



**South Australian
and
Northern Territory
Rostrum**

**Constitution
2016**

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Constitution

1 Name and Nature

The name of this Association is *South Australian/Northern Territory Rostrum Inc.* South Australian / Northern Territory Rostrum is the Association of Rostrum Clubs operating in the South Australian and Northern Territory Zone.

2 Definitions

In this Constitution unless inconsistent with the context, the singular includes the plural, and vice versa. The following words and expressions shall have the meanings set out against them.

2.1 *Australian Rostrum Council, Australian Rostrum, ARC.* means the Association of that name operating throughout Australia under the provisions of the Australian Rostrum Constitution

2.2 *South Australian/Northern Territory Rostrum Incorporated, South Australian/ Northern Territory Rostrum* means Rostrum operating under the provisions of the South Australian / Northern Territory Rostrum Inc Constitution. It includes all Clubs, the South Australian /Northern Territory Rostrum Dais and all Committees, Councils, Panels and the like.

2.3 *South Australian/Northern Territory Rostrum Constitution* means the Constitution adopted in 2016. It aims to encourage Clubs to develop in the style most suited to their particular circumstance. It shall not apply to invalidate the title of any member or the class of membership enjoyed by any member.

2.4 *South Australian/Northern Territory Zone* means the zone defined under clause 8 of the Australian Rostrum Constitution. It comprises the State of South Australia, the Northern Territory and the City of Broken Hill, but excluding Mount Gambier.

2.5 *South Australian Rostrum Dais, Rostrum Dais, Dais* means the South Australian/Northern Territory Rostrum Dais operating under the, provisions of this Constitution.

2.6 *Rostrum Club, Club* means any Rostrum Club operating under the provisions of this Constitution.

2.7 *Title* means the appellation that may be used within Rostrum to address or refer to members by reason of their membership or standing. (e.g. Speaker, Freeman) as distinct from the form of address appropriate to an office (e.g. Madam President, Mr Chairman, Madam Secretary, etc).

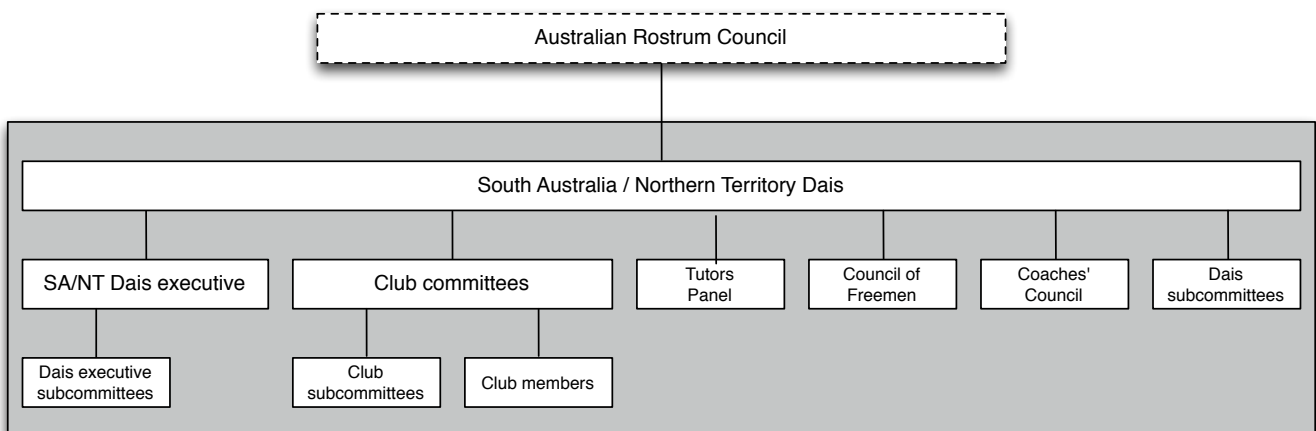
2.8 *Ballot* means determination of an issue by secret voting.

2.9 *Effective Speaking* includes chairmanship, meeting procedure and debating.

2.10 *Members of Dais* means a person elected to membership of Dais in accordance with this Constitution.

2.11 *Chairperson* means the person chairing a meeting. It shall include the term *Chairman* or any other title of similar meaning that the members at a meeting may agree to use.

Structure of S/NT Rostrum



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3 Objects and Powers

3.1 Objects

- a. Rostrum is for those who desire to improve themselves in the practice of effective speaking, and who hold that freedom of speech, loyalty to truth, and clarity of thought are of the utmost value to the community.
- b. Rostrum aims to enrich the fellowship of its members; it holds to an educational ideal.
- c. Rostrum is non-political and non-sectarian and shall not become affiliated or associated with any political or religious organisation, body or sect. Nothing in the foregoing shall prevent the expression of political or religious beliefs by any members provided that the fellowship of Rostrum is not thereby endangered.
- d. The object and ideals of Rostrum are expressed in the Rostrum promise, which must be embraced by every candidate as a condition of admission to membership. The promise is as follows:

I promise to submit myself to the discipline of this Rostrum Club and to endeavour to advance its ideals and enrich its fellowship. I will defend freedom of speech in the community, and will try at all times to think truly and to speak clearly. I promise not to be silent when I ought to speak

- e. Rostrum holds that a love of the English language is a vital element in the skill and the art of effective speaking.
- f. Fellowship and understanding among members are essential to the attainment of the objects of Rostrum and shall be encouraged at all times.

