



Constitution and Rules

This handbook contains the ASC's Constitution and Rules. Queries relating to either of these documents should be forwarded to the National Secretary.

The Constitution of The Association of Speakers Clubs

To be read in conjunction with the Rules of The Association of Speakers Clubs.

1. Name

- 1.1. The name of the Association shall be THE ASSOCIATION OF SPEAKERS CLUBS ("the Association").

2. Aim

- 2.1. The aim of the Association is to help its members achieve speaking confidence and become better speakers, better presenters and better leaders in a supportive environment.

3. Powers

In order to achieve the aim set out at 2.1, the Association shall have the following powers:

- 3.1. To create and maintain member clubs with a structured relationship to the Association.
- 3.2. To admit individuals as members of those clubs.
- 3.3. To establish and maintain prescribed standards and methods for the formal recognition of such standards.
- 3.4. To publish materials which support the aim of the Association in any form, whether for sale or for free distribution to member clubs.
- 3.5. To raise funds and apply for, invite, obtain, collect and receive such contributions, grants, subscriptions, fees and any other such sums as may be necessary for the proper running of the Association, save that any such income of the Association must be used only to support the aim of the Association and no funds should be used for the personal gain of individual members nor in any way to profit member clubs, other than in furtherance of the aim of the Association.
- 3.6. To purchase, mortgage, lease or otherwise procure such property and equipment as may be necessary to achieve the aim of the Association, save that any such property or equipment of the Association must be used only to support the aim of the Association and should not be used in any way for the personal gain of individual members nor for the benefit of member clubs, other than in furtherance of the aim of the Association.
- 3.7. To sell, or otherwise dispose of, all or any of the property or assets of the Association.
- 3.8. To invest any part of the assets of the Association in any type of investment vehicle that may be authorised by the Strategic Leadership Team (see section 5 below).
- 3.9. To engage any paid or unpaid assistant to support the Association to achieve its aim.
- 3.10. To do any other lawful thing in support of the aim of the Association.

4. Membership

- 4.1. The Members of the Association shall be Clubs having made a formal application and having been granted Membership.
 - 4.1.1. A full member club shall be known as a “Speakers Club” and these words should be included in its formal name.
 - 4.1.2. A club which is formed within a company or other business structure shall be eligible to become a “Corporate Speakers Club” and these words should be included in its formal name.
 - 4.1.3. A club which is prevented by geographic limitations from participating fully in the activities of the Association shall be known as an “Affiliated Speakers Club” and these words should be included in its formal name.
 - 4.1.4. A club which is formed within an educational establishment shall be eligible to become an “Educational Affiliated Speakers Club” and these words should be included in its formal name.
 - 4.1.5. A club which is preparing to apply for Membership of the Association shall be known as a “Candidate Club”.
 - 4.1.6. A club which has no designated venue or location, but which meets solely on the Internet shall be known as an “Online Club”
- 4.2. The members of the Clubs shall be any individual committed to pursuing the aim of the Association upon payment of the required national membership fee.
 - 4.2.1. Full members are all individuals aged 18 years or over and are entitled to attend and vote at any general meeting and are eligible for election to any committee or office within the Association from the time they are included on their Member Club’s Membership Return Form.
 - 4.2.2. Student members are individuals aged 18 years or over and in full time education and are entitled to attend and vote at any general meeting and are eligible for election to any committee or office within the Association from the time they are included on their Member Club’s Membership Return Form. Student members will pay 50% of the national required membership fee.
 - 4.2.3. The Full and Student members are together known as the Voting Members.
 - 4.2.4. Junior members are individuals aged under 18 years and are entitled to attend but not vote at any general meeting and are not eligible for election to any committee or office within the Association. Junior members will pay 50% of the national required membership fee.
 - 4.2.5. Members of an Affiliated Speakers Club will be entitled to receive copies of The Speaker magazine and other mailings from the Association. They are entitled to attend but not vote at any general meeting and are not eligible for election to any committee or office within the Association.
 - 4.2.6. Members of a Candidate Club will pay 50% of the required national membership fee and be entitled to receive copies of The Speaker magazine and other mailings from the Association. They are not entitled to

attend or vote at any general meeting or be elected to any committee within the Association.

