# ROSTRUM CLUB No. 11
# BY-LAWS, RESOLUTIONS AND PROCEDURES

## By-laws of Rostrum Club No. 11

Based on Rostrum Constitution 2016, First Schedule, and approved by Dais Quarterly 8 February 2022

### 1 Name

The name of the Club shall be South Australian Rostrum Club 11.

### 2 Meetings

The Club shall meet on the second and fourth Wednesdays of each month except for January and the Christmas break 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 be due and 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 prior to the date of their admission.

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.

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### 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:

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, Program 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.

[END OF CLUB 11 BYLAWS]

## RESOLUTIONS OF CLUB 11

The compendium that follows has been assembled to keep handy those resolutions of Club 11 that have continuing relevance. Those without specific dates were carried en bloc on 9 October 1997, to regularise previous motions or traditions.

Resolutions for this list do not require motions on notice as are required for changes to the By-Laws (under By-Law 13).

**1.** ***Rules of Debate***

Unless otherwise stated in these Resolutions, the 'Rules of Debate' contained in the latest edition of the Rostrum publication 'Take the Chair' shall form the basis of the Rules of Debate for the Club.

**2.** ***The Correspondence and Treasurer's Report***

To be considered by the Club, the incoming correspondence must be received by a motion that it "be received"; and for the outgoing correspondence to be considered by the Club, a motion must be moved that it "be endorsed".

The Treasurer's Report (except when written) must be received by a motion that it "be received".

A written Treasurer's report is required at the business meetings of the Club, and the Club shall consider such a report for adoption. ***Resolved at Meeting No. 1634 on 14 July 2010***

**3.** ***Limit on discussion of minutes***

Discussion on previous minutes shall be limited to five minutes unless a motion calling for an extension is approved by the meeting.

**4.** ***Awards***

***4.1*** ***Outstanding Contribution Award***

At the end of each meeting, except business meetings, the Critic may make an award known as the Outstanding Contribution Award to a member of the Club who, in the opinion of the Critic, has contributed most to the success of the meeting. If the Critic considers that no Member gave a worthy performance, he may withhold the award.

The award shall be a suitably engraved trophy which is to be held by the winner until the following meeting.

The award is not necessarily to be given to the "best" performance of the meeting. It may be that an inexperienced Member performed above his expected capabilities and by way of his outstanding effort contributed more to the success of the meeting, than a more experienced Member who technically gave a "better" performance, but who barely reached his normal high standard.

The award need not be offered to a prepared speaker. It can be offered to the Chairman, an impromptu speaker or any Member who, in some manner, participated in the meeting.

***4.2 Speakers' Encouragement Award***

That the title of the relevant award for encouragement of speakers be "Speakers' Encouragement Award".

***Resolved at meeting No. 1403, 10 November 1999.***
***This award was donated in 1999 by [then] Spr Len Withy. Criteria are in Appendix 3.)***

**5**. ***Open Night***

Once a year a meeting shall be designated an "Open Night". All Members will be asked to bring partners and the attendance by visitors will be particularly encouraged. Extra attention will be paid to the program, choice of speakers and dinner menu with a view of presenting the Club to a large audience in a favourable light.
The committee will arrange details of the Open Night and the President is responsible for ensuring that this is carried out.

***Resolution amended at Meeting No. 1509 on 08 September 2004***

**6** ***Outstanding Contributor of the Year***

At the second session Open Night the President shall name a Member of the Club to be the "Outstanding Contributor of the Year" and shall award a small, suitable prize. The Outstanding Contributor of the Year shall be the Member who has won the Outstanding Contribution Award on the greatest number of occasions.

The Treasurer shall, by tallying the record of Outstanding Contribution Award wins, and if necessary, attendance, determine the Outstanding Contributor of the Year. In the event of a tie the Outstanding Contributor of the Year shall be the tying Member who has attended the greater number of meetings. In the event of a further tie the Outstanding Contributor of the Year shall be the Member who last won the Outstanding Contribution Award.
The Treasurer shall pass the advice only to the President.

