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THE ASSOCIATION OF SPEAKERS CLUBS

MODEL RULES FOR AREAS

Issued by the Strategic Leadership Team of the Association of Speakers Clubs

Revised by the Constitutional Committee, June 2021

**RULES OF THE _____ AREA
OF THE ASSOCIATION OF SPEAKERS CLUBS**

1. Organisation

All Clubs within the administrative boundary of the Area shall be associated with the _____ Region of the Association.

2. Area officers

2.1 Elective Officers

The Area Elective Officers shall be the President, Development Manager, Secretary, Treasurer and Education Director. An individual may hold no more than two of these offices. To be eligible for election as an Area Elective Officer a member shall preferably have served for at least one year at either Club committee or Area committee level.

2.2 Appointive Officers

The Appointive Officers shall be such other Officers as may be required and appointed from time to time by a majority of the Elective Officers.

2.3 Terms of Office

The President shall serve a term of two years commencing on 1 June. The other Elective Officers shall serve a term of one year commencing on 1 June and are eligible for re-election annually with the proviso that none shall serve in any one office for more than five consecutive years.

2.4 Casual Vacancies

The Area 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 re-election/re-appointment under the terms of Rule 2.3.

2.5 Removal from Office

Any Officer may be removed from office for cause shown by the Area Committee, subject to approval by the members. Removal of an Officer must be proposed in the Notice convening an Annual or Special Meeting. Removal requires a two-thirds majority in favour. The Officer has a right of appeal at Regional level.

2.6 Elections

The election of Officers shall take place at the Annual General Meeting (AGM).

2.7 Nominations

Nominations for office in the following year shall be made by the existing Area Committee and shall be included in the Notice Convening the AGM sent to members no less than 30 days before. Alternative nominations, with the permission of the

nominee, may be made in writing by any 2 members of the Area and are to be in the hands of the Area Secretary no less than 14 days prior to the AGM.

2.8 Voting

The election of Officers shall be by a simple majority of the members, present (whether physically or virtually) and voting, at the AGM. In the event of a tie, the Chair shall have a casting vote in addition to a deliberative vote. Elections shall be by a show of hands (or other appropriate method) unless a secret ballot is requested by no fewer than three members.

3. Duties of Area Officers

3.1 The President shall:-

- preside at all meetings of the Area Committee,
- report to the Regional Co-Ordinator,
- have general supervision of the Area and, ex- officio, shall be a member of any Area Sub-Committee,
- have a particular responsibility to promote the effective operation of the Clubs which comprise the Area,
- ensure that the administration of the Area is properly carried out by the respective Officers.

3.2 The Development Manager shall:-

- organise Area AGM and Contests
- promote the area using website, social media, press or other means.
- support clubs and encourage engagement with the leadership awards
- liaise with National Development Officer.

3.3 The Secretary shall:-

- have custody and understanding of the Area Rules,
- have an understanding of the Constitution and Rules of the Association, the Regional and Club rules,
- record the Minutes of Area Committee Meetings,
- act as the Area correspondent.
- prior to the Area AGM confirm the Area's membership numbers to enable calculation of the quorum.
- send, as required, to the Club Secretary, Regional Co-Ordinator or National Secretary, as soon as possible after the AGM and no later than 31 May, the

names and contact details of the incoming Area President, Vice-President, Secretary and Treasurer.

3.4 The Treasurer shall:-

- be responsible for any Area funds,
- keep accurate records and give interim reports to the Committee,
- produce an annual financial statement, examined and certified, and present it for approval at the AGM. An Examiner, who need not be a member, shall be appointed annually at the AGM.

3.5 The Education Director shall:-

- deliver the Area Contests
- organise Area training events
- encourage clubs and members to engage with the Development Pathway and other initiatives.
- liaise with National Education Director.

4. **Area Meetings**

4.1 Annual General Meeting

The Area shall hold an AGM at least 28 days before the AGM of the appropriate Region. The Notice convening the meeting, the Agenda and examined financial statement shall be sent to members no less than 28 days before the AGM. The Agenda shall include reports by the Area Officers, the election/appointment of Officers for the following year and motions.

Motions shall include approval of the examined accounts and the appointment of an Examiner (who need not be an ASC member). Motions (from either the Area committee or proposed and seconded by two members of the Area from at least two different clubs) shall be sent to the Area Secretary at least 6 weeks before the AGM.

4.2 Other Meetings

Special Meetings may be called by the President or by a majority of the Area Committee for the sole purpose of transacting special or urgent business. Notice of a Special Meeting shall be sent to all clubs within the Area no less than 7 days prior to the proposed date. The Agenda, setting forth the business to be discussed, shall be included in the Notice.

4.3 Voting Rights

All full, student and honorary members are entitled to a vote at area level.

Membership of an affiliated club shall not carry votes at Area.

4.4 Quorum

A quorum shall be the number of members equivalent to 3 times the number of clubs in the area provided that at least half of the Clubs in the area are present. 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.

4.5 Voting

At all meetings of the Area and Area Committee, resolutions shall be carried by a simple majority except where a Rule requires a greater majority. 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.

5. Area Committee

5.1 How Constituted

The Area Committee shall consist of the Officers specified in Rule 3 and the President of each Club within the Area. The Area President is Chair of the Committee but, if absent, a meeting shall be chaired by another member of the Committee appointed by the Area President for that purpose.

5.2 Quorum

One-third of the Area Committee members 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.

5.3 Duties

The Area Committee is responsible to the Area members. The Area Committee controls all the business affairs of the Area and all matters concerning the well-being of the Area. It may make recommendations and propose motions to the members. There shall be no fewer than two meetings of the Area Committee annually.

5.4 Responsibilities

Its responsibilities shall include:-

- promoting the welfare and better operation of its Area,
- promoting the formation of new clubs and the growth of existing clubs,
- promoting inter-club activities and to promote the aim of the Association,
- acting as a link between the clubs and the Region
- ensuring the compliance with the necessary governance requirements
- accounting for any area funds or funds provided by the Region

6. Sub-Committees

6.1 Sub-Committees may be appointed by the Area Committee from time to time for specific purposes.

7. Finance

7.1 Income

The Area has no powers to raise income by a membership fee levied upon the members of each Club within the Area. This rule does not prevent the Area raising income by other means.

7.2 Expenses

Area Officers may reclaim travel and other normal expenses from their Region via their Regional Co-Ordinator.

7.3 Financial Year

The financial year shall be from 1 January to 31 December.

8. Complaints, Disputes and Infringements

Complaints, Disputes and Infringements will be resolved in accordance with the Procedure for the Resolution of Complaints, Disputes and Infringements in force for the time being within the Association.

9. Amendments

It is not expected that Areas should need to amend the model rules provided by the Association but should the Area wish to amend the rules they should seek permission from the National Secretary, having first passed a resolution to that effect at an appropriate meeting, specifying the amendment sought.

The National Secretary shall confirm whether the change sought is permissible and not in conflict with the Constitution and Rules of the Association.

Should the Area wish to challenge the decision of the National Secretary the issue will be referred to the Strategic Leadership Team for determination.

The decision of the National Secretary or the SLT shall be notified to the Area members as soon as possible and shall become effective immediately upon notification.