

41 INTERNATIONAL



POLICIES-PROTOCOLS-PROCEDURES

For National Councilors



Version 1.0

Approved by 41 INTERNATIONAL Board
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In the realm of organizational management and operations, **Policies, Protocols, and Procedures (PPPs)** play a critical role in ensuring consistency, compliance, and efficiency. These elements form the backbone of an organization's governance framework, guiding decision-making processes, standardizing practices, and ensuring adherence to legal and ethical standards. Understanding the distinct roles and interconnections of policies, protocols, and procedures is essential for maintaining an orderly and effective operational environment.

Policies represent the high-level directives or principles set by an organization to influence and determine decisions and actions. They reflect the organization's values, mission, and strategic objectives, providing a framework within which all activities must be conducted.

Protocols are detailed plans or sets of instructions developed to ensure the consistent and correct implementation of policies. They serve as blueprints for achieving specific outcomes, outlining the steps to be taken in various scenarios to maintain consistency and quality. outcomes, outlining the steps to be taken in various scenarios to maintain consistency and quality.

Procedures are step-by-step instructions on how to carry out tasks or processes. They are practical and detailed guidelines that operate policies and protocols, ensuring that routine activities are performed correctly and efficiently.

Together policies, protocols, and procedures create a comprehensive system that promotes clarity, accountability, and efficiency within an organization, enabling it to achieve its goals while mitigating risks and maintaining compliance with external and internal standards.

I wish to profusely thank the INTERNATIONAL Board members, Past Presidents Tom Albrigtsen and Barry Durman, Vice President Robert Lerch and Secretary Christer Olofsson for their guidance and support.

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1. Primary obligations of National I.R.O

The Crucial Role of National International Relationship Officers in Fostering Global Connections

In today's interconnected world, fostering strong international relationships is essential for the growth and development of any organization. For National Associations affiliated with global bodies like 41 INTERNATIONAL, the role of the National International Relationship Officer (I.R.O) becomes pivotal. The I.R.O serves as the bridge between the National Association and the international community, facilitating communication, information exchange, and collaboration. Let's delve into the potential key duties of the National I.R.O and understand their significance in strengthening the ties between national and international levels.

Official Representation: As the Official voting delegate in AGM/HYM and other events of 41 International, the National I.R.O holds significant responsibility. Representing the National Association, the I.R.O plays a vital role in contributing to decisions and policies made on the international stage.

Information Dissemination: The National I.R.O plays a key role in disseminating information from 41 INTERNATIONAL, including newsletters and publications, to all members of the National Association. This promotes awareness and inclusivity within the organization. Further to promote and support members who want to travel abroad, by providing useful advice and contacts to relevant people.



Informing the International Secretary: Upon appointment, the first responsibility of the National I.R.O is to inform the International Secretary. This establishes a direct line of communication, enabling seamless coordination between the National Association and the international governing body.

Regular Correspondence: Maintaining regular communication with the International Secretary is vital. By providing updates on various aspects of the National Association, such as officer details, membership status, events, and relevant happenings, the I.R.O ensures that both parties are well-informed and can address any emerging issues promptly.

Data Sharing: The National I.R.O plays a crucial role in sharing data with the International Board. This includes information about National Officers, National AGM/HYM, membership status, clubs, and any news related to the National Association. Additionally, the I.R.O is responsible for reporting on obituaries of National and International figures, paying tribute to their contributions.

Relay of Important Calls: It is the duty of the National I.R.O to convey important calls from the International Board to the National Board. These may include calls for International Officers nominations, hosting HYM, resolutions, HYM workshop details, and International AGM/HYM agendas. Timely communication of such calls ensures that the National Association remains actively engaged on the international stage.



Feedback and Reporting: Participating in surveys and data collection exercises from the International Board allows the National I.R.O to provide valuable feedback and contribute to the decision-making process at the global level. Additionally, the I.R.O must report the proceedings of international events back to the National Board, fostering transparency and mutual understanding.

Advising on Event Scheduling: By advising the National Board on the dates of functions organized by other member associations, the I.R.O helps to prevent overlaps in event schedules. This thoughtful approach ensures maximum participation in both National and International events.