***Resolution amended at Meeting No. 1508 on 25 August 2004***

**7**. ***Secret Ballot on admission of new Members***

The procedure to be followed in the ballot for membership as laid out in the document "Procedure for a Secret Ballot", forming Appendix 1 of these Resolutions.

**8**. ***Induction of new Members***

The procedure to be followed for induction of new Members is as laid out in the document "Rostrum Induction Procedure" forming Appendix 2 of these Resolutions.

**9**. ***Fees and attendance***

**9.1** ***New Members***

New Members who join part way through a session will be required to pay fees in proportion to the number of full months remaining in the session.

New Members to Rostrum joining Rostrum Club 11 will be provided with a basic membership kit and charged a joining fee corresponding with the cost of the kit, in addition to the normal membership fee. This charge shall commence in 1997.

**9.2** ***Due Date for Fees***

That membership dues become payable on the first meeting of each Session.

***Resolved at meeting No. 1403, 10 November 1999***

**9.3** ***Absences and arrears***

That the following procedure be adopted:

In the event that a member is absent without accepted apology or excuse on three occasions or is in arrears on the business meeting of a session, or in the event that a member submits a resignation without being financial:

I. The Secretary automatically sends a letter or telephones advising of the by-laws by which the member has promised to abide, and asks for member's response.

II. The Secretary's action must be reported in date, mode and content to the Club and minuted.

III. If no satisfactory response has been received in one month from the request, the Secretary shall write to the member advising that the membership has been terminated, but that this does not remove the obligation to pay.

IV. The Secretary's action must be reported in date, mode and content to the Club and minuted.

V. No further action is to be taken unless circumstances change.

***Resolved at meeting No. 1403, 10 November 1999***

**10**. ***Election of officers***

A "Procedure for Election of Officers" is included as Appendix 4. Note that this has not been adopted by resolution, but it is included for reference.

At the Business Meeting, the Club shall appoint a Vice-President, who shall be the immediate past President if available.

**11**. ***Attendance fees for special meetings***

If members incur necessary expenses on behalf of the Club, they may request a refund from the committee.

***Resolved at Meeting No. 1641 on 27 October 2010***

**12**. ***All meetings to have a number***

Resolved: "That on all occasions when the Club organises a meeting, it shall be recorded as a meeting of the Club with an appropriate meeting number".

***Resolved at meeting No. 1392, 26 May 1999***

**13**. ***Voice of Youth costs***

Lost: "That an account for $60.68 be sent to Voice of Youth Convener for reimbursement" (Meeting No. 1401, 13 October 1999). This resolution means that the Club decided explicitly not to pursue reimbursement.

**14**. ***Business Meetings***

That at business meetings of Club 11, the President shall be the Chairman of both parts of the meeting and the Club Secretary shall be the Minutes Secretary.

***Resolved at meeting 1799 on 9 May 2018***

**15.** ***Voting Rights***

a) Every member of the Club present shall be able to cast one vote on any motion, and all votes must be cast at the same time.

b) Unless otherwise provided, any motion shall be decided upon by a simple majority of those present and entitled to vote. Voting may be on the voices, by show of hands, by ballot or in any way deemed appropriate by the Chairman.

c) The Chairman shall not have a casting vote, and, in the case of a tied vote, the motion shall be declared lost.

***Resolved at meeting 1855 on 13 October 2021***

**16.** ***Quorum***

It was resolved that a quorum would be at least half the number of current members of the club, including honorary members. No business other than practice in the art of public speaking shall be enacted at any meeting unless a quorum of members is present.