- 4.2.7. Associate members are individuals who whilst a member of a Speakers Club move to a location where there is no Speakers Club established and wish to remain part of the Association. Associate members will pay 50% of the required national membership fee and be entitled to receive copies of The Speaker magazine and other mailings from the Association. They are not entitled to attend or vote at any general meeting or be elected to any committee within the Association.

5. Strategic Leadership Team

- 5.1. The Strategic Leadership Team of the Association shall consist of the following, as defined in the Rules of the Association:
 - 5.1.1. Elected Officers: National President and National Vice President.
 - 5.1.2. Appointed Officers: National Secretary, National Treasurer, National Education Director, National Development Officer.
 - 5.1.3. The Regional Coordinators
 - 5.1.4. The Online and Corporate Coordinator

6. General Meetings

- 6.1. Annual General Meetings (“AGM”)
 - 6.1.1. An AGM of the Association shall be held annually no later than 30 April, save in exceptional circumstances.
 - 6.1.2. At least 28 days’ notice of the AGM shall be given to all members.
 - 6.1.3. The purpose of the AGM is to:
 - 6.1.3.1. Receive and consider reports on the policies, activities and management of the Association.
 - 6.1.3.2. Consider motions and vote on those that require the input of the voting members.
 - 6.1.3.3. Receive the examined Annual Accounts.
 - 6.1.3.4. Determine the membership fees for the following year.
 - 6.1.3.5. Elect the Elected Officers for the following term (on alternate years or as required.)
 - 6.1.3.6. Deal with any other such business as may be appropriate.
- 6.2. Extraordinary General Meetings (“EGM”)
 - 6.2.1. An EGM may be called by the National President, by the majority of the Strategic Leadership Team or by one third of the voting members by giving 14 days’ notice in writing to the National Secretary.

- 6.2.2. At least 28 days' notice of an EGM shall be given to all members entitled to vote at the EGM. The Notice shall specify the purpose(s) for which the EGM is being called.

7. Funds and Finance

- 7.1. The national membership fees payable to the Association by member clubs (on behalf of their individual members), affiliated clubs and associate members will be determined at the AGM.

8. Amendments

- 8.1. Amendments to the Constitution of the Association can be considered at an AGM or EGM and require at least a two-thirds majority to pass.
- 8.2. Amendments to the Rules of the Association can be considered at an AGM or EGM and require a simple majority to pass.

9. Dissolution

- 9.1. The Association can only be dissolved by the passing of a Resolution requiring a majority in favour of at least two-thirds at an EGM called expressly for that purpose.
- 9.2. In the event of the dissolution of the Association, any assets of the Association remaining after satisfaction of all debts and liabilities shall be transferred to an organisation with similar aims, to be agreed at the EGM called under 9.1.

The Rules of The Association of Speakers Clubs

To be read in conjunction with the Constitution of The Association of Speakers Clubs.

Part 1 – Membership of the Association

1. Section 4 of the Constitution deals with membership of the Association.

2. Member Clubs

2.1. Candidate Clubs

- 2.1.1. Any group of individuals wishing to form a Member Club should notify the National Secretary and will be known as a Candidate Club.
- 2.1.2. Candidate Clubs will be expected to follow the Constitution and Rules of the Association and to be working towards compliance with the Admission Criteria.
- 2.1.3. The Association will fully support Candidate Clubs, at Area, Regional and Strategic Leadership Team levels.

2.2. Admission to Membership

- 2.2.1. A Candidate Club is expected to become compliant with the admission criteria within 12 months of its inception and may then make formal application to the National Secretary to become a Full Member Club of the Association as defined in section 4.1 of the constitution.
- 2.2.2. The Admission Criteria requires a Candidate Club to:
 - 2.2.2.1. Have a least 6 members;
 - 2.2.2.2. Hold regular full meetings, at least 6 per year including an AGM;
 - 2.2.2.3. Have at least 4 members progressing through the ASC Development Pathway;
 - 2.2.2.4. Comply with the Constitution, Rules and Aim of the Association.
- 2.2.3. The Strategic Leadership Team may agree to the admission of a Member Club who cannot fulfil the admission criteria if there appears to be an exceptional reason to do so and may also amend the admission criteria from time to time to ensure that it remains fit for purpose.

