

## **Starting a new club**

**To start a new club** is very simple and can be very quick if the following steps are applied:

1. Talk to or e-mail the National Membership Officer (Duncan Kennedy – [membership@41club.org](mailto:membership@41club.org)), or your National Councillor to discuss your proposal and agree a new name for your club. Establish if your club is either a brand new club to be chartered or a club that is to be re-affiliated.
2. If there is an existing club linked to the local Round Table or in the locality you must make contact with them to explain what you are doing. Your National Councillor will help to facilitate this.
3. Obtain the names, addresses and e-mail addresses of the new members who will start the club. We recommend a minimum of 6, but less is acceptable under the Rules.
3. Once you have obtained the names and details of the initial members, complete the New Club Application Form (attached) and return it to the 41 Club Administration at Marchesi House together with a cheque for the first year capitation for the number of members you have. Note that the cheque will be held at Marchesi House until the proposal for affiliation is approved by National Council. Also you will be required to inform us of the following 41 Club Officers' positions:

**Chairman**  
**Vice Chairman**  
**Secretary**  
**Treasurer**  
**Membership**  
**Club Contact**

(This last position will be used for all correspondence with your club and must be a member who has e-mail facilities. It is also recommended now that electronic means are used for most communication that all members e-mail addresses are shown). The club contact will also be responsible for maintaining information about your club on the Club Administration System. It is important that details of members are kept up to date with postal addresses, for receipt of the National Magazine and e-mail addresses for receipt of the monthly National Newsletter.

4. 41 Club Admin will acknowledge receipt and the National Membership Officer will contact you to advise the next stage of the process.
5. The National Membership Officer will confirm his approval with you and advise the date of the next National Council meeting where your application will be proposed. The date of the affiliation (or charter) will be the date of the National Council Meeting. He will also ask if you are intending to hold an event to celebrate your affiliation such as a charter night or special meeting. If that is the intention he will try to arrange for the National President or member of the National Board to be present to present your charter certificate.
6. After the National Council meeting approval you will receive a new club pack from the National Membership officer which will include letters of welcome and information on the use of the Club Administration system. Marchesi House will send the latest copy of the National Magazine to your club members.
7. In all of the above your National Councillor will be made aware of the application.
8. Once your club is up and running you may wish to try and find new members to build up your club numbers. A template press release is available on the 41 Club web site for your use.



**41 Club**  
CONTINUED FRIENDSHIP

# Application For Affiliation To The Association Of Ex-Round Tablers' Clubs

Full Name of Club:	
County located:	
Alternative name:	
Proposed Meeting Venue:	
Day and time of Meeting:	
Month of AGM:	
Frequency of Meetings:	
Feeder Round Table:	
Ladies Circle:	
Tangent:	

Number of Members:		Cheque for value enclosed	£
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## CLUB CONTACT

First Name:	
Surname:	
Address Line 1:	
Address Line 2:	
Town/City:	
Post Code:	
Country:	
Home Telephone:	
Work Telephone:	
Mobile Telephone:	
Fax Number:	
E - Mail address:	

Note: Communications will be with the Club Contact, Chairman, Secretary, Treasurer and the person responsible for Membership will usually be by e-mail. It is necessary to have a Club Contact who has regular use of e-mail and recommended that all officers have an e-mail address.

## DECLARATION

The above club wishes to affiliate to The Association of Ex-Round Tablers' Clubs and undertakes to conform to the Association Rules

**Signed:** \_\_\_\_\_ CHAIRMAN

**Print Name:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ SECRETARY

**Print Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Please forward this Application to:

41 Club Administration  
Marchesi House  
4 Embassy Drive  
Edgbaston  
Birmingham  
B15 1TP

Please enclose a cheque – made payable to “The Association of Ex-Round Tablers' Clubs” for the number of Members x the current Capitation Fee.

The Capitation Fee for 2016 is £14.50 per member.

## WHAT HAPPENS NEXT?

Your application will be copied to the National Membership & Extension Officer who will formally propose your club for affiliation at the next available National Council Meeting. It will also be copied to the relevant National Councillor for your Region.

National Council Meetings take place in February, April, July and October.

Your Affiliation will only be complete once the National Council have approved it.

After approval at National Council meeting your Club details will then be entered on our Club Administration System (CAS) on our web site **and your cheque banked**. Your affiliation date will be the date of approval by the National Council.

Once your details are processed the National Membership & Round Table Liaison Officer will contact you to send you your Charter Certificate and give you details about your membership, how to obtain jewels, information you can find on the web site and other important matters. If you decide to hold a Charter dinner The National President, or if he is unavailable, another member of the National Executive will be happy to come along to an appropriate event to formally present your Charter.

**Club Contact.** Once affiliated your Club Contact will have internet access to CAS on our web site and will be able to add members details. It is the responsibility of the Club Contact to maintain the records of the Club on CAS whenever they change. The system automatically updates the club details on the Website and in the Directory. The 'Links' magazine is only posted to members homes and to ensure that each member receives their copy it is important that the details of addresses are maintained accurately. 41 Club now has a monthly e-mailed newsletter. It is important that the club contact keeps the e-mail addresses on CAS up to date. If any member does not have access to e-mail the club contact should find an alternative way to distribute this information.

## OTHER INFORMATION REQUIRED

### CHAIRMAN'S DETAILS

First Name:	
Surname:	
Address Line 1:	
Address Line 2:	
Town/City:	
County:	
Post Code:	
Country:	
Home Telephone:	
Work Telephone:	
Mobile Telephone:	
Fax Number:	
E-Mail address:	

### VICE CHAIRMAN'S DETAILS

First Name:	
Surname:	
Address Line 1:	
Address Line 2:	
Town/City:	
County:	
Post Code:	
Country:	
Home Telephone:	
Work Telephone:	
Mobile Telephone:	
Fax Number:	
E-Mail address:	

**SECRETARY'S DETAILS**

First Name:	
Surname:	
Address Line 1:	
Address Line 2:	
Town/City:	
County:	
Post Code:	
Country:	
Home Telephone:	
Work Telephone:	
Mobile Telephone:	
Fax Number:	
E-Mail address:	

**TREASURER'S DETAILS**

First Name:	
Surname:	
Address Line 1:	
Address Line 2:	
Town/City:	
County:	
Post Code:	
Country:	
Home Telephone:	
Work Telephone:	
Mobile Telephone:	
Fax Number:	
E-Mail address:	

Note: Annual requests for payment of capitation will be sent to the Treasurer and Chairman by e-mail and it is recommended that the Treasurer's e-mail is listed on CAS.

**PERSON RESPONSIBLE FOR MEMBERSHIP IN THE CLUB:**

First Name:	
Surname:	
Address Line 1:	
Address Line 2:	
Town/City:	
County:	
Post Code:	
Country:	
Home Telephone:	
Work Telephone:	
Mobile Telephone:	
Fax Number:	
E-Mail address:	

**OTHER MEMBER'S DETAILS**

First Name:	
Surname:	
Address Line 1:	
Address Line 2:	
Town/City:	
County:	
Post Code:	
Country:	
Home Telephone:	
Work Telephone:	
Mobile Telephone:	
Fax Number:	
E-Mail address:	

First Name:	
Surname:	
Address Line 1:	
Address Line 2:	
Town/City:	
County:	
Post Code:	
Country:	
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Mobile Telephone:	
Fax Number:	
E-Mail address:	