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**THE ASSOCIATION OF SPEAKERS CLUBS**

**MODEL RULES FOR REGIONS**

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

**Revised by the Constitutional Committee, June 2021**

**RULES OF THE \_\_\_\_\_ REGION  
OF THE ASSOCIATION OF SPEAKERS CLUBS**

**1. Organisation**

All clubs within the administrative boundary of the Region shall be associated with the Region. The clubs shall be sub-divided geographically into groups known as Areas.

**2. Regional Co-Ordinator**

2.1 The only officer of the Region is the Regional Co-Ordinator.

2.2 Term of Office

The Regional Co-Ordinator shall serve a term of three years commencing on 1 June. The Regional Co-Ordinator shall not serve two or more consecutive terms.

2.3 Casual Vacancy

In the event that the elected Regional Co-Ordinator cannot complete their term of office the Strategic Leadership Team (SLT) has the power to appoint a member to fill the casual vacancy. Such appointments are valid only until the subsequent election of a replacement Regional Co-Ordinator 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 under the terms of Rule 2.2.

2.4 Removal from Office

A Regional Co-Ordinator may be removed from office for cause shown by two or more Area Presidents, subject to approval by the members of the Region. Removal of a Regional Co-Ordinator must be proposed in the Notice convening an Annual or Special Meeting. Removal requires a two-thirds majority in favour. The Regional Co-Ordinator has a right of appeal to the SLT in accordance with the Procedure for the Resolution of Complaints, Disputes and Infringements.

2.5 Election

The election of the Regional Co-Ordinator shall take place at the Region's Annual General Meeting (AGM).

2.6 Applications

Applications for the role of Regional Co-Ordinator should be made in writing with a supporting biography of no more than 150 words, by any eligible member of the Association, who should be a member of a club in the relevant Region and are to be in the hands of the National Secretary no less than 14 days prior to the AGM. The National Secretary will then send details of all applications and supporting biographies to all members of the Region.

2.7 Voting

The election of the Regional Co-Ordinator 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 (generally this will be the outgoing Regional Co-Ordinator) 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 the Regional Co-Ordinator**

The Regional Co-Ordinator shall:-

- 3.1 Be a member of the SLT and attend SLT meetings.
- 3.2 Act as a conduit between the areas in their region and the SLT by:
  - 3.2.1 Liaising with the Area Presidents to better understand the needs and views of those Areas and the clubs and members represented by them and reporting those back to the SLT.
  - 3.2.2 Attending SLT meetings and reporting, as appropriate, the relevant information and activities discussed to the Area Presidents to be fed down to clubs and members.
- 3.3 Have general supervision of the Region and promote the welfare and better operation of its Areas.
- 3.4 Preside at all Regional meetings and arrange the Regional AGM and Contests.
- 3.5 Have responsibility for the Regional funds (if not held by the National Treasurer) and any necessary expenditure, produce an annual financial statement, subject to examination, present it for approval at the Regional AGM and send a copy of the annual financial statement to the National Treasurer once so approved.
- 3.6 Have custody and understanding of the Regional Rules.
- 3.7 Send to the National Secretary, as soon as possible after the AGM and no later than 31 May, the names and contact details of the incoming Regional Co-Ordinator.

### 4. **Regional Meetings**

#### 4.1 **Annual General Meeting**

The Region shall hold an AGM at least 28 days before the AGM of the Association. The Regional Co-Ordinator shall notify the members of the proposed date of the AGM no less than 8 weeks in advance. The Notice convening the meeting, including the Agenda and examined financial statement shall be sent to members no less than 4 weeks before the AGM. The Agenda shall include reports by the Area Presidents, the applications for Regional Co-Ordinator for the following term (if necessary) and any motions.

Motions shall include approval of the examined accounts and the appointment of an Examiner (who need not be an ASC member). Motions can be submitted by either the Regional Co-Ordinator or proposed and seconded by two members of the Region from at least two different Areas. If from members they shall be sent to the Regional Co-Ordinator at least 6 weeks before the AGM.

#### 4.2 **Other Meetings**

Special Meetings may be called by the Regional Co-Ordinator or by a majority of the Area Presidents for the sole purpose of transacting special or urgent business. Notice of a Special Meeting shall be sent to all members within the Region 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 Regional level. Membership of an affiliated Club shall not carry votes at Regional level.

#### 4.4 Quorum

A quorum shall be the number of members equivalent to 2 times the number of clubs in the region provided that at least one third of the Clubs in the region 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 Region, 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.

### 5. Regional Communication

5.1 The Regional Co-Ordinator shall communicate with the Area Presidents so as to ensure the prompt flow of information, ideas and views between the SLT and the areas, clubs and members. It is a matter for the Regional Co-Ordinator and their Area Presidents how this is arranged and whether they prefer to meet as a group or liaise individually or more informally.

### 6. Finance

#### 6.1 Membership Fee

The operations of the Region shall be financed by a per capita fee levied upon the members of each club within the Region. The Region may raise additional income in any manner deemed fit, such as by asking the members attending Regional meetings for a contribution per head to cover the cost of the meetings in whole or in part.

#### 6.2 Expenses

The payment of Regional expenses, or any commitment to expenditure, up to a sum of £100 shall be made by the Regional Co-Ordinator, any payment above that limit should be approved by National Treasurer.

It is noted that as the Areas have no powers to finance themselves by membership

fees, the Areas may claim reimbursement for the operating expenses of their Area Committees and other Area expenses from the Region.

6.3 Financial Year

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

7. **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.

8. **Amendments**

It is not expected that Regions should need to amend the model rules provided by the Association but should the Region 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 Region 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 Regional members as soon as possible and shall become effective immediately upon notification.