2.3. Composition

Member Clubs are expected to be open to all individuals regardless of age, gender, sexuality, disability, race, religion or any other protected characteristic.

2.4. Organisation

The Member Clubs of the Association shall be grouped into such Areas and Regions as considered appropriate by the Strategic Leadership Team from time to time. Any change to such Areas and Regions proposed by the Strategic Leadership Team will be notified at the AGM.

2.5. Constitution and Rules

A Constitution and set of Rules for Member Clubs shall be prepared by the Association. It is not expected that Member Clubs should need to amend those documents but any Member Club wishing to amend these documents should seek permission from the National Secretary in the first instance, who shall confirm whether the change sought is permissible and not in conflict with the Constitution and Rules of the Association. Should the Member Club wish to challenge the decision of the National Secretary the issue will be referred to the Strategic Leadership Team for determination.

2.6. Development Priority

- 2.6.1. Member Clubs are expected to continue to comply with the admission criteria set out at 2.2.2 or as amended. Any Member Club that is unable to comply with the requirements for a calendar year, will be considered a Development Priority Member Club, either at the request of the Member Club concerned or at the behest of the Strategic Leadership Team.
- 2.6.2. Whilst a Development Priority a Member Club shall receive and accept full support from their Area, Region and the Strategic Leadership Team to enable them to comply with the admission criteria and return to Full Member Club status.
- 2.6.3. A Member Club may remain a Development Priority for a maximum of 2 calendar years and if they are unable to comply with the admission criteria within that period membership of the Association may be withdrawn.
- 2.6.4. A Member Club will no longer be classified as a Development Priority when it has demonstrated that it has complied with the admission criteria for a period of 6 months.

2.7. Suspension

- 2.7.1. A Member Club may be suspended from the Association if the Strategic Leadership Team considers that there is valid reason for the suspension and following the Procedure of Complaints, Disputes and Infringements having been carried out. This may include circumstances such as the member club acting other than in accordance with the Constitution and Rules of the Association and/or their Member Club or outside the Aim and Powers of the Association.
- 2.7.2. The Suspension of a Member Club, and the period of Suspension, is a matter for the Strategic Leadership Team but should be notified at the AGM.
- 2.7.3. Whilst Suspended a Member Club and the Individual Members of that Member Club lose all rights and benefits of membership and are not entitled to any part refund of capitation or to take any part in the business of the Association.

2.8. Expulsion

- 2.8.1. A Member Club may be expelled from the Association if there is valid reason for the expulsion and following the Procedure of Complaints, Disputes and Infringements having been carried out. This may include circumstances such as the member club acting other than in accordance

with the Constitution and Rules of the Association and/or their Member Club or outside the Aim and Powers of the Association and either the Member Club has already been suspended or the matter is so serious as to warrant immediate expulsion.

2.8.2. The Expulsion of a Member Club requires the passing of a resolution at an AGM or EGM and requires at least a two-thirds majority to pass.

2.8.3. Once expelled a Member Club and the Individual Members of that Member Club lose all rights and benefits of membership and are not entitled to any part refund of capitation or to take any part in the business of the Association on the basis of their membership of that club. Nothing in this sub-section is intended to prevent the Individual Members of an expelled Member Club joining an alternative club in order to regain their membership benefits.

2.8.4. The Club President of the expelled Member Club is responsible for returning all regalia and Club history to the Archivist.

2.9. Withdrawal

2.9.1. A Member Club wishing to withdraw from membership of the Association shall notify the National Secretary of that intention and provide proof of a unanimous vote of their individual members having taken place. The Member Club will be deemed withdrawn upon acknowledgement from the National Secretary. The Withdrawal shall be notified at the AGM.

2.9.2. The Club President of the withdrawing Member Club is responsible for returning all regalia and Club history to the Archivist.

3. Individual Members of Clubs

3.1. The majority of provisions relating to individual members of clubs will be found in the constitution and rules of the member club to which they belong. These provisions relate only to the individual's relationship with the Association.

