



AUSTRALIAN ROSTRUM

ROSTRUM WESTERN AUSTRALIA INC.

By Laws

As amended at Dais meeting held on September 14th, 2018

ROSTRUM WA INCORPORATED REGULATIONS TABLE OF CONTENTS

1	ESTABLISHMENT AND MODIFICATION OF REGULATIONS.....	2
1.1	Establishment and update.....	2
1.2	Modification	2
2	COMPETITIONS.....	2
2.1	R. Alan Crook Award.....	2
2.2	David Price Award.....	3
2.3	Arthur Garvey Speaker of the Year Competition.....	3
2.4	Speaker of the Decade Competition	4
2.5	Adjudication Guidelines.....	4
3	ARTHUR GARVEY TRUST	6
3.1	The Trust Deed	6
4	ELEVATION TO FREEMAN.....	7
4.1	WA Zone Nomination Procedures	7
4.2	Australian Rostrum Council Guidelines.....	8
4.3	General Procedures and Guidelines	9
5	FREEMEN'S COUNCIL	9
6	Training COUNCIL – Section removed September 14 th 2018.....	9
7	GENERAL	9
7.1	Membership.....	9
7.2	Finances.....	10
7.3	Annual General Meeting.....	11

1 ESTABLISHMENT AND MODIFICATION OF REGULATIONS

1.1 Establishment and update

1. These Regulations were created and operate under section 8(g) of the Rostrum WA Inc Constitution which states "Dais may from time to time promulgate regulations to further the good order of Rostrum in Western Australia."
2. These Regulations were commenced by ratification at the Dais meeting of 21 May 1993.
Updated: Dais Meeting - September 14th 2018.

1.2 Modification

1. These regulations can be modified only at a properly convened Dais meeting by a majority of those present and voting.
2. A motion to modify these regulations must be notified to Dais members at least 10 days before the date of the Dais meeting.

2 COMPETITIONS

2.1 R. Alan Crook Award

This award was first presented in 1965, and is named after the founder of Rostrum in Australia. It publicly recognises that club in the zone formally judged to be most effectively promoting the aims of Rostrum in this state. The guidelines are designed to facilitate a process of adjudication, which is both objectively fair and transparent.

1. ***The essence of the R Alan Crook Award embodies the aims of Rostrum***

The aims of Rostrum are expressed in the Rostrum promise.

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 speak clearly. I promise not to be silent when I ought to speak.

As enunciated in the Constitution, *Rostrum is for those who desire to improve themselves in the practice of effective speaking, and those who hold that freedom of speech, loyalty to truth, clarity of thought and a love of the English language are of the utmost value to the community.*

2. **Guiding Principles:**

- (a) **ELIGIBILITY:** All Rostrum clubs currently registered in the zone, including country clubs, are eligible for consideration. A separate award, known as the David Price Award, will be presented for The Best Country Club in the zone.
- (b) **JUDGING PERIOD:** The award will be presented annually and the judging period will be from 1st October to 30th September of the following year
- (c) **CLOSING DATE:** The closing date for receipt of submissions will be the second Friday of October after the judging period. Late entries will be considered ineligible.
- (d) **ADJUDICATION PANEL:** The adjudication panel will comprise of three Freeman of Rostrum appointed by and reporting to the Dais President.
- (e) **FORMAT OF SUBMISSIONS:** Submissions will follow a standard format of no more than 8 printed pages set in 11 point text with no non-textual enhancements or photographs excluding Rostrum and/or Club logos. The aim to persuade the adjudicators by cogent argument as to the Club's worthiness.
- (f) **AWARD PRESENTATION:** The presentation of the R. Alan Crook Award trophy will be made during the Speaker of the Year function. Following adjudication, the Dais President will announce the winner of the R. Alan Crook Award and make or delegate the making of the presentation.
- (g) **TRANSPARENCY OF PROCESS:** Club submissions will be available on request to the Dais Secretary and will be retained at the Information Centre for a period of two years.

- (h) **SELECTION CRITERIA:** Submissions and clubs will be judged in relation to the following broad criteria:
- Membership/Attendance
 - Internal activities and innovations as they relate to the aims of Rostrum
 - External activities as they relate to promoting the aims of Rostrum
 - Club support for Dais activities

3. Scoring for the R Alan Crook Award and David Price Award

Adjudicators will note and give weight to

- Active paid-up membership as at membership reviews
- Average attendance at Meetings
- Personal Development Program - completions in the judging period
- Intermediate Development Program - completions in the semester
- Advanced Development Program –completions
- No of Active Coaches
- No of new Coaches Accredited including re-accreditation in the semester
- Representation at Dais
- Entries in the SOY competition
- Attendance at SOY function
- Net gain in membership

2.2 David Price Award

First presented in 1992, the Award is named after past Zone and National President David Price, and publicly recognises the most worthy country club in the zone in a given 12 month period. The award will not be made unless 2 or more clubs provide submissions.

RULES GOVERNING THE AWARD

1. The rules are identical to those for the R Alan Crook Award except that the award is available only to Rostrum clubs currently registered within the zone who are recognised by Dais as having their meeting place in a country location.
2. The adjudication panel appointed to evaluate the R Alan Crook Award shall evaluate the David Price Award.
3. Country clubs submitting entries for the David Price Award are automatically eligible for the R Alan Crook Award.

