablers. On all other matters, he only has a Casting Vote.

3. Table Chairman only has a Casting Vote on the Table Executive.

4. Area Chairman has voting rights at Area Executive Meetings. At the Area AGM, he only has a casting vote.

5. National President has voting rights at National Executive Meetings. At the National AGM, he only has a Casting vote

Articles in the Constitution

Any change in the Constitution (Article I through Article VIII) and Meeting Procedure can be brought about only with a 2/3rd majority at the National AGM. Simple majority is sufficient to bring about changes in the rest of the RTI Handbook.

Quorum

National AGM

40% of Chartered Tables eligible to Vote.

Tables will lose their voting rights at the National and Area AGM who have NOT

1. filed the ‘C’ and / or ‘D’ Form returns,
2. paid all levies and fees to RTI and Area,
3. submitted audited account statements of each of Table’s accounts

Area AGM

40% of the Chartered tables of the Area eligible to Vote. Refer above for reasons for losing voting rights.

Table Meetings

40% of the Total Active Membership of the Table.

Due Dates

4. ‘C’ Form to the RTI Secretariat – 15th of October. Difference amount of the ‘C’ form already Paid and the Revised “C’ Form dues (if any approved at the NAGM in September) to the RTI – 15th of December

   (The prevailing / existing Annual Budget and C Form dues shall by default become the Annual Budget and C Form Dues for the succeeding year. Tables accordingly shall remit the C Form dues on or before 15th October of the year. However, if the elected National Vice President wishes to propose a revised budget and there is a consequent revision in C Form Dues, then the revised budget along with the revised C Form dues shall be circulated in the subsequent year's Annual Report. The revised C Form dues upon approval shall come into effect immediately. The difference amount only of the revised C Form dues shall be payable by the Tables on or be- fore 15th December of the year.)

5. ‘D’ Form to the Area Secretary/Treasurer – 31st of October

6. National AGM Notice – 60 days before the date of the NAGM, if not incorporated in the previous NAGM minutes.

7. Area AGM Notice– 30 days before the date of the Area AGM to all Tables in the Area

8. Table AGM Notice – 15 days before the date of the Table AGM to all Tablers of the Table

9. NEX Notice period – 45 days. In case of emergency NEX, notice period is 21 days

10. AEX Notice Period – 21 days

11. Filing of Nominations for NVP, NS and NT – 15th of October.

12. Filing of Nominations for AVC and AST – Minimum 30 days before the date of the Area AGM to the current AST

13. Filing of Nominations for Table Chairman, Vice Chairman, Secretary, and Treasurer – 15th of April to the current Table Secretary

14. Bids for Area AGM – Minimum 30 days before the date of the Area AGM to the current AST

15. Bids for National AGM – 15th October

16. Dispatch of Area AGM Agenda Papers - 15 days before the date of the Area AGM by the AST

17. Circulation of Minutes of Table / Area / National AGM – 45 days from the date of the event

Phone Numbers

1. RTI Secretariat: 044-28275760, 28263862

2. RTIF Secretariat: 044-28274539

Address

RTI National Secretariat,
Round Table House, 2nd Floor,
New No. 80, Nungambakkam High Road,
Chennai – 600 034.

Note:

This is only a quick reference. Please inform the National Secretary if some errors have inadvertently crept in or to add more items in this Ready Reckoner.

Annexure F -INDEX OF CHANGES

RTI Handbook 2025 – Index of Changes

Changes applied to Round Table India Handbook updated up to 30.06.2024 pursuant to motions passed at the 63rd NAGM Jodhpur and 64th NAGM Coimbatore.

Motion	NAGM	Section / Location	Change Made
M37	63rd NAGM Jodhpur 2024	Constitution Art III, Sec 1	Added clause J: No person shall at any one NAGM be nominated for more than one office. A Tabler cannot hold two elected jewels simultaneously (Table, Area, or National). Exemption for transition phase (1 July-30 September). Voting rights limited to post assumed after 1 July. Casting vote right of outgoing Area Chairman at AAGM preserved.
M16	63rd NAGM Jodhpur 2024	Constitution Art VI, Sec 8(B)	Added cross-reference at end of paragraph: "[Article V - Section 3, Point C, sub point - II.]"
M18	63rd NAGM Jodhpur 2024	Constitution Art VII, Sec 14	Deleted Point D: "A Tabler cannot serve for more than two consecutive years on the Table Executive as a Convenor." Point N: Changed "31st of May following." to "31st of May following year."
M19	63rd NAGM Jodhpur 2024	Constitution Art VII, Sec 15(B)	Changed "30th of June following." to "30th of June following Year."
M20	63rd NAGM Jodhpur 2024	Constitution Art VII, Sec 16(A)	Changed 'shall be forwarded to the Association along with Form C on or before 15th of October each year' to 'shall submit the same along with Form C on the