3.2. Suspension

3.2.1. An individual member may be suspended from the Association if the Strategic Leadership Team considers that there is valid reason for the suspension and following the Procedure of Complaints, Disputes and Infringements having been carried out. This may include circumstances such as the individual member acting other than in accordance with the Constitution and Rules of the Association and/or their Member Club or outside the Aim and Powers of the Association.

3.2.2. The suspension of an individual member, and the period of suspension, is a matter for the Strategic Leadership Team but should be notified at the AGM in an anonymised manner.

3.2.3. Whilst suspended the Individual Member loses all rights and benefits of membership and is not entitled to any part refund of capitation or to attend at or be a member of any Member Club or take any part in the business of the Association.

3.3. Expulsion

- 3.3.1. An individual member may be expelled from the Association if the Strategic Leadership Team considers that there is valid reason for the suspension and following the Procedure of Complaints, Disputes and Infringements having been carried out. This may include circumstances such as the individual member acting other than in accordance with the Constitution and Rules of the Association and/or their Member Club or outside the Aim and Powers of the Association.
- 3.3.2. The expulsion of an individual member is a matter for the Strategic Leadership Team but should be notified at the AGM in an anonymised manner.
- 3.3.3. Once expelled the Individual Member loses all rights and benefits of membership and is not entitled to any part refund of capitation or to attend at or be a member of any Member Club or take any part in the business of the Association.

Part 2 – Management of the Association

4. Officers of the Association

4.1. Elected Officers

- 4.1.1. The Elected Officers of the Association shall be the National President and National Vice President.
- 4.1.2. To be eligible to be elected as an elected officer the individual:
 - 4.1.2.1. Must be a Full or Student member within the Association; and
 - 4.1.2.2. Must be a member of a club which is not Suspended or Expelled; and
 - 4.1.2.3. Should preferably have served as an appointed or casual officer or Regional Coordinator and attended at least 2 Strategic Leadership Team meetings in that capacity.
- 4.1.3. The election of the elected officers shall take place at the AGM.
- 4.1.4. The nominations proposed by the Strategic Leadership Team shall be notified to the voting members by the National Secretary by 30 November supported by a CV of the nominee.
- 4.1.5. Any additional nominations for the elected officer posts should be notified to the National Secretary with supporting CV and confirmation of the agreement of the nominee by 31 January. The National Secretary will notify the voting members of additional nominations alongside notification of the AGM.
- 4.1.6. In the event of more than one nomination being received for either post a vote will take place at the AGM.
- 4.1.7. In the unlikely event of that vote being tied the Strategic Leadership Team shall have the casting vote.

- 4.1.8. Save in exceptional circumstances, any elected officer who fails to meet the criteria for election during their time in office will be required to resign immediately and in the event that they do not will be deemed to have done so upon agreement of the remainder of the Strategic Leadership Team.
 - 4.1.9. In the event of an elected officer resigning or being removed from post during their term the Strategic Leadership Team shall have the power to appoint a replacement until the next AGM, at which time an election will take place in the usual manner.
- 4.2. Appointed Officers
- 4.2.1. The Appointed Officers of the Association shall be the National Secretary, National Treasurer, National Education Director and National Development Officer.
 - 4.2.2. To be eligible to be appointed as an appointed officer the individual must:
 - 4.2.2.1. be a Full or Student member within the Association; and
 - 4.2.2.2. be a member of a club which is not Suspended or Expelled.
 - 4.2.3. Save in exceptional circumstances, any appointed officer who fails to meet the criteria for appointment during their time in office will be required to resign immediately and in the event that they do not will be deemed to have done so upon agreement of the remainder of the Strategic Leadership Team.
 - 4.2.4. Members wishing to be appointed as an appointed officer should notify the National Secretary within the time specified in the notification of vacancy and supply a relevant CV.
 - 4.2.5. The Strategic Leadership Team will consider the applications received and agree which member is to be appointed to each role.
 - 4.2.6. If no suitable application is received for any particular appointed officer role then the Strategic Leadership Team is entitled to appoint a suitable member regardless of their failure to apply as provided by 4.2.4 above.
 - 4.2.7. The appointment of the appointed officers shall be notified at the AGM.
 - 4.2.8. In the event of an appointed officer resigning or being removed from post during their term the Strategic Leadership Team shall have the power to appoint a replacement until members can be given the opportunity to apply as set out at 4.2.4. above.
- 4.3. Casual Officers
- 4.3.1. The Strategic Leadership Team may appoint such Casual Officers as it sees fit from time to time to assist with either the general conduct and work of the Association or a specific project.
 - 4.3.2. Vacancies for Casual Officers, as determined by the Strategic Leadership Team, shall be notified to the voting members by the National Secretary as they become available, detailing the scope and role of the casual officer required.

