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THE ASSOCIATION OF SPEAKERS CLUBS

MODEL RULES FOR CLUBS

Revised after General Council meeting Edinburgh 2019

Issued by the National Secretary of the Association of Speakers Clubs

RULES OF THE

SPEAKERS CLUB

1. ORGANISATION

For administration purposes the Club will be part of the appropriate geographical division of the Association of Speakers Clubs, as determined by the General Council. **The Club name must not include any reference to sex, gender, or race.**

2. MEMBERSHIP

Members of the ASC is open to individuals of all ages.

2.1 MEMBERSHIP shall be classified thus:-

- a) Full Member is a member aged 18 or over and not in receipt of full-time education.
- b) Student Member is a member aged 18 or over, in receipt of full-time education.
- c) Junior Member is a member under the age of 18 years.
- d) Honorary Life Club Member A member may become an Honorary Life Club Member on the recommendation of the Committee and a majority vote by all active members of the Club.
- e) A Club may have other than Active members, classified as the Club chooses, but subject to the same fees as Full Members.

2.2 CLUB MEMBERS

- a) The recommended membership is 30 with an upper limit of 40.
- b) Expulsion of a member.

Upon good cause being shown, a motion for the expulsion of a Club member may be proposed at any meeting of the Club, provided that 14 clear days' Notice of has been given to all members. The motion shall be carried by a majority of two-thirds of those present, entitled to vote and voting. Before any such vote is taken, the member concerned shall have had the opportunity to address the membership and to invite other Club members to speak in support. Any appeal against such a resolution shall be subject to the Procedures for the Resolution of Disputes and Complaints in force for the time within the Association.

3. CLUB OFFICERS

3.1 The Officers of the Club shall be the Club President, at least one Vice-President, and such others as may be provided for in the Club Rules. All Officers, together with the Immediate Past Club President, constitute the Executive Committee of the Club. The Officers shall be elected as provided for in the Club Rules.

3.2 TERMS OF OFFICE All Officers shall serve a term of one year commencing on the first day of June. The President and Vice-President, on completion of their first term in office, are eligible for re-election for a further successive term not exceeding one year. Other Officers are eligible for re-election annually with the recommendation that none shall serve in any one office for more than five consecutive years.

3.3 CASUAL VACANCIES The Club Committee has the power to appoint a member during the year to fill a casual vacancy in any office. Such appointments are valid only until the subsequent election of Officers and their assumption of office on 1 June. A member who is appointed to fill a casual vacancy is not regarded as completing a term of office i.e. the member is eligible for election/appointment under the terms of Rule 3.2.

- 3.4 **REMOVAL FROM OFFICE** Any Officer may be removed from office for cause shown by the Committee, subject to approval by the members. A motion shall be intimated in the Notice Convening the Meeting, Annual or Special, at which removal is to be proposed. Removal requires a two-thirds majority in favour. The member has a right of appeal at Area level.
- 3.5 **ELECTIONS** The Election of Officers shall take place at the Annual General Meeting (AGM).
- 3.6 **NOMINATIONS** for office in the following year shall be made by the existing Committee. The President shall notify the Club at the meeting immediately preceding the AGM. Alternative nominations, with the permission of the nominee, may be notified by any two members at the meeting preceding the AGM.
- 3.7 **VOTING** The election of Officers shall be by a simple majority of the members, present and voting, at the AGM. Elections shall be by a show of hands unless a secret ballot is requested by no fewer than three members.

4. DUTIES OF CLUB OFFICERS

4.1 THE PRESIDENT shall:-

- preside at all meetings of the Club and the Committee,
- be a member of the appropriate Area Council, Area Executive Committee, District Council and the General Council of the Association,
- have general supervision of the Club and, ex officio, be a member of any Sub-Committee,
- ensure that the administration of the Club is properly carried out by the respective Officers.

4.2 THE VICE-PRESIDENT shall:-

- deputise whenever the President is absent. The Club Vice-Presidency does not of itself carry membership of any Council or Committee within the Association.

4.3 THE SECRETARY shall:-

- have custody and understanding of the Club Constitution and Rules,
- record the Minutes of Club meetings and Club Committee meetings,
- act as the Club correspondent,
- distribute by email to as many of the Club members as possible, the periodic mailings sent, usually in August, November and March, by the National Secretary,
- send, as required, to the Area, District and National Secretaries, as soon as possible after the AGM and no later than 31 May, the names and contact details of the incoming Club President, Vice-President, Secretary and Treasurer, and the date, time and place of the first meeting in the following session, together with frequency of meetings.

4.4 THE TREASURER shall:-

- receive and disburse the Club funds. Accurate records shall be kept,
- give interim reports to the Committee and to the Club when requested,
- make payments for District and National Capitation fees, to the District and National Treasurers when requested. All National Capitation payments should be with the National Treasurer or the named assistant, by January 31, paid either directly or through the District Treasurer. The Capitation Returns are to include all active members registered as at the preceding 31 December.
- produce an annual financial statement, subject to examination, and present it for approval at the AGM. An Examiner, who need not be a member, shall be appointed annually at the AGM.