3.2 Powers of Dais

- a. b To acquire and to enter into any transaction or arrangement in connection with the carrying on of any business or enterprise capable of being conducted so as to benefit Rostrum.
- b. To invest and deal with money. To lend, borrow, receive or place money on deposit for a fixed period or at call and at interest or otherwise.
- c. To purchase, sell, execute, enter into, and generally to deal in stocks and shares, bonds and debentures, mortgages, plant, debts and choses in action of all descriptions, including investments not normally regarded as trustee investments.
- d. To buy, sell, lease, or otherwise acquire or dispose of real estate or any interest therein. To build, improve, decorate and furnish premises.
- e. To do all such things as are incidental or conducive to the attainment of the above objects and to the promotion and continuance of the aims and ideals of Rostrum.

4 Liability of Members

4.1 No member or Committee or Officer of Rostrum or any other person shall have any power or authority either specific or implied to pledge the credit of any one or more of the members of Rostrum or to incur any liability of any description on their behalf and it is upon the faith of this provision that all members of Rostrum whether present or future shall be deemed to have joined Rostrum and to have submitted to this Constitution.

4.2 No such members, whether an officer-bearer or not, nor any such Committee shall have power or authority to pledge the credit or make any payments from the funds of the A.R.C. or of any Dais or of any Club unless the A.R.C. or Dais or Club as the case may be shall have first duly passed a resolution delegating such power or authority or specifically authorising the particular expenditure involved and such resolution has been duly recorded in the minutes of the A.R.C. or Dais or Club.

5 Restriction on Distribution of Income and Property

5.1 The income and property of Rostrum or of any Dais no matter how derived shall be applied solely towards the promotion of the Objects of Rostrum, and no portion thereof shall be paid or transferred directly or indirectly

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by way of dividend, bonus, or otherwise, by way of profit to the persons who at any time are or have been members of Rostrum or to any of them, or to any person claiming through any of them.

5.2 Nothing herein contained shall prevent the payment of remuneration or expenses to any officers or servants of Rostrum or of any Dais or to any members of Rostrum or other person in return for any services actually rendered to Rostrum or to a Dais, other than remuneration for serving as a member of the A.R.C. or of a Dais, or prevent the payment of interest at a rate not exceeding the maximum authorised trustee investment rate for the time being on money lent, or reasonable and proper rent for premises demised or let by any member of Rostrum.

5.3 Nothing herein contained shall be deemed to exclude any member of Rostrum from the benefit of any grant made in furtherance of any of the Objects of Rostrum, or of the gratuitous distribution among or the sale at a discount to members of any books or other publications, whether being of Rostrum or otherwise, relating to all or any of its Objects, or prevent any member who may be entitled thereto from receiving any prize, medal, donation or other recognition to which he may be entitled by virtue of this Constitution or the By-Laws or regulations of Rostrum or of any Dais or Club, notwithstanding that such prize, medal, donation or other recognition may be provided for in whole or in part out of the funds of Rostrum or any Dais.

6 Methods

6.1 Every Club shall uphold the Objects of Rostrum at regular meetings under the guidance of Coaches appointed by the Club.

6.2 Dais and any Club may engage in any activities calculated to advance the development of the art of effective speaking for both members of Rostrum and non-members.

7 South Australian Rostrum Dais

7.1 Responsibilities

South Australian Dais is a body which consists of Members of Dais from all Clubs in the South Australian / Northern Territory Rostrum Zone and is responsible for upholding the Objects and exercising the powers of Rostrum and coordinating the activities of Rostrum within the South Australian Zone.

7.2 Number of Members of Dais

Dais shall consist of one or two Members of Dais from all Clubs in the South Australian / Northern Territory Rostrum Zone. The number of Members of Dais from each Club shall be:

- a. Two members appointed by each Club having twenty or more members at the time of charter or at the November Business Meeting in any year; and
- b. One member appointed by each Club having less than twenty members at the time of charter or at the November Business Meeting in any year.

7.3 Terms of Office for Members of Dais — Newly Chartered clubs

- a. Each newly chartered Club having twenty or more members shall elect two Members of Dais:
 - (i) One Member of Dais for one year, to hold office immediately and to continue in office until the last day of December of the following year; and
 - (ii) A second Member of Dais to hold office for two years from the last day of December of the year of election; and
 - (iii) Thereafter, at the time of the November Business Meeting in any year, elect a member to hold office for two years, from 1 January of one year to 31 December of the following year, so that the terms of office of the Club's two Members of Dais overlap by one year.
- b. Each newly chartered Club having less than twenty members shall elect:
 - (i) One Member of Dais for two years, to hold office immediately and to continue in office until the last day of December of the second year following.
 - (ii) Thereafter, at the time of the November Business Meeting, elect a Member of Dais to hold office for two years, from 1 January of one year to 31 December of the following alternate year.