- 4.3.3. The Strategic Leadership Team shall also specify to which of its members the Casual Officer shall report.
- 4.3.4. Members wishing to be appointed to a casual officer vacancy should notify the National Secretary within the time specified in the notification of the vacancy and supply a relevant CV.
- 4.3.5. To be eligible to be appointed as a casual officer the individual must:
 - 4.3.5.1. be a Full or Student member within the Association; and
 - 4.3.5.2. be a member of a club which is not Development Priority, Suspended or Expelled.
- 4.3.6. Save in exceptional circumstances, any casual officer who fails to meet the criteria for appointment during their time in office will be required to resign immediately and in the event that they do not will be deemed to have done so upon agreement of the Strategic Leadership Team.
- 4.3.7. The Strategic Leadership Team will consider the applications received and agree which member is to be appointed to the vacancy.
- 4.3.8. If no suitable application is received for any particular casual officer vacancy then the Strategic Leadership Team is entitled to appoint a suitable member regardless of their failure to apply as provided by 4.3.4 above.
- 4.3.9. The appointment of a casual officer shall be notified at the AGM.

4.4. Terms of Office

- 4.4.1. The Elected Officers shall serve one term of office of two years which shall start at the close of the AGM at which their election takes place. The retiring National President shall install the incoming National President.
- 4.4.2. The Appointed Officers shall serve for a period of one year commencing 1 June, renewable annually up to a maximum of 5 years.
- 4.4.3. Casual Officers shall serve for a term of one year or for the duration of a specific project or role, whichever is the sooner. The appointment may be renewed at its anniversary at the discretion of the Strategic Leadership Team and may be terminated by one month's written notice from either the Strategic Leadership Team or the Casual Officer concerned.

4.5. Removal of Officers

- 4.5.1. An Elected Officer can be removed from office by the passing of a resolution at an AGM or EGM and requires at least a two-thirds majority to pass.
- 4.5.2. An Appointed Officer can be removed from office by the Strategic Leadership Team upon good cause being shown.
- 4.5.3. A Casual Officer can be removed from office by the Strategic Leadership Team upon good cause being shown.

4.6. Compensation of Officers

Payments to all Officers are limited to the return of legitimate expenses incurred in connection with the duties of their office.

4.7. Duties of Officers

The Duties of the Elected and Appointed officers can be found in the Speakers Guide.

5. Strategic Leadership Team

5.1. The Strategic Leadership Team shall consist of the Elected Officers, the Appointed Officers, the Online and Corporate Coordinator, and the Regional Coordinators as set out at paragraph 5.1 of the constitution.

5.1.1. Casual Officers are advisors to the Strategic Leadership Team but do not form part of the Strategic Leadership Team and do not have a voting role in Strategic Leadership Team decision making.

5.1.2. Regional Coordinators are part of the Strategic Leadership Team and each Regional Coordinator is entitled to one vote.

5.1.3. The Online and Corporate Coordinator is part of the Strategic Leadership Team and is entitled to one vote.

5.2. The duties of the Strategic Leadership Team are to:

5.2.1. Administer all of the affairs of the Association and ensure the smooth running thereof;

5.2.2. Determine the policies to maintain and improve the standards of the Association;

5.2.3. Devise policies for development;

5.2.4. Promote educational projects and services;

5.2.5. Agree such affiliations with relevant bodies as may be beneficial for the Association;

5.2.6. Seek to ensure that the Association is fit for purpose and remains relevant now and in the future;

5.2.7. Control the financial management of the Association to enable the proper conduct of these duties.

5.3. The Strategic Leadership Team has the power, without reference to the voting members, to take any such steps or make any such decision they believe to be necessary and appropriate in furtherance of the aim of the Association and their duties set out above, so long as it is within the powers of the Association as set out at paragraph 3 of the Constitution and not specifically required to be referred to the voting members by any provision of these rules or the constitution of the Association.