***Resolved at meeting 1935 on 23 July 2025***

**17.** ***Functions And Responsibilities***

As far as possible the functions and responsibilities for Club 11 should be carried out consistent with the Club by-laws and with the Incoming Officers Handbook. Where functions or responsibilities are not adequately specified in those documents, the following recommendations should normally be followed:

**PRESIDENT:**

1. Present a report at Club Meetings;
2. Arrange and conduct Committee Meetings and advise members of deliberations;
3. Arrange Incoming Coach, after consultation with members;
4. Advise Proposed Coach of specific Club requirements, e.g., Awarding of Outstanding Contribution award for the meeting and conduct of Training Sessions;
5. Determine, in conjunction with the Coach, the recipient of the Annual Encouragement Award;
6. Arrange meeting room, key/s to meeting room and hire fees;
7. Arrange engraving of trophies, but Treasurer may be able to undertake this function;
8. Website maintenance, but function could be delegated to a specific appropriate person;
9. Receive, and advise Covid Marshall/s, of changes to Covid Rules/regulations;
10. Be the Website contact for prospective new members. In conjunction with the Membership Manager and Program Director, assist in the development of new members;
11. Recognition of Coach. Purchase of, and presentation of, suitable gift.

**VICE PRESIDENT:**

As the Vice-President is the out-going President he/she will be the stand-in President.

**RESOLUTIONS OF CLUB 11** [continued]

**SECRETARY:**

1. Attend to Incoming and Outgoing Correspondence;
2. Report details of Incoming and Outgoing Correspondence to members;
3. Report Membership/Election Details to Dais Executive;
4. Submit articles for “Word” and other publications;
5. Maintain a record of Standing Orders, which will be added to as necessary;
6. Confirm validity of insurance cover and advise venue provider.

**TREASURER:**

1. Collate a budget incorporating subscriptions, Dais fees and other expenditure;
2. Receive membership fees and issue receipts;
3. Pay expenses as they occur;
4. Report to Club Meetings on balance of funds;
5. Submit an annual audited Financial Report to the Club;
6. As necessary, arrange bank account signatories;
7. Keep a record of attendance at meetings;
8. Facilitate the awarding of the annual Outstanding Contribution Award by keeping a record of recipients at meetings;
9. Maintain and distribute a register of members;
10. Liaise with venue owner regarding ongoing occupancy requirements.

**PROGRAM DIRECTOR:**

1. Facilitate programming, using the Frontiers Booklet as a guide;
2. Distribute Agendas and Future Program, preferably electronically. Limited copies to be available at club meetings;
3. Undertake arrangements for joint meetings with other Rostrum Club(s).

**DAIS REPRESENTATIVE:**

1. Obtain information from Club Members for presentation to quarterly Dais Meeting;
2. Attend Dais Meetings and report back to Club as soon as practicable;
3. Collect and collate information as received from Zone Dais.

**MEMBERSHIP OFFICER:**

1. Maintain a supply of papers/brochures relating to Rostrum [generally] and Club 11 [specifically] to give to prospective members.
2. Forward completed membership application details to the Club Secretary for transmission to Dais.
3. Follow up of Visitors unless delegated to a particular Club Member.

**COVID MARSHAL/S:**

1. Maintain appropriate qualification and knowledge of current Covid situation;
2. Ensure QR is available at all meetings;
3. Record names and phone numbers of all attendees;
4. To maintain privacy considerations, destroy records after 28 days of a meeting;
5. Maintain documented hygiene standards.

**RESOLUTIONS OF CLUB 11** [continued]

**ALL MEMBERS:**

1. Responsible for bringing visitors to meetings;
2. Responsible for creating an atmosphere that is conducive to visitors becoming members;
3. When performing the duties of Minute Secretary at a Club Meeting, promptly distribute copies of the minutes, to members, preferably electronically, and provide a hard copy for the Chairman of the following meeting.  Printing of spare copies is also desirable.

***Resolved at meeting 1857 on 27 November 2021***

[END OF CLUB 11 RESOLUTIONS AS AT 25 April 2022]

**APPENDIX 1: PROCEDURE FOR A SECRET BALLOT**

Before the ballot proceeds ensure the candidate has been correctly proposed and that the required Club procedures, forms etc. have been completed and THAT A QUORUM EXISTS.