Implementation of Decisions: Upon discussion and deliberation of proposals and resolutions at international events, the I.R.O executes the decisions made by the National Association. This seamless implementation ensures effective coordination and cooperation between the National and International levels.

Timely Remittance of Fees: The National I.R.O is responsible for ensuring the timely remittance of international fees. This financial support sustains the functioning of 41 INTERNATIONAL, enabling it to fulfil its mission and objectives.

Protocol and Hospitality: When the International President visits the country, the I.R.O takes note of the protocol and hospitality arrangements. By extending a warm welcome and facilitating the visit, the I.R.O strengthens the sense of camaraderie within the organization.



Website Update: Keeping the National data updated on the website of 41 INTERNATIONAL and 41er World helps in maintaining accurate and current information for all members. The IRO of 41 club should also be in contact with Round Table IRO on national level to support each other.

Sharing Meeting Minutes and Publications: Sharing minutes of the National AGM and other relevant publications with the International Board ensures transparency and fosters a sense of collaboration between the National and International levels.

Active Participation in Publications: Periodically sending articles and reports of National association activities for publication in the international newsletter facilitates information exchange and showcases the achievements of the National Association. To take enough National Association Banners and Directory and exchange at HYM and International AGM

Hand over to National Archives the banners exchanged at international events and carry the National AGM/HYM brochures to encourage registration.

Prepare a concise report on the activities of the National association for presentation at the International AGM.

Be a good ambassador of your National Association.

Last but not the least: The workshop sessions organized at the international events are primarily aimed at receiving input from the National Associations. It is mandatory that the International Councilors appointed by the National Association participate in



In conclusion, the duties of National International Relationship Officers are of paramount importance in fostering strong ties between National Associations and their global counterparts. Through effective communication, data sharing, and collaboration, the I.R.O plays a pivotal role in ensuring that 41 INTERNATIONAL functions as a cohesive and interconnected global community. By fulfilling their responsibilities diligently, National I.R.O contributes significantly to the growth, success, and reputation of both their National Association and the broader international community.



2. Protocol for participation of 41 INTERNATIONAL President at National Association functions

1. The Affiliate National Association should submit an invitation with details of the dates, venue and timings to the 41 INTERNATIONAL President and his partner, if the Association desires his participation in their Annual General Meeting or Half-Yearly meeting or any other National event.
2. The earlier the invitation sent the better for the International Guests to plan their trip. When a new President takes over, he needs to plan budget and travel. So, an early invitation is very helpful.
3. Accommodation at the hotel/venue of the event on a twin sharing basis should be pre-arranged and kept ready for checking in. Alternatively home hosting can be provided. To make the most of a visit a plan should be made for meetings, speeches, PR, project visits etc. that the national association would like the President to play an active part in. A brief of the events should be provided to the International Guests including dress code if any and the time of the speech of the President etc.
4. During the meeting, the 41 INTERNATIONAL President/Guest should be seated on the dais along with the other dignitaries. His presence should be duly recognized by the President of the National Association.
5. Proper decorum should be maintained during the address of the International President.



6. If banner exchange has been planned as a separate function/event, a detailed procedure will be found below.
7. The President and his partner will not be required to pay for the registration (food and drinks included in registration), accommodation, throughout the event. Drinks outside registration package or private meals are paid by the President himself.
8. A brief meeting of the INTERNATIONAL President with the National President and Board members should be scheduled for the day after the National AGM, if an agenda has been agreed.



3. National Banner exchange – Best Practice

The purpose of a banner exchange session is to acknowledge international guests at national AGMs and show mutual respect.

There are two main avenues to achieve this.

The first is to organize a separate banner exchange ceremony, typically done when there are many guests or delegates.

The second is to incorporate the exchange into the AGM agenda.

1. Separate banner exchange ceremony

Delegates sometimes find it hard to know when and where they will take place, how to dress appropriately, how many banners and gifts to offer, when to speak and how long to speak. Photographers and attendees also mostly get in the way. And most of all, it is often even impossible to catch a word of what is said, especially when the proceedings drag on. Banner exchanges should always be organized according to a given pattern.

The IRO of the national association should be the convenor of the Banner Exchange, since he is likely to know the delegates best and can make sure it is done efficiently.

1.1 The room, Preparation and settings.

An official flag of the hosting country should be hung in the background along with a 41 International logo.