5.4. The duties of the Regional Coordinators can be found in the Speakers Guide

5.5. The duties of the Online and Corporate Coordinator shall be the same of those of the Regional Coordinators

6. Ad-Hoc Committees

- 6.1. The Strategic Leadership Team may form such Ad-Hoc committees as they consider are required from time to time to assist with either the general conduct and work of the Association or a specific project.
- 6.2. A member of the Strategic Leadership Team shall be appointed to oversee each Ad-Hoc Committee. If a member of the Strategic Leadership Team is not going to chair the Ad-Hoc Committee they are overseeing then a Casual Officer should be appointed to chair the Ad-Hoc Committee and report to the overseeing member of the Strategic Leadership Team.
- 6.3. Vacancies for Ad-Hoc Committee members, as determined by the Strategic Leadership Team, shall be notified to the voting members by the National Secretary as they become available, detailing the scope and role of the committee and vacancies.
- 6.4. Members wishing to be appointed to an Ad-Hoc Committee should notify the National Secretary within 28 days of notification of the vacancy (or as otherwise specified in the notification of the vacancy) and supply a relevant CV.
- 6.5. To be eligible to be appointed to an Ad-Hoc Committee the individual must:
 - 6.5.1. be a Full or Student member of the Association; and
 - 6.5.2. be a member of a club which is not Suspended or Expelled.
- 6.6. Save in exceptional circumstances, any Ad-Hoc Committee member who fails to meet the criteria for appointment during their time in office will be required to resign immediately and in the event that they do not will be deemed to have done so upon agreement of the Strategic Leadership Team.
- 6.7. The Strategic Leadership Team will consider the applications received and agree who is to fill the vacancy(ies).
- 6.8. If no suitable application is received for any particular Ad-Hoc Committee vacancy then the Strategic Leadership Team is entitled to appoint a suitable member regardless of their failure to apply as provided by 6.4 above.
- 6.9. The formation of an Ad-Hoc Committee and the appointment of Ad-Hoc Committee members shall be notified at the AGM.
- 6.10. Ad-Hoc Committees may be formed for a defined period of time or on a rolling basis. The status of all Ad-Hoc Committees should be reviewed by the Strategic Leadership Team annually prior to the AGM and notified at the AGM.
- 6.11. The dissolution of an Ad-Hoc Committee shall be at the discretion of the Strategic Leadership Team and shall be notified at the AGM.

Part 3 – Conduct of Meetings

7. Conduct of the AGM

- 7.1. The matters set out at paragraph 6.1.3 of the Constitution shall be dealt with at the AGM and the Strategic Leadership Team shall notify the AGM of all matters set out in the Constitution and Rules.

7.2. Paragraph 4.2 of the Constitution sets out which categories of members of the Association are entitled to attend at and vote at the AGM.

7.3. Motions

7.3.1. A motion put forward by the Strategic Leadership Team will automatically be included in the agenda for the AGM;

7.3.2. A motion not coming from the Strategic Leadership Team will require a proposer, a seconder, and the support of 5 other voting members who must come from at least 3 different clubs and must be notified to the National Secretary by the deadline advised each January by the Strategic Leadership Team, save in exceptional circumstances.

7.3.3. A motion must:

7.3.3.1. Deal with a matter which is within the power of the Association to decide;

7.3.3.2. Be relevant, legal and not frivolous;

7.3.3.3. Deal with only one issue;

7.3.3.4. Be worded as clearly and unambiguously as possible;

7.3.3.5. Be in the interests of the organisation (not serving a personal, factional or outside interest);

7.3.3.6. Propose a definite action

7.3.4. The Strategic Leadership Team must consider each motion received and indicate on the agenda whether:

7.3.4.1. They consider the motion is competent or not (in accordance with 7.3.3 above);

7.3.4.2. They support the motion or not;

7.3.4.3. They consider the motion relates to a matter within their powers or requires the input of the voting members.

7.3.5. Subject to the indications above the following will apply and be notified on the agenda, if the Strategic Leadership Team:

7.3.5.1. Support the motion and consider the matter to be within their powers – No vote required as the Strategic Leadership Team can deal with this matter.