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7.4 Terms of office for Members of Dais — Existing clubs

- a. Each existing Club having twenty or more members shall:
 - (i) Have two elected Members of Dais.
 - (ii) At the time of the November Business Meeting in any year, elect a representative to hold office for two years, from 1 January of one year to 31 December of the following year, so that the terms of office of the two Club Members of Dais overlap by one year.
- b. Each existing Club having less than twenty members shall:
 - (i) Have one elected Member of Dais.
 - (ii) Thereafter, at the time of the November Business Meeting in each alternate year, elect their representative to hold office for two years, from 1 January of one year to 31 December of the following year.
- c. Decrease in Club Membership - Effect on Number of Members of Dais per Club. Should the membership of any club which is entitled to elect two Members of Dais, be below twenty at the November Business Meeting in any year, then
 - (i) The Club shall not be entitled to re-elect the current member or elect a new member of Dais in place of the current Member of Dais, who, under the preceding provisions, would retire on the thirty-first day of December that same year.
 - (ii) Thereafter such a Club shall be entitled to elect only one member of Dais in the manner prescribed in 7.4b of this Constitution, unless and until such Club shall come within the provisions of sub-paragraph 7.4a of this Constitution.

Increase in Club Membership - Effect on Number of Members of Dais per Club. Should the membership of any Club, which was previously entitled to elect only one Member of Dais be twenty or more at the November Business Meeting in any year then:

- (i) That Club shall be entitled to elect two Members of Dais who shall hold office for the periods provided in paragraph 7.4a of this Constitution.

7.5 Country Club members of Dais

Any Club whose meeting place is situated forty kilometres or more distant from the meeting place of Dais, may appoint any Rostrum member or members to membership of Dais.

7.6 Casual Vacancies on Dais

A Club may appoint a member to fill a casual vacancy but they shall hold office only for the unexpired period of the term of the previous occupant of such office.

7.7 Reappointment of Dais Members of Dais

A member of Dais whose appointment has expired shall be eligible for reappointment by their Club.

7.8 Revoking an Appointment of a Member of Dais

A Club may at any time revoke the appointment of any of its appointees to Dais.

7.9 Notification to dais of Alterations to a Member of Dais

The Secretary of a Club shall notify the Secretary of Dais whenever any alteration is made to any appointment.

7.10 Appointment of Deputy Members of Dais

If any member of Dais is unable to attend a meeting of Dais, the President of the Club, or the member shall appoint a deputy to attend such meeting with full power to exercise all the rights and perform all the duties of the absent member.

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7.11 Public Officer

- a. There shall be a Public Officer of the South Australian Rostrum Incorporated who shall hold office until termination by resolution of Dais which shall have the power to appoint a person to be the Public Officer.
- b. The Public Officer may be a member of the Dais Executive and may hold another office in the Dais Executive.
- c. Such Public Officer shall do all things required by statute.

7.12 Dais executive

- a. Election of Executive. Dais shall at its meeting in November in each year elect:
 - (i) A President who shall have been appointed by a Club as a Member of Dais.
 - (ii) One or more Vice Presidents who shall have been appointed by a Club as Members of Dais.
 - (iii) A Treasurer who need NOT have been appointed by a Club as a Member of Dais.
 - (iv) A Secretary who need NOT have been appointed by a Club as a Member of Dais.
 - (v) Other officers (who need NOT have been appointed by a Club as Members of Dais) as it may think fit.
- b. The President and Vice President(s), the Secretary and the Treasurer, together with such other persons as Dais may prescribe or appoint, shall constitute the Dais Executive.
- c. All officers so elected shall take office on the first day of January following their election.
- d. If the Dais President or a Vice President ceases to be a member of Dais appointed by a Club that person shall continue to be a member of Dais and to hold office subject to this Constitution, until the expiry of that member's elected term of office on the Dais Executive.
- e. Executive shall fill any casual vacancy arising in any of the positions of President, Vice President, Secretary or Treasurer and such appointment shall be submitted to the next succeeding meeting of Dais to be ratified or revoked.
- f. Dais may revoke the appointment of any officer to the Dais Executive and may fill any casual vacancy arising at any time.

7.13 Dais Executive Responsibilities

- a. Dais Executive shall attend to all matters arising between Dais meetings which may not conveniently be left to be dealt with by Dais.
- b. Dais Executive shall have such other powers as are delegated or referred to it by Dais from time to time, and may delegate its powers or such of them as it sees fit, to any of its members or to any member of Rostrum.
- c. Dais Executive shall keep minutes of its meetings and shall make available, upon request, copies of such minutes to all members of Dais prior to the next Dais meeting.

7.14 General Meetings of Dais

- a. Dais shall hold an ordinary meeting in February, May, August and November of each year, one of which meetings shall include the business of an Annual General Meeting, and may hold other meetings from time to time at the call of the President or as hereinafter provided.
- b. A QUORUM shall consist of not less than 50% of the membership of Dais or 15 members (whichever is less) present in person at the time the meeting proceeds to business.
 - (i) If a quorum is not present, the meeting shall stand adjourned until a day and time decided by the members present, being at least one week subsequent to the advertised date of the meeting.
 - (ii) Notice of the place and time of the adjourned meeting shall be given to all members of Dais.
 - (iii) At any such adjourned meeting if a quorum is not present within 20 minutes of the starting time, the members present shall be deemed to be a quorum.