Chairs should be provided for all the attendees, so everyone can see. Three tables should be provided for the gifts. One for the guests and two for the hosts, for gifts given out, and gifts received. The tables are used as support in the exchange to avoid the lack of free hands to give/receive. If two delegates are present, one should deal with the banners while the other should take care of the gifts.



1.2 How many banners to bring?

Banners and gifts should be planned for one official delegate per association.

Delegates should bring 3 banners-One for the national president of the hosting association, and the other for the president of the hosting city club. An extra banner can be extended to a representative of the local authorities (if present) or another person of choice (the local AGM convenor, for instance).

1.3 Proceedings.

Usually, organizers call the nations alphabetically or counter-alphabetically. Whatever the choice, delegates must know at all times when they will be called, so they are ready and time can be saved.

The International President should always be called first.

The visitor should speak first. He will say a word (1minute max), then hand his present and banner to the hosting president who will thank him and place the present on a table on his side. The president will then offer his banner and both parties will turn in direction of the photographers placed on the side, outside the line of vision of the public, with both parties holding the received banners.

Then the hosting president will hand his own present, and his guest(s) will leave the stage using the opposite side by which they came on.

The IRO will then call the next guests.



4. Role of Godfather-ship including responsibilities and commitments

Objectives and goal

Godfather to help small countries to build their 41 Club structure and help build a national association. The goal is to coach and lead the association to become a member of 41 International.

Actions committed by Godfather Association (GFA)

- a. Coaching to establish national structure
- b. Support definition / building national 41 Club objectives and national rules
- c. Establish contact to the 41 International community
- d. Guidance of the association to become member of 41 INTERNATIONAL
- e. Coaching and support the first AGM in the small country

- Commitment by Godfather association. The Godfather Association commits to include the small association / 41 club in the annual GFA travel plan. Target is to send two participants to the small association annually to their AGM, if existing. In case that the AGM is not existing, then visit the small country and help them to establish the structure including the AGM event.

- Invitation of Board Members of the small country to the annual GFA Country AGM. GFA bears the registration fees and accommodation for the visiting guests. Travel cost stays with the visitors.



- Validity of the commitment. The commitment is valid for a minimum period of 3 years, if the small country shows the will and action to become a member of 41 International. In case this will is lost this godfather commitment will stop.
- Regular checkpoints / contacts are to be done to see progress.
- After the 3-year period the relationship between the small association and the godfather needs to be evaluated and the activities for the next period to be agreed.



5. Chartering a new 41 Club

Formation of a New Club

(first club chartered in the Country)

and/or a New Association

(possible new member Country affiliated to 41 INTERNATIONAL)

Anyone wishing to set up a new club as the first club in the country - or a new “National Association” - should read the rules of 41 INTERNATIONAL a.s.b.l. on our website

(<http://www.41international.net>) in the section “Downloads”.

Particular attention should be paid to the sections on Membership and Finance.

Setting up a new 41 Club as the first club in the country is quite straightforward. All you must do is form a group of friends who are largely or wholly ex Round Tablers (depending on the country). You must select another club (for the formation of a club) or a National Association (for the affiliation to 41 INTERNATIONAL) to act as a sponsor to ensure you take account of all the issues involved.

The minimum number of prospective members would normally be 8 to include the main positions which are Chairman, Vice Chairman, Secretary, Treasurer and International Relations Officer (IRO). Members will need to decide who does which position.

It is normal for the members to have between at least 8-10 face to face meetings over the period of 12 months before formally forming (chartering) a club. The following matters need to be decided during this time:



- **Fee per member**

- o This money will be required to set up a bank account and eventually pay capitation fees national and international if required. Other cost e.g. for pins badges, banners, etc. can be paid from this account, too.

- **Rules on membership**

- o Define and keep the rules simple and easy to understand for everyone.
 - o The rules should cover finance and duties of the officers for clear understanding and functioning of the club.
 - o We strongly advise you use other clubs' rules as a basis for your own – perhaps from the sponsor club.

- **Date of the formal charter of the club**

- o This is the official starting of the club at which members present or paid will be classed as “Founder Members”. Other members from local clubs, the National Association and International guests may be invited. We show a sample agenda below.