7.3.5.2. Support the motion but consider the matter to be outside of their powers and requiring the input of the voting members – Vote required.

7.3.5.3. Do not support the motion but consider the motion relates to a matter within their powers - A non-binding vote should be allowed to obtain the views of the voting members to inform the Strategic Leadership Teams future decision making.

- 7.3.5.4. Do not support the motion and consider the matter to be outside of their powers and requiring the input of the voting members – Vote required.
- 7.4. The Strategic Leadership Team will set the date of the AGM which will be notified to all members, whether voting members or otherwise at least 28 days before the AGM.
- 7.5. Along with the notification of the date of the AGM all members shall be sent:
 - 7.5.1. A copy of the agenda, which will include notice of any motions which require voting on prior to the AGM;
 - 7.5.2. A copy of the examined accounts;
 - 7.5.3. Such other documents as required by these rules or considered necessary by the Strategic Leadership Team.
- 7.6. Each voting member shall be entitled to vote once on each motion to be considered at the AGM via the online or postal voting system.
- 7.7. 20 voting members will constitute a quorum for the purposes of the AGM.
- 7.8. Each motion put to the membership before the AGM will require a simple majority to pass, save where the Constitution or Rules provide otherwise. Abstentions shall be disregarded for the purpose of determining a majority. The number of abstentions need not be recorded.

8. Conduct of Strategic Leadership Team Meetings

- 8.1. The Strategic Leadership Team shall have a minimum of two meetings per year and any relevant Casual Officers may be invited to attend. It is expected that these meetings will take place in person.
- 8.2. The Strategic Leadership Team may have such other meetings as they feel are necessary for the proper conduct of their duties, to which they may invite any relevant persons. For the avoidance of doubt these meetings may take place via telephone or video conference or similar means.
- 8.3. Notice of Strategic Leadership Team dates shall be sent to all Strategic Leadership Team Members and invitees at least 14 days prior to the meeting.
- 8.4. In the event of urgency either the National President or 3 other members of the Strategic Leadership Team can call an urgent meeting upon the giving of 3 days notice, setting out the reason for the meeting and the urgency. For the avoidance of doubt these meetings may take place via telephone or video conference or similar means.
- 8.5. At meetings of the Strategic Leadership Team a majority of members (whether in attendance physically or otherwise) shall constitute a quorum.
- 8.6. At meetings of the Strategic Leadership Team resolutions shall be passed by simple majority of those members in attendance (whether physically or otherwise).

9. Conduct of Ad-Hoc Committee Meetings

- 9.1. Each Ad-Hoc Committee may meet with such frequency as is deemed necessary for the proper conduct of their duties. For the avoidance of doubt such meetings

- may take place in person or by telephone or video conference or similar means, the method of each meeting to be agreed between the members of the Committee.
- 9.2. The date of each meeting shall be notified to the members of each Ad-Hoc Committee by the Chair of each Ad-Hoc Committee at least 14 days prior to the meeting.
 - 9.3. At meetings of the Ad-Hoc Committees a majority of members on each Committee in attendance (whether physically or otherwise) shall constitute a quorum.
 - 9.4. At meetings of the Ad-Hoc Committees resolutions shall be passed by simple majority of those in attendance (whether physically or otherwise) at the meeting.

Part 4 - Finances of the Association

10. Control

- 10.1. Control of the finances and financial policies of the organisation lies with the Strategic Leadership Team in the first instance.
- 10.2. The Strategic Leadership Team shall be entitled to make day to day financial decisions for the association, save that the following matters must be taken to the voting members at the AGM:
 - 10.2.1. Any decision which would have the effect of increasing or creating ongoing financial obligations of the Association which may be passed on to Member Clubs or individual Members;
 - 10.2.2. The financial limit referred to at 11.4 below;
 - 10.2.3. The rate of membership fees as set out at 12.2 below;
- 10.3. The Strategic Leadership Team are entitled to delegate such financial matters as they consider appropriate to a Casual Officer or Ad-Hoc Committee appointed for that purpose.
- 10.4. Any such Casual Officer or Ad-Hoc Committee will report to the National Treasurer and will keep them informed of all relevant financial matters, such as budgets and proposed financial commitments.