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7.15 Specially Requested Meetings of Dais

- a. If five or more Members of Dais shall sign a requisition, the President shall cause a meeting of Dais to be held within one month of the date of receipt of such requisition.
- b. In the event of the President not calling a meeting within 14 days from the posting or delivery of such requisition the signatories may themselves call a meeting of Dais.
- c. At such a meeting, if a quorum is not present within 20 minutes of the advertised starting time, the meeting shall lapse.
- d. No business may be transacted at such a meeting other than business stated in the notice calling the meeting or in the requisition.

7.16 Notice of Meetings of Dais

- a. Except in the case of an adjourned meeting pursuant to clause 7.15, the Secretary shall give Members of Dais not less than 10 days notice in writing of the time, date and place of the meeting. This notice shall be served either electronically, personally or by sending it by post to the address shown in the register of Members (of Dais).
- b. Notice of a Dais meeting shall include a draft agenda of the business to be transacted at the meeting. Except as provided in clause 7.15, business which is not on the agenda may be dealt with at the meeting or deferred to a subsequent meeting or referred to anybody responsible to Dais as Dais sees fit.

7.17 Voting at Meetings of Dais

- a. Unless otherwise provided in this Constitution, all matters before Dais shall be decided by simple majority of those present and entitled to vote and votes may be cast on the voices or by show of hands or by ballot or in any way deemed appropriate by the Chairperson.
- b. A ballot shall be taken if demanded by two or more members of Dais.
- c. The Chairperson shall not have a casting vote and in the case of a tied vote the motion shall be declared lost.

7.18 Annual Report of Dais

- a. At the first ordinary meeting of Dais in each calendar year, Dais Executive shall present to Dais an Annual Report, which shall consist of reports by the President and Secretary and bodies reporting to Dais.
- b. Dais shall forward a copy of the Annual Report, and a copy of the Financial Statements presented pursuant to clause 8.6 and such comments or additional material as Dais sees fit, to:
 - (i) each Club in the South Australian / Northern Territory Rostrum Zone
 - (ii) the Secretary of the Australian Rostrum Council
 - (iii) the Secretary of each other Dais Zone of Australian Rostrum.

7.19 Common Seal of South AUstralian Rostrum Dais Inc

- a. The Common Seal of the South Australian Rostrum Dais Incorporated shall be in the custody of the President or such other office bearer as may be determined by Dais.
- b. The seal shall not be affixed to any deed, document or instrument except under and by virtue of a resolution of Dais.
- c. Every Document to which the seal is affixed shall be signed by any two of the President, Vice-President(s), Secretary, or Treasurer.

8 Finance

8.1 General

The funds, after providing for expenses, shall be used to facilitate, extend and foster Rostrum and to encourage the principle of fellowship among its members.

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8.2 Honoraria, Allowances, Reimbursements, etc.

- a. Dais may pay such fees, honoraria or wages as shall from time to time be determined.
- b. Any allowances, payments or reimbursements to Members of Dais shall be determined or approved at a meeting of Dais, or in the event of the authority having been delegated, at a meeting of the Dais Executive.

8.3 Bank Account

- a. The funds of Dais shall be paid into a bank account in the name of S.A. Rostrum Dais Incorporated.
- b. The account shall be operated upon by cheque or withdrawal order, signed by any two of the officers of Dais who have been authorised to operate on the account.
- c. Cheques or other negotiable instruments for deposit in the account may be endorsed by any one of the persons so appointed.

8.4 Special Purpose Fund

- a. A fund or funds for a special purpose may be established.
- b. The money in the fund shall be deposited in the general bank account or in a separate bank account.
- c. The name of any such account shall commence with the words *S.A. Rostrum Dais Incorporated*.
- d. Dais may authorise such persons or trustees to operate on the account as it sees fit.

8.5 Dais Levy

- a. Each half year Dais shall determine a levy to be paid by each Club.
- b. The levy shall be calculated by multiplying an agreed sum of money by the number of members in the Club at the preceding May or November business meeting as the case may be.
- c. Members, for the purposes of this section means all members other than Honorary Members and Honorary Life Members, and members for whom the Dais Levy is paid by another Rostrum Club of the S.A. Zone.
- d. The levy shall become due on the first of January and first of July each year and it shall be the responsibility of each Club to see that payment is made.
- e. Arrears
 - (i) A surcharge of 10% may be charged on accounts two months overdue from date of invoice.
 - (ii) Dais, and the Treasurer if authorised, may rebate the surcharge where considered appropriate.
 - (iii) A Club that is more than three months in arrears in payment from the date when a written account or reminder was posted to the Club and a copy was provided to the members of Dais appointed by that Club shall be in breach of this Constitution.

8.6 Financial Statements

- a. At the February meeting of Dais the Treasurer shall present a statement of Income and Expenditure for the preceding year together with a Balance Sheet as at the 31st December of the preceding year, and a report from the Auditor on the Balance Sheet and accounts.
- b. Copies of the annual financial statements shall be supplied to the Clubs.

9 Trusts and Funds

9.1 Trusts and funds set up by Dais shall be administered in the terms of the Trust Deed, Document or Minute, if any, under which the trust or fund was established.

