

SOUTH AUSTRALIAN ROSTRUM CLUB NO 23

STANDING ORDERS

These Standing Orders are to be read in conjunction with the By-Laws of Club No 23 as contained in the First Schedule of the 2016 Constitution of South Australian/Northern Territory Rostrum Incorporated.

1. SUBSCRIPTIONS

- (a) Bi-yearly subscriptions shall become due at the Business Meeting of the previous session and payable by the following 1st of March and 31st July.
- (b) New members will be charged a full subscription for the half of the year in which they are inducted.

2. UNFINANCIAL MEMBERS

- (a) A member whose financial debts to the Club are more than four weeks overdue shall be deemed an unfinancial member.
- (b) An unfinancial member shall not be entitled to vote.

3. BANK SIGNATORIES

The Club shall have three bank account signatories namely the Treasurer and two other appointed committee members, of whom any two may sign cheques and/or withdrawal forms for the disbursement of Club funds.

4. LEAVE OF ABSENCE

- (a) A member who intends to be absent for five or more consecutive meetings shall either personally or in writing apply to the Club for Leave of Absence.
- (b) Leave of Absence for a shorter period may be granted by the Chairperson.

5. APOLOGIES FOR ABSENCE

- (a) A member unable to be present at a meeting and who has not been granted Leave of Absence shall notify the Secretary or other person who shall apologise for the absentee at the meeting concerned.
- (b) A member shall not apologise for an absentee unless the latter has specifically requested that an apology be presented at the meeting.
- (c) An Associate or Life Member shall not be required to apologise for absence.

6. DUTIES OF OFFICE BEARERS

Office Bearers shall carry out their jobs as prescribed in the Club's By-laws, in a conscientious and efficient manner.

7. COMMITTEE

The Committee shall consist of the office bearers and the immediate past President.

The President is responsible for ensuring that the new Committee meets before the next session to facilitate the handover of duties.

Subject to the above requirement, the Committee shall meet as requested by the President.

8. AMENDMENT OF STANDING ORDERS

An amendment to these Standing Orders shall become effective only after it has been passed by special resolution of the Club.

“Special Resolution” means a resolution passed by at least three quarters of the members present and voting at the meeting at which the resolution is put provided that no such resolution shall be put without two meetings notice .

If a member is unable to be present at a meeting where a Special Resolution is to be put and wishes to cast a vote the member may, in a signed letter to the Club, appoint a proxy.

SOUTH AUSTRALIAN ROSTRUM CLUB NO 23

BY-LAWS

1. NAME

The name of the Club shall be Rostrum Club No 23.

2. MEETINGS

The Club shall meet every Monday (excluding public holidays) from February through November from 12.35PM to 1.30PM in Telstra House, 30 Pirie Street, Adelaide.

3. MEMBERSHIP

The number of ordinary members shall not exceed 35 excluding associate members without the written permission of Dais.

4. SUBSCRIPTION

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 his/her nomination.

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

5.3. The nomination may be read and balloted at the third meeting, at which a majority of two thirds of the members in attendance must be in favour, in accordance with procedures set out in the Sixth Schedule of the Constitution.

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 any 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 provision 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 of the liability for the payment of any subscription, levy or any other money due or payable by them at the 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:

President
Secretary
Treasurer
Program Director
Membership Manager
Members of Dais (where appropriate)
Coach or Coaches

Such others as the Club may from time to time appoint, eg

Committee Members
Program Director Elect
Auditor

- 9.2. The Coach and Auditor 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 the 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.

9.5. Casual vacancies shall be filled as appropriate.

10. DUTIES OF OFFICE BEARERS

The main duties of office bearers are, broadly:

10.1. The President shall be the principal officer of the Club:

- a. Lead the administration of the Club and supervise the duties of the office bearers.
- b. Induct new members.
- c. Present by the second meeting of the following session the President's Report which shall include particulars of membership changes, attendance, innovations, awards and major policy changes during the session.
- d. Induct the incoming President.
- e. Call Committee Meetings as necessary subject to Clause 7 of the Club's Standing Orders.

10.2. The Secretary shall:

- a. Ensure that proper minutes are taken and recorded of any resolution at each meeting.
- b. Attend to correspondence including distribution of appropriate information to members.
- c. Keep an attendance record.
- d. Notify Dais of changes in membership ie name and email details of new members and names of members who have resigned.
- e. Enter a copy of the Treasurer's financial statement referred to in paragraph 10.3 of this clause in the Minute Book of the Club.
- f. Complete the Club statistical return and return to Dais by the due date.
- g. Keep a record of amendments to the By-laws and Standing Orders.
- h. Ensure that copies of the By-laws and Standing Orders are kept up-to-date.
- i. Perform other secretarial duties as may be assigned by the Committee.

10.3. The Treasurer shall:

- a. Collect subscriptions and pay accounts as directed by the Club.
- b. Deposit as soon as practicable in the Club's bank account all funds not immediately required for the Club's use.
- c. Keep books and records of receipts and payments.
- d. Present to a meeting within reasonable time following the expiry of the calendar year, audited financial statements for the previous calendar year.

10.4. The Program Director shall:

- a. Arrange a program of speeches and activities for meetings in consultation with, if so requested by, the Committee.
- b. Prepare an agenda for each meeting and distribute to members.

10.5. The Dais Representative shall:

- a. Represent the Club at Dais meetings.
- b. Ensure that matters concerning Dais are properly dealt with at the Club.
- c. Keep the view of Dais before the Club.

10.6. The Membership Manager shall:

- a. Maintain the Club's membership contact and email listing.
- b. Order 'New Members Kits' and name badges.
- c. Responsible for visitor book.
- d. Responsible for forwarding meeting agenda onto club visitors.
- e. Promote Rostrum and membership of Rostrum.
- f. Initiate membership drives and involve members.
- g. Regularly check the attendance record and follow up absent members. Maintain statistical records when Secretary is absent from meetings.
- h. Any other duties relating to the promotion of membership of Rostrum.

10.7. The Coach or Coach(es) shall:

- a. Instruct and guide the members of the Club in communication skills including but not limited to public speaking, chairpersonship, meeting procedures and debating.
- b. Give constructive feedback at the close of each meeting.
- c. The Coach shall not debate the opinions of any exercise or presentation, but may give or seek advice on apparent logical or factual errors or omissions.
- d. Recommend to the Committee participants for the Dais functions "Command Performance" and "Speaker of the Year".

10.8. The Committee Members shall:

- a. Attend Committee Meetings and take part in the discussions.
- b. Carry out such tasks that may be assigned to them.

10.9. The Auditor shall:

- a. Audit the Treasurer's financial records and report in accordance with prudent accounting practices.

11. VISITORS

Members shall in accordance with the practice of the Club, be entitled to invite visitors to accompany them at meetings.

At the call of the Chairperson the visitor shall be introduced to the meetings.

Visitors shall be permitted to speak at the invitation, or discretion of the Chairperson.

Notwithstanding the foregoing, a visitor who is a Freeman of Rostrum shall be entitled to the same rights and privileges as a member of the Club, except voting rights.

12. QUORUM

No business other than practice in the art of public speaking shall be transacted at any meeting of the Club unless a quorum of members is present at the time when the meeting proceeds to business. A quorum shall be six members present when the number of members of the Club is less than 20 and 10 when the number of members is 20 or more.

13. DISCRIMINATORY LANGUAGE

No form of discriminatory language of any type is acceptable at club meetings.

14. AMENDMENT OF BYLAWS

No amendment of these By-Laws shall be submitted to Dais for approval unless it has been passed by resolution notice of which has been given by announcement at each of the preceding two meetings of the Club.