- **Particulars of prospective members**

- o Names, addresses, email, phone numbers. These will need to be shared with all members, the sponsor club and the national Round Table Association and loaded onto 41ER.WORLD, which is our worldwide membership system.



- **Approval from the National Round Table Association**

- o The official approval from the national board of Round Table is essential.
- o The approval needs to be obtained before the foundation takes place and will prove regular former membership and honourable exit of the individual members.
- o The approval of the national board of Round Table Association must be presented in writing. Latest when applying for “Affiliation for 41 INTERNATIONAL”.
- o Former members of Round Table who were expelled or exited dishonourably from its Round Table Association (local Table or national Association) cannot become a member of a 41 Club.

- **Godfathers/Sponsors**

- o As an obligatory requirement you must select a godfather/sponsor club:
 - o Another international 41 club for the formation of a club.
 - o Another National Association, already affiliated to 41 INTERNATIONAL, for the “Affiliation to 41 INTERNATIONAL”.
 - o A local, international 41 club from another national association cannot be godfather/sponsor of a National Association who will apply for “Affiliation to 41 INTERNATIONAL”, this must always be another “National Association”, already affiliated to 41 INTERNATIONAL.

- **Other rules**

- o Anticipated frequency and style of meetings and attitude towards community service activities.



Sample Agenda for a 41 Club Inauguration / Charter

Top Table
Chairman / President of Sponsor Club
Incoming Chairman
Chief Guest / Speaker
Incoming Vice Chairman
Incoming Secretary, Treasurer, IRO
41 INTERNATIONAL Officer

1. Meeting Called to order	By Sponsor Club Chairman/President
2. Toasts	By Sponsor Club Chairman/President to any dignitaries
3. Welcome Address including Roll Call of those clubs' present	By Sponsor Club President
4. Introduction of Incoming Chairman	By Sponsor Club Chairman/President To give his Bio Data / Round Table / Profession / Family etc.
5. Introduction of Incoming Members	By incoming Chairman - one by one about their Profession / Round Table Days / Family, etc., (Add some humour)



6. Induction Ceremony	By Sponsor Club Chairman/President or substitute Give Lapel pin badge and other kit to all incoming members and Charter document to incoming Chairman
7. New Chairman's Address	About Club Formation / Meetings / Objectives etc.
8. Felicitations from others present	Officers of 41 INTERNATIONAL and National Board and Sponsor Association
9. Vote of thanks	By new Club Vice Chairman or Secretary
10. Toast to new club and 41 International	
11. Closure	National Anthem if appropriate



Application for Affiliation to 41 INTERNATIONAL

If any National Association

(a one club association is eligible) wishes to apply
for membership of 41 INTERNATIONAL,
the following form must be completed:

Name of Association:

Country Located:

Date and Year of Charter:

Number of clubs and members in total: /

Number of clubs & members; Round Table: / Ladies'
Circle: / Tangent: / Agora: /

National Godfather Association(s):

Signed: _____

Print Name and Assignment: _____

Accepted by following Round Table Association:

Signed: _____

Print Name and Assignment: _____



DECLARATION

The above association wishes to affiliate to 41 INTERNATIONAL and undertakes to conform to the organisation rules, a copy of which we have received and read.

Signed: _____ President

Print Name: _____

Signed: _____ Secretary

Print Name: _____

Date: _____

Please forward this Application together with a copy of the Rules of the National Association and the following officers' details to; Secretary 41 INTERNATIONAL, secretary@41international.net

PRESIDENT'S DETAILS

First Name and Surname:

Address:

Post Code, Town/City:

Country:

Mobile Telephone:

E-Mail address:



VICE PRESIDENT'S DETAILS

First Name and Surname:

Address:

Post Code, Town/City:

Country:

Mobile Telephone:

E-Mail address:

SECRETARY'S DETAILS

First Name and Surname:

Address:

Post Code, Town/City:

Country:

Mobile Telephone:

E-Mail address:

TREASURER'S DETAILS

First Name and Surname:

Address:

Post Code, Town/City:

Country:

Mobile Telephone:

E-Mail address:

IRO'S DETAILS

First Name and Surname:

Address:

Post Code, Town/City:

Country:

Mobile Telephone:

E-Mail address:



NAME OF CLUB(S):

SECRETARIAT USE ONLY:

Date application received:

Date passed to Board:

Date passed to National Councillors:

Signed: _____

Secretary 41 INTERNATIONAL



6. “Award for Merit”

Criteria for Selection:

1. Attendance and Punctuality:

- Consistently attend international meetings and events.
- Arrives on time and stays for the duration of the meetings and activities.