9.2 The capital in any trust shall be used solely for the purpose for which the trust was established.

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9.3 Termination and Transfer of Trust Funds

- a. If for any reason it becomes desirable to terminate the trust or transfer all or any part of the trust fund to another purpose and there are no provisions in the Trust Deed covering the transfer of funds, a transfer may be effected in the capital of the trust provided that:
 - (i) Dais resolves that it is desirable that a transfer be made and
 - (ii) A three quarters majority of all clubs who have contributed to the trust notify Dais in writing that they are agreeable to the transfer.
- b. If for any reason it becomes desirable to terminate the trust or transfer all or any part of the trust fund to another purpose and there are no provisions in the Trust Deed covering the transfer of funds, a transfer may be effected in the interest of the trust for the then current year ending 31st December provided that:
 - (i) Dais resolves that it is desirable that a transfer be made; and
 - (ii) A three quarters majority of all clubs who have contributed to the trust notify Dais in writing that they are agreeable to the transfer.
- c. The capital and interest of any fund not being a trust fund, may be transferred if Dais so resolves.

10 Audit

10.1 Dais at each Annual General Meeting shall appoint an Auditor or Auditors to hold office until the next Annual General Meeting or until replaced. **10.2** Dais shall not appoint a person to act as Auditor unless that person is registered as an Auditor by the Companies Auditors' and Liquidators' Board of South Australia or its successors. **10.3** No person shall be appointed to act as Auditor unless that person has consented in writing to act as Auditor. **10.4** The Auditor or Auditors shall report to Dais on the Balance Sheet and accounts for the preceding year ended 31st December.

11 Rostrum Clubs

11.1 Formation of Rostrum Clubs

- a. Any Group having objectives and activities consistent with the objects and methods of Rostrum may apply for and be granted affiliation to South Australian Rostrum, subject to this Constitution.
- b. A Group may be admitted as a Provisional Rostrum club until such time as Dais deems it appropriate to grant affiliation.
- c. Dais may formulate policy on the admission of Groups and may determine whether Provisional Rostrum Clubs may participate in particular activities of South Australian Rostrum.
- d. All Clubs shall furnish to Dais such information as Dais may request concerning By-Laws, membership or activities.

11.2 Breaches of the Constitution

- a. Dais may call upon any Club to remedy forthwith any breach of this Constitution which in the opinion of Dais is committed by such Club.
- b. If such Club continues in breach of the Constitution after having been so called upon by Dais, Dais may cancel the affiliation of such Club, and may, if it deems fit, disqualify all or any of the members thereof from membership of Rostrum.

11.3 Business Meetings

- a. Each Club shall hold a business meeting within the first fortnight of May and November each year.
- b. The business meeting shall
 - (i) confirm the number and status of members for levy purposes, and
 - (ii) elect or confirm officers of the Club for the following six or twelve month period beginning 1 July or 1 January as determined by the Club's Bylaws. (Refer First Schedule)

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11.4 Admission of Members

- a. With the written approval of Dais, a Club shall have a Bylaw containing provisions for the admission of members. (Refer First Schedule)

12 Freeman of Rostrum

12.1 Dais may with the approval of the A.R.C. confer the title of *Freeman of Rostrum* on any member who has been conspicuous in service to Rostrum and to the cause of freedom of speech and the practice of effective speaking.

12.2 The title of Freeman is not lightly given, and is a recognition of conspicuous service to Rostrum and its ideals or the development of the practice of effective speaking with an importance which gives the holder the highest status wherever Rostrum is established.

12.3 The recommendation must be approved by Dais, and unless so approved shall not go forward to the A.R.C.

12.4 A request for A.R.C. approval to confer the title of Freeman of Rostrum shall be submitted to the A.R.C. President by the Dais President in the form set out in Schedule One of the Australian Rostrum Constitution.

12.5 A Freeman elect shall become a Freeman upon making the following promise before the Dais President or his deputy:

Recognising my wider responsibilities as a Freeman, I promise to promote, by precept and example, the ideals, objects and activities of Rostrum. I will support freedom of speech, loyalty to truth, clarity of thought and love of the English language as vital elements of effective speaking.

12.6 A Freeman of Rostrum, visiting a Club in any Zone, shall be entitled to the same rights and privileges as a member of that Club, except voting rights.

12.7 The Dais Secretary shall maintain a Register of Freeman.

12.8 Should a Freeman be expelled from Rostrum, Freemanship will automatically be revoked.

12.9 Council of Freeman

- a. The Dais shall provide for a Council of Freeman for purposes approved by Dais and the Freeman.
- b. The Council shall comprise Freeman within the Zone.
- c. The Council shall be convened at least once every year and shall elect annually such officers as it considers necessary.
- d. The Council shall from time to time consider and make recommendations on nominations for Rostrum members to be elevated to Freeman.
- e. The Council shall, with the approval of Dais, establish a set of rules and procedures to assist in its determination of those nominated for elevation to Freeman, how each complies with the guidelines determined by the Australian Rostrum Council and in selecting those outstanding members, if any, who should be recommended for elevation.
- f. It shall support and assist the Dais wherever possible and shall advise on matters on which an opinion is requested.
- g. Its objectives shall include:
 - (i) To further the aims, ideals and objectives of Rostrum in any way that may from time to time be directed by Dais.
 - (ii) To assist Clubs where help is requested.

