



[www.the-asc.org.uk](http://www.the-asc.org.uk)

**THE ASSOCIATION OF SPEAKERS CLUBS**

**MODEL RULES FOR CLUBS**

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

**Revised by the Constitutional Committee, 2021**

## RULES OF THE

## SPEAKERS CLUB (The Club)

### 1. Organisation

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

### 2. Membership

- 2.1 The Club is a member of the Association and as such is bound by the Constitution and Rules of the Association (the Constitution).
- 2.2 The Club is entitled to admit individual members committed to pursuing the aims of the Association.
- 2.3 The categories of individual members are defined in the Constitution ~~and Rules of the Association~~ as follows:
  - 2.3.1. Full members are all individuals aged 18 years or over and not in full time education.
  - 2.3.2. Student members are individuals aged 18 years or over and in full time education.
  - 2.3.3. Junior members are individuals aged under 18 years.
- 2.4 In addition, the Club may choose to have the following individual member types:
  - 2.4.1. Honorary Life Club Members who may be appointed on the recommendation of the Club committee (the Committee) and a majority vote by all active members of the Club.
  - 2.4.2. Non-Active members, classified as the Club chooses, but subject to the same fees as Full Members. This contradicts Rule 8.3

### 3. Club Officers

#### 3.1 Officers

The Officers of the Club shall be the Club President, the Treasurer, the Secretary, the Education Director and the Development Manager. All posts shall be elective. An individual may hold no more than two of these offices. These Officers form the Club Committee.

#### 3.2 Terms of Office

All Officers shall serve a term of one year commencing on 1st June. The President, on completion of their first term in office, is 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 1st 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 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. 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 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), which should ideally take place physically but may take place online or by some hybrid method, the priority being that as many members as possible are able to attend.

### 3.6 Nominations

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 of the Committee's nominations. 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 (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.

## 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 Committee
- 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 Secretary shall:-

- have custody and understanding of the Club Constitution and Rules,
- have an understanding of the Constitution and Rules of the Association, the Regional and Area rules,
- record the Minutes of the Club Committee meetings and of Club meetings if so required,
- act as the Club correspondent,
- send, as required, to the Area Secretary, Regional Co-Ordinator and National Secretary, 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.

4.3 The Treasurer shall:-

- receive and disburse the Club funds and keep accurate records.
- give interim reports to the Committee and to the Club when requested.
- make payments to Area, Regional and National as required. All National Membership payments should be paid directly to the National Treasurer by January 31. The Membership Returns are to include all active members registered as at the preceding 31 December.
- 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.

4.4 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,
- shall be familiar with the contents of, and promote the use of, the Speakers Guide,
- 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,
- arrange such other educational activities as the Club may wish,
- apply to the National Education Director for Certificates for members.

4.5 The Development Manager shall:-

- liaise with members of the public who enquire about the Club.
- promote the Club using social media or any other methods available,
- send regular news items to local media and to "The Speaker".

#### 4.6 Other Officers

The Club may elect or appoint other Officers from time to time and their duties shall be as determined by the Committee or the Club. In particular the Club may wish to consider appointing people to the following roles:

##### 4.6.1 Social Convener

- Organise annual Club dinner and other social events
- Welcome guests and visitors to the Club
- Arrange catering for Club meetings if necessary
- Assist with social media activity

##### 4.6.2 Webmaster

- Maintain the Club website
- Co-ordinate the club's online presence
- Manage Club's email address

### 5. Meetings

#### 5.1 Regular Meetings

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

The AGM may be held on the date of a regular meeting or on a different date proposed by the Club Committee. The Notice convening the meeting, the Agenda and examined financial statement shall be sent to all members of the club no less than 28 days before the AGM. The Agenda shall include reports by the Club Officers, the election 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 Club committee or proposed and seconded by two members of the Club) shall be sent to the Club Secretary at least 6 weeks before the AGM.

#### 5.3 Special 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 days prior to the proposed date. The Agenda, setting forth the business to be discussed, shall be included in the Notice. **I notice 14 days' Notice is required under Rule 9.1 but this is only an observation!**

#### 5.4 Meeting Format

All meetings can take place either physically, virtually or using a hybrid model.