2. Participation and Engagement:

- Actively participates in discussions, offering valuable input and ideas.
- Volunteers for organisations' activities and projects, showing enthusiasm and commitment.

3. Leadership and Initiative:

- Demonstrates leadership qualities by taking initiative in organizing events or projects.
- Encourages and supports fellow members, fostering a collaborative and positive environment.

4. Reliability and Dependability:

- Fulfills assigned responsibilities and tasks on time and to a high standard.
- Is reliable and can be counted on by other members and the international leadership.

5. Contribution to organisations’ Goals:

- Makes significant contributions toward achieving the organisations’ goals and objectives.
- Brings innovative ideas and solutions that benefit the organisation.



6. Positive Attitude and Team Spirit:

- Maintains a positive and encouraging attitude.
- Works well with others and promotes a sense of camaraderie within the organisation.

7. Community Involvement:

- Actively participates in community service or outreach programs organized by the Organisation.
- Represents the Movement positively within the broader community.

Selection Process:

1. Nomination:

- The International Board/Affiliate countries can nominate members based on the above criteria.
- Self-nominations are not allowed.

2. Evaluation:

- A selection committee reviews the nominations.
- Committee members evaluate nominees based on documented contributions.

3. Voting:

- If applicable, the final decision can involve a vote by the Councilors to ensure a democratic process.



4. Announcement and Awarding:

- The award recipient is announced at the International AGM/HYM.
- The winner receives a certificate or plaque recognizing their contributions.

By following these criteria and processes, the Organisation ensures that the "Award for Merit" is awarded to the most deserving and exemplary member.



7. Bidding to host international events

Rules Governing Meetings.

MEETINGS : An Annual General Meeting shall usually be held in the month of April and a Half-Year Meeting shall usually be held in the month of October of each year, in either case at the expense of the respective host member Association. The host member Association and the date shall be determined by the International Council not less than two years in advance.

Points to consider before bidding to host international events.

1. The bidding National association should have passed a resolution in their respective AGM/Board to apply for bidding.
2. Probable place and dates should be decided
3. A budget should be worked out
4. Festivals, national holidays, political situation etc. should be considered before choosing the dates
5. Availability of adequate accommodation facilities and ease of connectivity should be of prime importance
6. It will be prudent to consult the Immediate Past International President for guidance
7. The venue of the Conference should be congenial for conducting the program without disturbance, with facilities for emergency medical and fire services.
8. The President, Secretary and Treasurer of 41 INTERNATIONAL will be Ex-officio members of the Organising Committee



9. It would be ideal to go through the International AGM/HYM Manual before bidding
10. Details of the Conference accounts should be submitted to the 41 INTERNATIONAL Board within 3 months after completion of the event.
11. The application will be tabled only after the approval of the international Board.



8. Role of President as a diplomat

41 INTERNATIONAL PRESIDENT'S duties while visiting member countries

When the President of 41 INTERNATIONAL visits member countries, he should engage in various activities to strengthen the organization's relationships and achieve its goals. Here are some common responsibilities:

Diplomacy: The President should engage in diplomatic efforts to maintain good relations with member countries and address any concerns or disputes.

Meetings and Conferences: Attend and participate in meetings, conferences, and events related to the association's work. This includes both formal and informal gatherings. Meeting with the Board members is essential.

Communication: Communicate the association's mission, goals, and achievements to members in the visited country.

Networking: Build and maintain relationships with key individuals, officials, and organizations that can support the association's work.

Project Inspection: Review the progress of projects or initiatives in the member country and provide guidance or support when necessary.



Member Engagement: Interact with local members, listen to their feedback, and address their concerns.

Cultural Understanding: Show respect for the culture and customs of the visited country, which can help foster goodwill.

Reporting: Provide reports and updates to the association's board on the outcomes of the visit and any important developments.