13 Companions of Rostrum

13.1 Dais may on the recommendation of Dais Executive confer the title of *Companion of Rostrum* upon any person who has been conspicuous in practising the ideals of Rostrum in the Community.

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13.2 The title is not lightly given and is a recognition of outstanding service in administration, instruction or fellowship within or outside of Rostrum.

13.3 The Dais Secretary shall maintain a register of Companions of Rostrum.

13.4 A Companion may or may not be a member of a Club.

14 Associate Membership

14.1 Associate membership may be granted by a Club to members or former members. An associate member shall have been a member of Rostrum for not less than the period stipulated in the Club's registered Bylaws.

14.2 An associate member shall:

- a. not be rostered to speak, unless the Associate member agrees to be rostered to speak for a particular meeting.
- b. if called upon, speak or perform any duty at a meeting at which they be present.
- c. have voting rights and all other privileges of membership.
- d. be eligible to hold office in the Club
- e. attend at least two meetings of the Club in each half year unless leave of absence is granted
- f. pay all subscriptions and levies.

14.3 An associate member may apply at any time to resume normal membership.

15 Honorary Member

A Club may elect a person, who need not be a member of Rostrum, to be an Honorary Member for a stipulated period not exceeding one year, e.g. to enable a guest Coach to participate in and debate Club activities.

16 Honorary Life Member

16.1 A Club may appoint a member, who has completed thirty years' membership with that particular Club and has attended meetings on a regular basis for that period, to be an Honorary Life Member.

16.2 Any Club may elect a former or current member an Honorary Life Member of the Club subject to the approval of Dais.

16.3 An Honorary Life Member may choose to make donations to Club funds.

17 Transfer and Clearance of Members

17.1 A Rostrum member wishing to transfer from one Club to another shall apply for membership under the following conditions:

- a. The transfer application shall be in writing upon the prescribed form set out in the Fourth Schedule.
- b. The applicant shall produce satisfactory evidence from their last Club with respect to financial obligations. Refer to the Membership Clearance form set out in the Fifth Schedule.
- c. The procedure shall follow the rules for the admission of members Clause 11.4 of this Constitution.

Constitution

18 Expulsion of members

18.1 If any member shall refuse or neglect to comply with the provisions of this Constitution or the By-Laws of their Club or if any member shall in the opinion of Dais be guilty of any conduct deemed by it to be unbecoming a member or prejudicial to the interest of Rostrum such member may be expelled by resolution of Dais, and such resolution shall state the grounds, facts or opinions upon which it is based. **18.2** A motion pursuant to Clause 18.1 may not be proposed unless the member concerned has been notified in writing of the intention to propose such resolution.

18.3 Notice of intention to propose such motion must be given to the member concerned and the President of the Club at least 14 days prior to the meeting, and the member shall be invited to be present at the meeting, and shall be given reasonable opportunity to present to the meeting orally or in writing (or both) any explanation they think fit.

18.4 A motion pursuant to Clause 18.1 may not be proposed unless the notice and agenda for the meeting stated that an expulsion was to be considered.

18.5 In considering a motion pursuant to Clause 18.1 Dais may hear evidence from any person whether or not such a person is a member of Rostrum.

19 Bylaws of Rostrum Clubs

19.1 The Recommended Bylaws set forth in the First Schedule shall apply to all Clubs.

19.2 Any Club may amend its Bylaws but only with the approval of Dais and no such amendments shall be adopted by a Club unless and until they have been submitted to Dais and Dais has signified its approval in writing.

19.3 The Dais Secretary shall keep a record of all amended Club Bylaws approved by Dais.

20 Alteration or Amendment of Constitution

20.1 This Constitution may be altered or amended by at least a 3/4ths majority of the Members of Dais present and voting on a duly called meeting of Dais, provided not less than 3 months' notice of the proposed amendment is given to all members of Dais.

20.2 A member of Dais may propose an alteration or amendment to this Constitution by advising the Dais Secretary in writing of their intention to seek leave at the next quarterly meeting of Dais to give notice of a motion to alter or amend the Constitution.

20.3 If leave is granted copies of the proposed alteration or amendment shall be forwarded by the Dais Secretary to all members of Dais and to all Clubs for consideration and the motion to alter or amend shall be considered at the next quarterly meeting of Dais.

20.4 The proposed alteration or amendment shall be read at two Club meetings to enable the Club to express its opinions by resolution at a subsequent meeting.

20.5 The alteration or amendment if carried by Dais, shall come into effect on a date determined by Dais.

21 Winding up

21.1 Any motion to wind up or dissolve the South Australian Rostrum Incorporated shall be the subject of a Dais meeting and if passed, upon such winding up or dissolution after satisfaction of all its debts and liabilities the Rostrum shall give or transfer any property remaining to some other Club or body having objects similar to South Australian Rostrum and the Rostrum shall not distribute the remaining property or any of it amongst the members nor transfer it to any other Club or body which upon a winding up or dissolution is empowered to distribute property remaining amongst its members.