CHAIRMAN:

1. (If candidate is present) "Would …………….. please escort the candidate from the room whilst the Ballot is conducted."

2. This Ballot is for Membership to this Club of ……………who has successfully completed the formalities required by our Organisation."

3. I appoint two tellers …………….. and ……………..who will distribute and collect the Ballot papers. Tellers, please ensure that the number of papers distributed equals the number collected.

4. Whilst the papers are being distributed, I remind those present that only Club members are permitted to vote

5. ………………….., as the Proposer would you briefly outline your reasons why you believe the candidate should be admitted as a Member to this Club.

6. Gives brief reasons etc.

CHAIRMAN:

7. Is there any person who wishes to speak AGAINST this candidate's nomination?
(Pause for a response. If none is forthcoming, proceed.)

8. Has every person who is entitled to vote received a Ballot paper? Then please vote as follows: Write the Candidate's name on the top of the Ballot paper followed by YES for admission or NO for rejection.

9. Has everyone voted and voted as they wished? I remind members that a two-thirds majority of those voting will permit admission. Less than two-thirds majority will prevent admission as a member to this Club.

   (if a member makes an error, then the Teller collects and DESTROYS the incorrect paper and issues a replacement)

10. Tellers, please collect all the papers, count the votes and advise me the result.

SENIOR TELLER

11. Approaches the Chairman and advises quietly "Mr/Madam Chairman the correct number of Ballot papers have been collected and the vote was in the AFFIRMATIVE/NEGATIVE."

    (The Teller keeps the Ballot papers confidential and disposes of them after the meeting in accordance with the Club's By Laws or instructions.)

**APPENDIX 1: PROCEDURE FOR A SECRET BALLOT** [continued]

CHAIRMAN: 12. I am pleased to announce that the Ballot was in the affirmative.
(OR IF THE VOTE WAS IN THE NEGATIVE REFER TO STEPS 12A to 14A AT THE END OF THIS PROCEDURE

CHAIRMAN: 13 …………., would you please escort the Candidate back into this room.

14. Congratulations I am delighted to inform you that your application for membership was successful and we all welcome you as a member of Club, subject to induction.

[CHAIRMAN LEADS APPLAUSE]

IF AT STEP 11 THE BALLOT WAS UNSUCCESSFUL, PROCEED AS DETAILED [N STEPS 12A, 13A and 14A:

CHAIRMAN: 12A Members of this Club, it is my sad duty to inform you that the ballot was in the NEGATIVE and the Candidate has failed to gain membership to this Club. Tellers, are you certain the votes have been correctly counted and the result is negative?

TELLER: 13A We have recounted the votes, Mr/Madam Chairman, and confirm that the vote is indeed unsuccessful.

CHAIRMAN: 14A Mr Proposer, would you please leave this room and advise the Candidate of the result of the Ballot. Offer our regrets and advise the Candidate that he/she may or may not return to this room at his/her discretion.
(OR if the Candidate is not present, the Secretary writes a BRIEF letter.)

An unsuccessful Ballot is unlikely. If, unfortunately, it occurs, offer no reasons for the Candidate's failure, as the Ballot was secret. Those who voted against the Candidate's admission must have good reasons. Minimise the embarrassment.

***Compiled by Len Withy, July 1997***

**APPENDIX 2: INDUCTION PROCEDURE**

To be conducted in a serious and dignified manner:

CHAIRMAN: The next item on our Agenda is one of great importance to this club. I ask……… to be Master of Ceremonies for these proceedings.

M C.:

1. Thank you, Mr. Chairman.
   Spr ………………., would you please guard the entry door(s) so we may not be disturbed during this new member's induction ceremony.

2. Mr. President, would you please take your position at the exercise area?

3. Mr. Chairman, Ladies and Gentlemen, would you all please rise and remain standing until our new inducted member resumes his/her seat at the conclusion of the Ceremony.

4. Mr. Proposer, would you escort the member elect and present her/him to our President.

PROPOSER: Mr. President, I present to you Mr/Mrs/Miss …………….. for Induction.

