



Newcastle Speakers Club

Skills for speaking, meetings and presentation

PO Box 1241
Newcastle 2300

www.newcastlespeakersclub.com

Rules of the Newcastle Speakers' Club

1) Name

- a) The name of the Club shall be "Newcastle Speakers Club" (the Club).

2) Aim

- a) The purpose of the Club is to encourage the art of Public Speaking in various situations.

3) Membership

- a) Membership will include both men and women.
- b) Active Membership shall be limited to 50 people.
- c) Active Members shall comprise persons over the age of 18 who have, submitted a Membership Application form and paid their annual Subscription.
- d) Members who are no longer able to remain Active may apply to be added to the list of Inactive Members, referred to as 'Spokers'.
- e) Spokers shall receive electronic mail invitations to special Club Functions. They may also attend weekly meetings, but shall not vote on motions relating to the administration of the Club.
- f) Members whose behaviour causes offence to other Members may be asked to show cause to the Committee why their Membership should not be revoked.
- g) Members whose behaviour continues to cause offence to other members may have their membership revoked at a Special General Meeting called by the Committee for that purpose. A person's Membership shall be revoked if more than one-third of the Active Members present at the special General Meeting vote "Yes" to an expulsion motion.

4) Management

- a) The Club shall be managed by the Committee comprising a President, Secretary, Treasurer, Whip, Immediate Past President and up to six Critics.
- b) The President, Secretary, Treasurer and Whip may not hold their positions continuously for more than one twelve month term.
- c) Up to six Experienced Active Members shall be appointed annually by the committee as critics. They shall remain on the Active Speakers List.

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- d) The **Active Speakers List** is the list of current members who have paid their annual subscription and who may be rostered to fill any of the roles at normal weekly meetings.
- e) Casual Vacancies on the Committee may be filled by the Committee for the remainder of that term.

5) Duties of Committee Members

- a) **The President** shall;
 - i) Chair General Meetings, and may advise or assist other Committee Members in the fulfilment of their duties.
 - ii) Organise the end of term dinner.
- b) **The Secretary** shall;
 - i) Provide written notice of General Meetings and keep minutes of those meetings.
 - ii) Provide the Chairman with an agenda for General Meetings.
 - iii) Prepare the Speaking Roster for regular meetings.
 - iv) Maintain the lists of Active Members and Spokers.
 - v) Update any external promotional items and members contact details.
- c) **The Treasurer** shall;
 - i) Collect Subscriptions and Fees as are decided
 - ii) Make payments as instructed upon by the Committee
 - iii) Keep appropriate books of account which shall be open to inspection as required by the Committee.
 - iv) Submit a written report on the financial affairs of the Club to each General Meeting held during his/her term of office.
- d) **The Whip** shall;
 - i) Contact each rostered person on the Monday prior to the meeting to remind them of their forthcoming duty.
 - ii) Prepare the agenda for regular meetings.
- e) **The Critics** shall give instruction about the art of public speaking and meeting procedure.

6) Meetings

- a) A meeting shall be held at least once every month except January at a venue determined by the Committee.
- b) A General Meeting shall be held if so decided by the Committee. Five members may also request in writing that the Secretary call a General Meeting. The written request shall state business to be considered.
- c) A General Meeting shall be held within three weeks of the Secretary's receipt of the request, or within eight weeks if it is received in December. At least one week's written notice stating the business for consideration shall be given to the Members.
- d) The President need not accept for discussion at a General Meeting any matter or motion of which the Secretary or President has not had at least one week's written notice.
- e) A quorum at a General Meeting shall be one-third of the Active Speakers List.

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- f) An Annual General Meeting shall be held at least once each year to receive reports of the past year's activities, for the election of all office-bearers, to determine membership fees for the following year.

7) Committee Meetings

- a) The Committee shall meet at the discretion of the President or within two weeks of the Secretary receiving a written request signed by the least three Committee Members, or within eight weeks if the request is received in December.
- b) A quorum at Committee Meetings shall be four.

8) Chairman's Casting Vote

- a) If at a General Meeting or a Committee Meeting the voting for and against a question is equal, the Chairman shall have a casting vote as well as a deliberative vote.

9) Visitors

- a) Members may invite guests to meetings.
- b) No more than three visitors may be brought by a member to a meeting without the prior permission of the President.
- c) Visitors may address the meeting if invited by the Chairman to do so.

10) Fees and Levies

- a) There shall be an annual membership fee, the amount of which to be determined at the previous Annual General Meeting.
- b) The membership fees shall be due and payable by the date set by the Committee.
- c) The membership fee of a person admitted to membership of the Club after the normal due date may be reduced by a proportionate amount at the discretion of the Committee.
- d) Levies may be charged at the discretion of the Committee.

11) Notice

- a) Notice required by these Rules shall be in writing and shall be given to members personally or by electronic mail, to them at the addresses recorded by the Club and by notice on the Club website.

12) Payment

- a) No income or profit of the Club shall be paid to the members of the Club.
- b) No member shall be paid for service to the Club.
- c) A member may be reimbursed for any reasonable expenses incurred on behalf of the Club at the request of the Committee.

13) Alteration to the Rules

- a) These Rules may be amended by resolution of a General Meeting, the notice convening which shall contain the text of the proposed amendments. A resolution to amend the Rules shall require the assent of at least two-thirds of the members present and entitled to vote on the day.

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14) Dissolution

- a) If the Club is dissolved, its assets and funds shall be given to another Club which shares the same objective of promoting the art of Public Speaking.
- b) The Committee may determine which Club shall receive any funds remaining upon dissolution, provided that such Club shall also be exempt from Income Tax.