22 Tutors Panel

22.1 Dais may set up a Tutors Panel for purposes approved by Dais Executive and Tutors.

Constitution

22.2 The Panel shall comprise Rostrum members interested in furthering the Rostrum cause in the area of education.

22.3 The Panel shall be responsible for conducting lectures, seminars, workshops or other such activity on behalf of the Dais.

22.4 The Panel shall be convened not less than twice each year and shall elect annually a Chairperson, Secretary and Treasurer.

22.5 The Panel may elect an Executive and draw up By-Laws. The By-Laws shall be subject to the approval of Dais.

22.6 The Panel shall report in writing to Dais Executive before the 24th January each year upon its activities and the source and use of its funds during the previous calendar year.

23 Coaches Council

23.1 Dais may establish a Coaches Council for purposes approved by Dais Executive and the Coaches.

23.2 The Council shall comprise those Coaches of Rostrum who have been accredited.

23.3 The Council shall be responsible for the allocation of Coaches, speakers and adjudicators to outside organisations requesting such assistance. It shall also be responsible for the maintaining of high standards of coaching and for recommending to Dais the names of Coaches for accreditation.

23.4 The Council shall meet at least twice each year, and shall elect annually a Chairperson and Secretary.

23.5 The Council may elect an Executive and draw up By-Laws. The By-Laws shall be subject to the approval of Dais.

23.6 The Council shall report in writing to Dais Executive before the 24th January each year upon its activities and the source and use of its funds during the previous calendar year.

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First Schedule—Recommended By-laws

The Bylaws below are those *recommended* for use by all Clubs. They will be binding on all Clubs unless the Club has instituted an alternative set of Bylaws with the written approval of Dais.

By-laws of Rostrum Club No. _____*insert club number*

1 Name

The name of the Club shall be _____ *insert Club name if applicable.*

2 Meetings

The Club shall meet _____ *insert intervals* and at such time and place as the Club by resolution from time to time decides.

3 Membership

The number of ordinary members shall not exceed thirty-five excluding associate members without the written approval of Dais.

4 Subscriptions

The subscription of a member shall be such sum and shall be payable at such times as the Club may determine.

5 Admission of Members

5.1 A candidate for membership of the Club shall attend as a visitor for at least one meeting of that Club prior to the first reading of their nomination.

5.2 The nomination, in the form set out in the Third Schedule, may be filled in and at the discretion of the club, read at the second meeting.

5.3 A club may choose to read the nomination once only, accept the nominee without a ballot, and carry out the induction at a following meeting convenient to the nominee and the club.

5.4 No person shall be made an Associate member of this Club unless they have been a member of Rostrum for not less than three years, prior to the date of their application.

5.5 The number of Associate members in this Club shall not exceed five, during any one Club session.

6 Termination of Membership

6.1 Membership shall be terminated by Dais:

- a. Upon the death or the resignation of the member.
- b. Upon disqualification as provided in Clause 11.2 of the Constitution or expulsion as provided in Clause 18 of the Constitution.

6.2 Membership may be terminated by the Club:

- a. Upon failure without just cause or excuse to pay within the time allowed by the Club any subscription, levy or other money due by a member of the Club.
- b. Upon absence from three consecutive meetings of the Club if in the opinion of the Club such absence is without reasonable cause or excuse, or leave of absence has not been granted.
- c. Upon repeated failure to carry out assignments if in the opinion of the Club such failure is without reasonable cause or excuse, or leave of absence has not been granted.

7 Expulsion by Dais

If any member in the opinion of the Club be considered not fit to continue to be a member of the Club, the Club may, by a majority vote of all members thereof, recommend to Dais that such member be expelled from Rostrum under the provisions of Clause 18 of the Constitution.

8 Resignation

Any member wishing to resign from membership shall notify the Club Secretary in writing. No such resignation shall relieve any member from liability for the payment of any subscription, levy or other money due or payable by them at date of such resignation.

9 Office bearers

9.1 The Club shall at the appropriate business meeting elect office bearers for the ensuing session, who shall be:

First Schedule—Recommended By-laws

- a. President
- b. Secretary
- c. Treasurer
- d. Club Membership Manager
- e. Coach or Coaches
- f. Program Director
- g. Members of Dais (when appropriate)
- h. Such others as the Club may from time to time appoint. e.g.: Committee Members, pogram Director Elect, Time Keeper, Archivist, Auditor.

9.2 A Coach need not be, but the others shall be, members of the Club.

9.3 The foregoing office bearers with the exception of the Auditor but with addition of the immediate Past President and any Member of Dais shall constitute the Committee of the Club.

9.4 A retiring officer shall be eligible for re-election.



South Australia/Northern Territory
Rostrum Incorporated

Nomination For Membership

I _____ being a member of SA/NT Rostrum Club _____ hereby nominate
_____ as a candidate for admission to membership of Rostrum Club _____.
I consider him/her to be a fit and proper person to be admitted to the membership.

Signature of Proposer _____ Date _____

I _____ hereby apply to be admitted to membership of SA/NT Rostrum
Club _____. I have read a copy of the By-laws of the Club, and in consideration of my election to
membership I agree to the terms and conditions of the Rostrum SA Constitution and the By-Laws of the Club.