			online dashboard on or before 15th of October each year'.
M21	63rd NAGM Jodhpur 2024	Constitution Art VIII, Sec 1	Changed 'it shall then not be confirmed by post' to 'it shall then not be confirmed by email'. Replaced paragraph on registered post: now requires National Secretary to circulate by Email; passed if 40% respond and 2/3rds in favour.
M22	63rd NAGM Jodhpur 2024	Constitution Art VIII, Sec 2	Changed 'posted or handed over on or before the specified date' to 'by Email on or before the specified date'. Deleted paragraph about post marks on envelopes.
M29	63rd NAGM Jodhpur 2024	Meeting Procedure Notice of Meetings	Deleted paragraph: 'A notice convening the meeting shall not be issued by the Secretary...'
M30	63rd NAGM Jodhpur 2024	Meeting Procedure Quorum	Changed 'When a meeting is adjourned for lack of quorum' to 'When a NAGM or Extraordinary NAGM meeting is adjourned for lack of quorum'.
M31	63rd NAGM Jodhpur 2024	Meeting Procedure General	Corrected typographical error: 'expect the proposer' changed to 'except the proposer'.
M32	63rd NAGM Jodhpur 2024	Meeting Procedure Miscellaneous	Updated paragraph on minutes circulation: replaced postal confirmation references with email confirmation. 60-day window retained.
M33	63rd NAGM Jodhpur 2024	National Code Section IX	Deleted Point A (Atsu Mari Travel Grant) and Point C (ceiling of Rs.6,000).
M34	63rd NAGM Jodhpur 2024	National Code Award Scoring	Balanced Activities Shield: Removed 'Contribution to

		Tables	Table Talk' row; 'Attendance at Table meetings' 5->10 pts; 'Attendance of National Delegates' 5->10 pts. Gordon Hill Cup: Removed 'Article on International activities' row; 'Participation in International events' 15->25 pts.
M35	63rd NAGM Jodhpur 2024	National Code Section XIX	Sub-heading B changed from 'Preparation for the AGM' to 'Preparation for the National AGM'. Deadline for Area Chairmen reports: 10th August -> 15th October. Deadline for nominations/bids/awards: 10th August -> 15th October.
M01	64th NAGM Coimbatore 2025	Handbook New Article IX	Inserted new chapter: Article IX - Social Service Responsibility Policy, placed before Conventional Manual. Full SSR Policy document inserted verbatim. Former Chapter 9 (Conventional Manual), Chapter 10 (Round Table International) and Chapter 11 (Annexures) renumbered as Chapters 10, 11, and 12.
M02	64th NAGM Coimbatore 2025	National Code Section VIII	Heading changed from 'VIII. Freedom Through Education - RTI's Long Term Project' to 'VIII. Social Service Responsibility:'. Content replaced with SSR intro text referencing Chapter 9 for full SSR Policy.
M03	64th NAGM	Constitution	Replaced order of

	Coimbatore 2025	Art VI, Sec 7(B)	business for Area Annual General Meeting. New 32-item list (Calling to order, AGM Notice, Quorum, Aims & Objects, RTI Song, Guests, Communications, Scrutinizers, Apologies, Minutes, Area Report, Audited Accounts, Interim Accounts, Motions, Awards, AGM Convener Report, Outgoing AC Address, Election, Investiture, Budget, Bank Accounts, Auditor, Bids for Hosting - AAGM/Mid-term/Sports, Incoming AC Address, National Observer Address, AOB, SAA Report, Vote of Thanks, Close).
M04	64th NAGM Coimbatore 2025	Constitution Art VI, Sec 9	Fiscal year end: 'June following' -> 'June following year'. Additional funds updated to reference Form 'D'. New sub-clauses (a-d) on D Form increase/decrease procedure. Form A: 'duly filled up' -> 'duly submitted in the online Dashboard'.
M05	64th NAGM Coimbatore 2025	Meeting Procedure Minutes	Replaced minutes confirmation paragraph. Added proposer/seconder procedure paragraph. Deleted old paragraphs on postal confirmation, inaccuracy correction, and signed minutes.
M06	64th NAGM Coimbatore 2025	National Code Section III	Changed Rs.50,000/- to Rs. 5,00,000/-.
M07	64th NAGM Coimbatore 2025	Constitution Art VIII, Sec 3	Changed 'including proxies present and entitled to vote are in

			favor of such amendments' to 'including proxies (active tabler) present from the same table are entitled to vote are in favor of such amendments'.
M08	64th NAGM Coimbatore 2025	Constitution Art VIII, Sec 4	Changed 'including proxies present and entitled to vote are in favor of such suspension' to 'including proxies (active tabler) present from the same table are entitled to vote are in favor of such suspension'.
M09	64th NAGM Coimbatore 2025	Constitution Art VII (New Sec 17)	Added Section 17: Resignation. Procedure via written letter/email to Table Chairman/Secretary; documentation in Minutes (MOMO); communication to Area ST, Area Chairman, National Secretary and Secretariat.
M12	64th NAGM Coimbatore 2025	Annexure A Chartered Tables	RT 182 (BWRT 182) status changed from Active to De-Chartered.
M27	64th NAGM Coimbatore 2025	Annexure A Chartered Tables	RT 6 (BWRT 6) status changed from Active to De-Chartered.
M28	64th NAGM Coimbatore 2025	Annexure A Chartered Tables	RT 280 status changed from Active to De-Chartered. Count updated: 335 Active / 48 De-Chartered -> 332 Active / 51 De-Chartered (as on 30.06.2025).