#### 5.5 Voting Rights

All Full, Junior, Student and Honorary Club members are entitled to vote at **Club** level.

#### 5.6 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. [See my email](#)

#### 5.7 Voting

Resolutions shall be carried by a simple majority except where a Rule requires a two-thirds 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.

### 6. **Club Committee**

#### 6.1 How Constituted

The Committee shall consist of the Officers of the Club as per Rule 3.1 above plus any other officers appointed from time to time. The President is Chair of the Club Committee but in the President's absence a Committee Meeting shall be chaired by another member of the Committee appointed by the President for that purpose.

#### 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 Responsibilities

The responsibilities of the ~~club~~ **Committee** include:-

- promoting the welfare and better operation of the Club,
- arranging activities to promote the aims of the Association,
- ensuring the compliance with necessary governance requirements,
- approving the allocation of the Club budget.

### 7. **Sub-Committees**

Sub-Committees may be appointed by the ~~Club~~ **Committee** from time to time for specific purposes.

## **8. Finance**

### **8.1 Club Subscription**

At the AGM the members shall agree the annual Club subscription which shall comprise National and Regional membership fees together with any Club element.

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.

### **8.2 Junior/Student Members**

The amount to be paid by Junior/Student Members in respect of the club element of the membership fee shall be discounted at the same rate as set by the Association for the national membership fees for the time being.

### **8.3 Honorary Life Club Members**

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 and Regional membership fees for Honorary Life Club Members. **Note Rule 2.4.2**

### **8.4 New Members**

The Club's element of the subscription for the first year shall be pro rata to the unexpired portion of the Club year.

### **8.5 Dual Membership**

Any member of a Club who has dual or multiple membership of another Club or Clubs shall pay one national membership fee through the Club which they have elected to be their Principal Club.

### **8.6 Guests**

Guests may be charged at the **Club's** discretion or invited to attend 1 or more meetings without payment before being invited to join as a member. A policy for the admission of guests should be agreed in advance by the **Committee** and applied universally.

## **9. Discipline of Club Members**

### **9.1 Suspension**

Upon good cause being shown, a motion for the suspension of a Club member, from the Club only, may be proposed at any meeting of the Club, provided that 14 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 their support.

### **9.2 Expulsion**

Upon good cause being shown, a motion for the expulsion of a Club member, from the Club only, may be proposed at any meeting of the Club, provided that 14 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 their support.

- 9.3 Any appeal against suspension or expulsion shall be subject to the Procedure for the Resolution of Disputes, Complaints and Infringements in force for the time being within the Association.
- 9.4 The Club to ensure that the National Secretary and Area President are made aware of the suspension or expulsion of a member of their club as soon as reasonably practicable.

## **10. Amendments**

It is not expected that ~~Member~~ **the Club** should need to amend the model rules provided by the Association but should the Club 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 Club wish to challenge the decision of the National Secretary the issue will be referred to the Strategic Leadership Team (**the SLT**) for determination.

The decision of the National Secretary or the SLT shall be notified to the Club members at the next club meeting and shall become effective immediately upon notification.

## **11. Dissolution**

The Club shall only be dissolved by the passing of a unanimous resolution at a Club meeting called such that 14 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 assets of the **Club** may be donated to the parent Region or to the Association or otherwise disposed of by unanimous agreement of the members
- the members of the Club will be removed from any private members only groups on social media (unless they join another **club** in the Association)

## **12. Withdrawal**

The **Club** may withdraw from membership of the Association only by the passing of a unanimous resolution at a Club meeting called such that 14 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 the Association shall notify the National Secretary in writing to that effect and withdrawal shall become effective upon acknowledgement by the National Secretary. The withdrawal from membership shall be notified at the Association's next AGM.

On withdrawal:-

- the Club regalia and the Charter are to be surrendered to the Association
- the Club is no longer entitled to hold itself out as a member of the Association or use the Association's branding, logo or resources
- the members of the Club will be removed from any private members only groups on social media (unless they join another Club in the Association)