Signature of Applicant _____ Date _____

Applicant detailsS (please print)

Name (in full) _____
Address (Home) _____ Post Code _____
Telephone (Home) _____
Occupation _____
Address (Work) _____ Post Code _____
Telephone (Work) _____

Club records

Application received by _____ Date _____
Applicant admitted as member [Yes/No] Date _____
Secretary (signed) _____ Date _____



South Australia/Northern Territory
Rostrum Incorporated

Transfer Application

I _____ being a member of Rostrum, hereby apply to be admitted to membership of SA/NT Rostrum Club _____. I have read a copy of the By-laws of the Club, and in consideration of my election to membership I agree to the terms and conditions of the Rostrum SA Constitution and the By-Laws of the Club.

Signature of Applicant _____ Date _____

Applicant details (please print)

Name (in full) _____
Address (Home) _____ Post Code _____
Telephone (Home) _____
Occupation _____
Address (Work) _____ Post Code _____
Telephone (Work) _____ Name of last club _____
Australian Rostrum Dais Zone of last club _____

Club records

Clearance of last club attached? [Yes/No]
Application received by _____ Date _____
Applicant admitted as member [Yes/No] Date _____
Secretary (signed) _____ Date _____



South Australia/Northern Territory
Rostrum Incorporated

Membership Clearance Form

This is to certify that _____ has been a member of Australian Rostrum club
No. _____ in the South Australian / Northern Territory Dais Zone from _____ to _____,
being the date of resignation. All club dues have been paid.

President _____	Secretary _____
(print) _____	_____
Date _____	_____

President's comments

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Sixth Schedule—Admission of members, recommended procedures

The procedures below are those *recommended* for use by all clubs. They will be binding on all clubs unless the Club has instituted an alternative set of procedures with the written approval of Dais.

Candidates for Membership

Visitors are welcome at all South Australian Rostrum Clubs, subject to the Bylaws of the particular Club. A visitor who wishes to become of a member of a Club shall be nominated for membership by a member of that Club (the proposer) in the form set out in Schedule Three. If a candidate for membership has been a member of another Rostrum Club, the nomination shall be accompanied by appropriately completed Transfer and Clearance forms set out in Schedule Four and Five respectively. The proposer shall have introduced the candidate to the Club and personally to the President and the Secretary or members of the Club acting in their stead.

Ballot for Membership — Optional

At the discretion of the Rostrum Club to which the candidate has been nominated for membership, a ballot for membership may be held. If so held, the candidate shall not be permitted to be present at the meeting during the part of the meeting in which their nomination is balloted. After all members present have had the opportunity to speak to the nomination a ballot shall be taken. A quorum must be present for a ballot to be conducted. The ballot shall be secret. Two tellers, to count the ballot papers, shall be appointed by the Chairperson of the meeting, who shall also direct on the voting procedure. A majority of two thirds of the members in attendance must be in favour for the nomination to be ruled successful. The results of the ballot shall be notified to the Chairperson by the teller. The Chairperson shall immediately inform the members of the result, but not the actual number of votes for or against. The recommended wording for a successful ballot being: "I'm pleased to announce the result is in the affirmative". Induction may take place at the same meeting at which a successful ballot has been conducted.

Sixth Schedule—Admission of members, recommended procedures

Induction Ceremony

The procedure below may need to be varied to suit particular circumstances, but the *form* outline below should be adhered to as far as possible to provide a consistency of approach among Clubs. The procedure is important and should be carried out with decorum and dignity.

Chairperson

“There will be an Induction today/tonight of (*candidate’s name*), and I ask that (*candidate*), and our Club President (*name*) and the nominator (*name*), proceed to (*place in the room*) for the Induction to be carried out.”

“I request that all members and visitors stand and remain standing until (*candidate*) has resumed his/her seat. I now hand over to our President.” (President and party to proceed to the nominated area.)

Nominator

To announce: “Mr/Madam President, I present to you (*candidate’s name*) for induction into Rostrum Club number _____.

President

Items to take to the induction area:

- Copy of the Rostrum Promise to be held by the inductee
- Promise Certificate signed by the President and Secretary of the Club
- Rostrum membership pin
- Rostrum name badge
- Any other items which the Club may wish to present as part of the membership kit.

President to then speak briefly regarding membership of Rostrum and the President will either request the inductee to repeat the Promise after him/her or include in his/her Induction Speech, the importance of the Rostrum ethos and the need for new members to embrace the culture of the club and abide by its objectives.

After the induction, present and welcome the new member by saying: “Ladies and gentlemen, I present our new member, (*candidate*)”. Request the new member to resume his/her seat and return with the nominator to their respective places.

Chairperson

The Chairperson will take over the meeting and say: “I congratulate (*candidate*) on your decision to join our Club and trust you will gain great satisfaction and enjoyment in your association with Rostrum. (Chairperson proceeds with the meeting.)

Program Director

The Program Director is to ensure that the new member is fitted into the forthcoming program and is made familiar with the customs of the Club.

Secretary

Within one month of the induction, the Club Secretary shall forward a copy of the new member’s Nomination Form to the Membership Manager of Dais.