PRESIDENT:

1. Mr/Mrs/Miss …………….. it is my privilege, as President, to induct you as our newest member into this Club.

2. Rostrum is a etc. (A short explanatory speech not exceeding 2 minutes).

3. Before becoming a member of any (R) Club it is a rule of our Organisation that you take this (R) promise

[HANDS CLEARLY PRINTED CARD TO MEMBER ELECT]

4. Please make this Promise, repeating after me.

"I promise to submit myself …………………….. when I ought to speak".

5. Congratulations Speaker ……………….

6. I ask all present to welcome Speaker ……………, our new member.

[Shakes hands with new member amid applause].

7. I present to you a new Member's Kit. In it you will find valuable information to help you progress in Rostrum. If you require any help, please do not hesitate to ask me, or any other member of this Club for assistance in any Rostrum matter. I deem it an honour to have been able to induct you into our Club.

[Steps back]

M C.

1. Thank you, Mr. President,

2. Mr. Proposer, will you escort our newly inducted Member to her/his seat please?

3. Mr. President and Speaker …………….. (Guarding door(s))
4. Would you please resume your places at the table?

5. (optional) Ladies and Gentlemen, would you please raise your glasses and drink a toast to our Newest Member, Speaker . . . .

6. Ladies and Gentlemen, please be seated

7. Thank you, Mr. Chairman. I now hand the Control of the Meeting back to you.

8. M C. SITS. INDUCTION COMPLETE

***(Compiled by Len Withy)***

## APPENDIX 3: SPEAKERS' ENCOURAGEMENT AWARD CRITERIA

1. The award is a Perpetual Trophy and is to be returned to the Committee at the meeting before the Club's Christmas meeting (usually the last meeting of the year).

2. The Committee shall choose the recipient by simple vote having considered the Critic's and Mentors' comments.

3. The award is to encourage a Speaker to improve his or her speaking abilities and may be awarded to any Club 11 member but particularly to less experienced members.

4. The award is to be engraved at the Club's expense with the year and the recipient's name e.g., "2005 Julia Jones".

5. The award is to be presented to the recipient by the Club President or his or her deputy at the Club's Christmas Function.

***(Compiled by Len Withy)***

**APPENDIX 4: PROCEDURE FOR ELECTION OF OFFICERS**

1. A Quorum of the Club <u>MUST</u> be present.

2. The Chairman, who at a Rostrum Business Meeting is usually the President or his or her deputy, declares those positions will become vacant and names those positions, e.g., President, Vice President, Secretary, Treasurer etc.

3. Chairman explains who may be eligible for nomination. (Must be a Member of this Club, must be financial etc.)

4. Chairman calls for nominations of the first vacant position, usually the President.
   Note: An eligible person may nominate him or herself unless the rules of the Club so prevent. The nominee's qualifications are usually given.

5. Chairman asks the nominees if they are prepared to accept this nomination to Office before a vote is taken.

6. If only one nomination is received the nomination is put to the vote, usually on the hands. If more than one nomination is received, the vote Must be secret ballot. (Refer procedure for holding of a ballot)

   Note: The Chairman must accept all nominations for eligible persons. If Chairman knows of some reason why a nomination should not be accepted, he should immediately inform the Secretary privately; the Secretary should then make the information available to the meeting. If the Chairman has any "conflict of interests" he should declare this and vacate the chair to an unbiased Chairman. Only the meeting has the right to accept or reject an eligible nomination.

7. Chairman announces the vote successful, announces this position of (President) filled, congratulates the (President elect) and asks the meeting to acclaim.

8. Steps 4,5,6,7 repeated till all vacancies filled.

9. Chairman declares this election closed, congratulates the new President, and his or her Committee and wishes them good fortune etc. in the performance of their duties.

10. President may be replaced as Chairman at this point in proceedings.

11. Meeting proceeds to next Agenda Item.

***Compiled by L. A. Withy, March 1990.***