- 4.5 THE EDUCATION DIRECTOR shall:-
- arrange training assignments for members and maintain a record thereof,
 - arrange the Club Speech, Evaluation and Topics Contests,
 - arrange short educational sessions on such subjects as the Structure of ASC, Duties of Club Officers and the Conduct of Meetings.
 - introduce variety into the programme to increase the enjoyment of members and to encourage guests to become members,
 - liaise with other Clubs to arrange outside evaluators and judges when that is desirable or required for some assignments,
 - arrange and direct courses in Public Speaking outside normal club activities,
 - apply to the National Education Director for Certificates of Achievement and, through the Area President, for Advanced Certificates of Achievement.
- 4.6 THE SOCIAL SECRETARY shall:-
- make all the arrangements for Social Functions agreed by the Committee or the Club.
- 4.7 THE PUBLICITY OFFICER shall:-
- send regular news items to local media and to “The Speaker”.
- 4.8 THE AREA EXECUTIVE COMMITTEE MEMBER shall:-
- represent the Club as a voting member of the Area Council and Area Executive Committee. It is suggested this be the Club Vice-President.
- 4.9 OTHER OFFICERS The Club may elect/appoint other Officers from time to time and their duties shall be as determined by the Committee or the Club.

5. MEETINGS

- 5.1 THE REGULAR MEETINGS of the Club shall be held fortnightly or at such other intervals as the Club may agree from time to time.
- 5.2 THE ANNUAL GENERAL MEETING may be held on the date of a regular meeting or on a different date proposed by the Club Committee. The Notice Convening and the Agenda shall be issued to all members no less than one month before. The Agenda shall include reports by the Club Officers, the election/appointment of Officers for the following year, approval of the examined accounts and the appointment of an Examiner.
- 5.3 OTHER MEETINGS Special Meetings may be called by the President or by a majority of the Club Committee for the sole purpose of transacting special or urgent business. Notice of a Special Meeting shall be sent to all Club members no less than 7 clear days prior to the proposed date. The Agenda, setting forth the business to be discussed, shall be included in the Notice.
- 5.4 VOTING RIGHTS All Full, Junior, Student and Honorary Club members are entitled to vote.
- 5.5 QUORUM A simple majority of the active membership shall constitute a quorum. If a meeting is not quorate any proposal approved may be ratified at the subsequent meeting, provided that the requirements for a quorum are met.
- 5.6 VOTING Abstentions shall be disregarded for the purpose of determining a majority. The number of abstentions need not be recorded but a member may request that the abstention be recorded by name. Proxy votes and postal votes shall not be permitted. Resolutions shall be carried by a simple majority except where an Article or Rule requires a two-thirds majority.

6. CLUB COMMITTEE

- 6.1 **HOW CONSTITUTED** The Committee shall consist of the Officers of the Club as per Rule 3.1 above. The President is Chair of the Club Committee but in the President's absence a Committee Meeting shall be chaired by the Vice-President, or another member of the Committee by agreement.
- 6.2 **DUTIES** The Committee is responsible to the Club. The Committee controls all the business affairs of the Club and all matters concerning the wellbeing of the Club. It may present recommendations to the members for a decision and propose motions to the AGM. There shall be no fewer than two meetings of the Club Committee annually.
- 6.3 **ITS RESPONSIBILITIES** include:-
- promoting the welfare and better operation of the Club,
 - promoting activities to widen understanding of the Association,
 - approving the allocation of the Club budget.

7. SUB-COMMITTEES

Sub-Committees may be appointed from time to time for specific purposes.

8. FINANCE

CLUB SUBSCRIPTION At the AGM the members shall agree the Club element of the annual subscription for the following Club year. To that figure shall be added National Capitation and District Capitation. The combined figure shall be the Club subscription. It shall be due for payment by Full, Junior and Student members at the start of the Club year and should be paid no later than the last meeting in the calendar year.

- 8.1 **JUNIOR/STUDENT MEMBERS** The amount to be paid by Junior/Student Members shall be 50% of that paid by Full Members.
- 8.2 **HONORARY LIFE CLUB MEMBERS** shall be exempt from the Club element of the subscription. The Club shall be responsible to the Association for the payment of National Capitation and District Capitation.
- 8.3 **NEW MEMBERS** Any entrance fee for new members shall be determined by the Club. The Club's element of the subscription for the first year shall be pro rata to the unexpired portion of the Club year.
- 8.4 **DUAL MEMBERSHIP** Member of a Club who have dual or multiple membership of another Club or Clubs shall pay one capitation through the Club which they have elected to be their Principal Club.

9. STANDING ORDERS

The general procedure at meetings shall be in accordance with the Standing Orders of the Association.

10. AMENDMENTS

These Rules may be amended by the Club provided that no amendment conflicts with the Constitution, Rules and Standing Orders of the Association. All amendments

need to be advised to the National Secretary, for formal approval by the NEC, 14 days before the notices are due to be sent to members.

The wording of amendments shall be notified at the Club meeting immediately preceding the meeting, regular or AGM, at which they are to be proposed.

In the unlikely event that an amendment clashes with the National Constitution, the National Constitution will prevail in all matters.

11. DISSOLUTION

The Club shall only be dissolved by the passing of a motion requiring a unanimous vote at a Club meeting called such that 14 clear days' Notice of the motion to dissolve having been given to all Club members and the National Secretary. The Agenda shall include directions for the disposal of the net assets of the Club under the supervision of two members so appointed. On dissolution, the Club regalia and the Charter are to be surrendered to the Association. The net assets may be donated to the parent District or to the Association.

- 12. WITHDRAWAL** from membership of the Association shall only be by the passing of a motion requiring a unanimous vote at a Club meeting called such that 14 clear days' Notice of the motion to withdraw having been given to all Club members and the National Secretary. Any Club having voted to withdraw from membership of ASC shall notify as such to the National Secretary in writing and withdrawal shall become effective upon acknowledgement. The withdrawal from membership shall be intimated to the next meeting of the General Council.