

# Bromsgrove Speakers Club Constitution

*Note: We have used 'they' and 'their' as a third person singular referring to all genders.*

## 1. Status

Bromsgrove Speakers Club is an independent speakers club. It is a not-for-profit organisation where all roles, official or unofficial, are unpaid.

## 2. Membership

- a. Full Membership is open to anyone age 18 and over.
- b. Virtual Membership may be offered when we are unable to meet physically and conduct meetings via video.
- c. The maximum number of members is 25. This number may be increased by exception at the discretion of the committee.

## 3. Club Meetings

- a. The club meeting year runs from June 1st to May 31<sup>st</sup>.
- b. Regular meetings are held fortnightly all year round subject to variations to accommodate Christmas etc.
- c. An Annual General Meeting (AGM) will be held before the end of the club year to approve club business, including the election of officers for the following year and approval of the audited accounts.
- d. Notification of the AGM is to be given no less than four weeks beforehand.
- e. In the event of postponement of the AGM, one week's notice of reconvening the meeting will be required.
- f. An Extraordinary General Meetings (EGM) may be called by the club committee, or by one third of the club members, for the purpose of transacting special or urgent business. Club members are to be given notification of an EGM at least seven days prior to the proposed date. The agenda, setting forth the business to be discussed, should be included in the meeting notification.
- g. All paid up Members are entitled to vote.
- h. Quorum: One third of club members, attending in person\*, constitute a quorum. If a meeting is not quorate, any proposal approved may be ratified at a subsequent regular meeting, provided that requirements for a quorum are met. (\* Or via video if that is how the meeting is to be held.)
- i. Resolutions will be carried by a simple majority except where an Article or Rule requires a two-thirds majority.

#### 4. Club Officers

- a. The officers of the club may include President, Secretary, Treasurer, Education Officer, Membership Officer, Communications Officer, Social Secretary and others as appropriate for the operation of the club. One officer may also be designated Vice-President.
- b. The appointment of officers will be approved at the AGM. Appointments are for one year but may be reconfirmed annually for a maximum of five years. In exceptional circumstances, this may be extended for one more year.
- c. The club committee may appoint any member during the course of the year to fill a casual vacancy in any office. Their appointment will be confirmed at the subsequent AGM unless previously confirmed at an EGM.
- d. Any officer may be removed from office for cause shown by the committee, subject to approval by the members at an AGM or EGM. Removal requires a two-thirds majority of those in attendance and eligible to vote being in favour.
- e. Nominations for office will be made by the committee. Nominations can also be proposed with the support of at least a third of the paid-up membership.
- f. The election of the Officers is by the simple majority of the members present and voting at the AGM. Election will be by acclamation if uncontested. If there is more than one nomination for a role, a secret ballot may be held.
- g. A member may hold more than one office at the same time.

#### 5. Duties of Club Officers

The responsibilities identified below are not exhaustive but provided as a guide. Responsibility does not necessarily mean the identified officer has to undertake the action personally if it is more appropriate to delegate it.

- a. President:
  - i. The President will chair committee meetings and oversee the general operation of the club.
  - ii. They will ensure that the administration of the club is properly carried out by the respective officers.
- b. Club Secretary:
  - i. The secretary is responsible for the custody and understanding of the club constitution, rules and policies.
  - ii. They are also responsible for organising committee meetings, the AGM and any EGMs and recording the decisions made at those meetings.
  - iii. They will act as the official club correspondent.

c. Treasurer:

- i. The treasurer is responsible for collecting club membership fees and any other due income.
- ii. They are also responsible for the payment of approved expenses incurred on BSC business.
- iii. The treasurer is required to keep accurate financial records and to provide them to the committee when requested.
- iv. They will also produce annual accounts, which are subject to audit prior to presentation for approval at the AGM.
- v. An auditor, who should not be a member ideally, will be appointed by the committee prior to the AGM.

d. Education Officer:

- i. The education officer is responsible for the programme arrangements for each meeting.
- ii. They are also responsible for the speaker development programme including keeping a record of members' progress through the development modules.
- iii. Meetings will include regular educational sessions, with outside speakers brought in where appropriate.
- iv. Certificates of Achievement are to be presented to members as appropriate.

e. Membership Officer:

- i. The membership officer is responsible for inviting potential new members to visit the club and to encourage their recruitment thereafter.

f. Communications Officer:

- i. The communications officer is responsible for all external and internal communications including the website and fortnightly club newsletter.

g. Social Secretary:

- i. Responsibilities include arranging informal social gatherings from time to time and a Christmas meal.

h. Other committee and sub-committee roles will be defined by the committee as appropriate.

## 6. Club Committee

- a. The committee will meet as required to ensure the smooth operation of the club.
- b. The committee will consist of the identified officers and any other members co-opted or invited for a particular purpose.

## 7. Finance

- a. The club should seek to hold a bank balance sufficient to allow the club to continue to operate for at least one year in the event of a temporary significant decrease in membership or a significant increase in running costs or other unexpected expenses.

**b. Membership Fee:**

- i. The fee for the following club year will be agreed at the AGM. It is to be paid no later than the end of the first month of the club year.
- ii. The fee will be reduced to reflect the unexpired portion of the club year for new members joining part way through the year.
- iii. If a member leaves part way through a club year or doesn't attend meetings on a regular basis, no refund will be made apart from in exceptional circumstances at the sole discretion of the committee.
- iv. Any member who has not paid their membership fee by the last day of the required month will be deemed to have left the club. Should they wish to return at any time during that club year, the full annual membership fee will become due.

**c. Expenses:**

- i. No individual should gain financially from club activities
- ii. Expenses for services e.g. room hire, website hosting, stationery etc. to be viewed as invoiced to the club and paid at cost.
- iii. Except for minor expenditure, it should be agreed in advance with treasurer and, if a significant sum, approved by the committee.
- iv. Any mileage incurred by a member for the sole purpose of conducting BSC business will be paid at 25p per mile.

**8. Data Protection**

- a. Only essential information will be collected and used solely for the purpose of the business of BSC.
- b. The club will collect members' contact information for the purposes of communication, organising and managing club activities. It will use its best endeavours to ensure the security of that data and will retain only that which is essential for the stated purpose. When a member leaves the club, the information will be destroyed.
- c. Members' information should be password protected if stored on a committee member's personal computer.
- d. Club members having access to other members' contact information may only use it for the sole purpose as described above and not for any personal purpose unless the other person has given specific permission.
- e. Committee members who have access to contact information solely because of their role should delete from their computer upon leaving the committee.
- f. For security and privacy reasons, the Blind Carbon Copy (BCC) feature should be used when sending email messages to a group of members unless it is known that their contact details are known to each other or their permission has been gained to use the open format.
- g. Members contact information should not be shared outside of the club except with their specific permission.

- h. No photography or filming should take place without the permission and knowledge of those being photographed or filmed. It should be made explicit to members that by agreeing to be photographed or filmed members they are giving their permission for those photographs or films to be used for the purposes of promoting the club via whatever format is appropriate.

## **9. Representation**

No member of the club shall represent or claim to represent the club without the specific approval of the club committee.

## **10. Amendments**

The Constitution may be amended by the club members at the AGM or an EGM. The wording of amendments should be notified at least one full week prior to the Meeting.

## **11. Dissolution**

The club can only be dissolved by the passing of a motion at a meeting called expressly for that purpose. Approval of the motion requires a majority of two-thirds of those present and eligible to vote. The motion must include direction for the disposal of the net assets of the club, under the supervision of two members appointed for that purpose.

Approved at the Annual General Meeting held on 25<sup>th</sup> May 2021