11. Operation

- 11.1. The funds and assets of the Association shall be held in the name of The Association of Speakers Clubs.
- 11.2. The National President, The National Vice President, The National Secretary and the National Treasurer shall be the signatories to the Association's bank account.
- 11.3. There will be a maximum single financial transaction limited set by the Strategic Leadership Team from time to time.
- 11.4. For transactions up to this limit, by any payment method, the consent of only one signatory is required but if that signatory is not the National Treasurer then the National Treasurer's prior authority should be sought unless impracticable.

- 11.5. For transactions above this limit, by whatever method, the consent of the National Treasurer and one other signatory is required. If the National Treasurer is unable to provide consent then the consent of all the other signatories is required.
- 11.6. Any individual member of the Strategic Leadership Team may financially commit the Association only with prior authorisation from the National Treasurer or the National President, and with the consent of one other signatory if the sum to be committed is above the single financial transaction limit.
- 11.7. The Association's financial year shall end on 31 December each year. Before that date the National Treasurer shall appoint a competent person, who is not a member of the Strategic Leadership Team, to examine the year's accounts.
- 11.8. A copy of the examined accounts shall be signed by the National Treasurer and the person appointed under 11.7 above and be presented to the AGM for approval.

12. Membership Fees

- 12.1. Membership fees are due from Member Clubs or individual Associate Members at 1 January each year.
- 12.2. The rate of membership fees applicable to the individual members of a member club will be proposed by the Strategic Leadership Team and approved at the Annual General Meeting each year.
- 12.3. The National Secretary will send a Membership Return Form to each Member Club Treasurer by 1 December each year.
- 12.4. Each Member Club Treasurer shall ensure that the Membership Return Form is completed and submitted, with the relevant payment, to the National Treasurer by 31 January each year.

12.5. Late Payment

- 12.5.1. A member club which has not made payment of its membership fees by 31 January is deemed to have made late payment and shall not be entitled to enter any individual members in competitions other than at club level.
- 12.5.2. A member club which has not made payment of its membership fees by 28 February is deemed to have lapsed in membership and will be required to reapply to the National Secretary for admission to the Association. The individual members of a member club which has not made payment of its membership fees by 28 February shall lose all rights and benefits of membership and shall not be entitled to attend or vote at any general meeting and nor will they be eligible for election to any committee or office within the Association.

12.6. Special Arrangements

12.6.1. Affiliated Clubs

The membership fee applicable to Affiliated Clubs will be proposed by the Strategic Leadership Team and approved at the Annual General Meeting each year.

- 12.6.2. Candidate Clubs
- Candidate Clubs shall be required to pay 50% membership fees from 1st January following their inception; thereafter full membership fees will be due.
- 12.6.3. Corporate Clubs
- Corporate Clubs shall be liable to pay membership fees immediately upon admission to the Association.
- 12.6.4. Transferring Clubs
- Established Clubs transferring from a similar organisation shall be liable to pay membership fees immediately upon admission to the Association.
- 12.6.5. Individual Members of multiple Member Clubs
- An individual member may be a member of more than one member club, however they must elect which club is their principal club and the Treasurer of that Member Club will be the person responsible for payment of their membership fees to the Association.
- 12.7. Any Member Club in financial difficulty, who seeks a concession or dispensation from payment of membership fees should contact the National Secretary in the first instance and consideration will be given by the membership committee. It is likely that such a Member Club may be advised to apply to become an Development Priority club.

Part 5 – Miscellaneous

13. Complaints, Disputes and Infringements

Complaints, Disputes and Infringements within the Association will be resolved in accordance with the Procedure for Complaints, Disputes and Infringements (known as CDI) annexed hereto.

14. Copyright

The copyright of all materials and logos of the Association are held by the Association and no reproduction, in whole or in part, is permitted without the authorisation of the Strategic Leadership Team.