2.3 Arthur Garvey Speaker of the Year Competition

1. The competition is open to any member of Rostrum except the Vice President Learning & Development or their nominee, the Dais President and the Competition Coordinator.
2. The Competition Coordinator will allocate speakers to elimination heats and the Vice President Learning & Development or their nominee will appoint three adjudicators (one will be nominated Chairman of Adjudicators) to judge each heat or preliminary final.
3. Should an adjudicator fail to be in attendance at the commencement of the meeting, the adjudicator(s) present will appoint a replacement.
4. Not less than two speakers from each heat at the first selection stage will be placed in the next tier of the competition, except under circumstances described in 2.3.12. The number of speakers to advance to the next tier of the competition shall be recommended by the Competition Coordinator and ratified by the Dais Executive depending on the number of contestants who enter the competition.
5. Members from outside the metropolitan area may compete at the first selection stage using video presentations. Winners must compete in person at the final.

6. Where sufficient cause is shown, the Vice President Learning & Development or their nominee, in consultation with the Dais President and Vice President(s), may place any entrant directly into a preliminary final irrespective of that speaker having first participated in the primary selection round of the competition.
7. The order of speaking shall be decided by ballot prior to commencement of the event.
8. A list of topics for all preliminary selection heats and finals shall be provided, from which contestants shall choose one. Contestants may choose a different topic from the list, for subsequent appearances in later tiers of the competition prior to the final, but this is not obligatory. A different list of topics will apply to the final.
9. Topics for all levels of the competition shall be determined by the Vice President Learning & Development or their nominee together with the Competition Coordinator.
10. Speeches during each round of the competition will be for a length recommended by Vice President Learning & Development or their nominee and ratified by the Dais Executive.
11. There shall be a minimum of 5 adjudicators at the final selected jointly by the Vice President Learning & Development or their nominee and the Dais President and each adjudicator shall have been qualified as an adjudicator.
12. Penalties may be applied to speeches that are between 30 secs and 1 minute either side of the time limit. Any speaker who is more than 1 minute outside the time limit will be placed last.

2.4 Speaker of the Decade Competition

At the end of each decade, the 10 winners of the Speaker of the Year Competition, if available and still members of Rostrum, shall compete in the Speaker of the Decade competition.

2.5 Adjudication Guidelines

1. These guidelines are to be used for the various formal speaking competitions that are run by WA Dais such as the Arthur Garvey Speaker of the Year, the Speaker of the Decade, and the Sidney Wicks competition.
2. The Vice President Learning & Development or their nominee shall oversee the allocation of adjudicators for all formal WA Dais speaking competitions.
3. Adjudicators shall be selected from within the ranks of qualified adjudicators wherever possible. In the event that sufficient eligible adjudicators are not available, experienced coaches/speakers who are not in the competition at that stage may be co-opted as adjudicators.
4. The adjudicators will independently rank each speaker using the standard Rostrum criteria. The Chairman of Adjudicators will determine the aggregate of these rank scores and in the event of a tie instruct the adjudicators to independently reconsider. If a tie remains (or a new tie occurs) the Chairman of Adjudicators will determine the order of the tied speakers. All other positions will be according to the last ranking provided by the adjudicators.
5. Current standard adjudication sheets as approved by the Vice President Learning & Development or their nominee and endorsed by the Dais Executive shall be used unless permission from those bodies is given to use a different format and formula. Dais Executive shall be the final arbiter in this decision.
6. Competitors in a competition must not be used as adjudicators while they are still progressing in that competition. If they have been eliminated they may then be used as adjudicators in subsequent heats of that competition provided they do not adjudicate a heat containing a speaker who was successful in a heat in which they themselves were unsuccessful, wherever possible.
7. An adjudicator should not be allocated to an event containing a member of their own club.
8. Wherever possible, members who adjudicated in previous heats should not be allocated to adjudicate subsequent heats containing competitors they have previously adjudicated upon within the same competition.
9. Adjudicators for the finals of a competition should not have adjudicated in the semi-finals of the same competition in the same year.
10. In the case of the major speaking competitions which contain a series of heats, such as the Sidney Wicks speaking competition and The Arthur Garvey Speaker of the Year competition, 5 adjudicators

should be used in the semi-finals and must be used in the final. In the Speaker of the Decade Competition, which does not contain heats, 5 adjudicators must be used.

11. During the various levels of the heats of any competition in which more than one competitor is to go forward to the next level of that competition, the chairman of adjudicators, when announcing the panel's decision, must neither publicly articulate, nor indicate, in any way the order in which the successful competitors were ranked. That official simply states that "the speakers to advance to (the next level of the competition) are (their names)."
12. For finals of competitions, the chairman of adjudicators must not publicly comment specifically on any speech.
13. The chairman of adjudicators must return the adjudication ranking sheets for every adjudicator to the Vice President Learning & Development or their nominee (or Chairman's proxy) for future reference in the eventuality of a dispute or erroneous decision, or if a competitor withdraws from the competition thus enabling the next ranked speaker from the same heat to be elevated to the next level of the competition.
14. Where an elected or appointed Coordinator is in charge of a competition, the Vice President Learning & Development or their nominee shall notify the Coordinator of the names of the adjudicators of every heat as early as possible prior to that heat, late changes excepted.

15. Terminology:

The term(s) heat(s) are synonymous and interchangeable with level, rounds, quarter finals, semi finals and finals whenever deemed appropriate.

In these guidelines the term *must* is compulsory, the terms *may* and *should* are advisory.

3 ARTHUR GARVEY TRUST

The Arthur Garvey Trust was established by way of a trust deed dated 5 June 1990, a copy of which is detailed in 3.1. *The trust deed cannot be altered in any way by Dais* and is included in these regulations for reference purposes only.

The money for the trust is deposited with the Subiaco branch of the Commonwealth Bank, Account No 6125 5002 9235.

3.1 The Trust Deed

AN AGREEMENT REGARDING THE ARTHUR GARVEY SPEAKER OF THE YEAR COMPETITION

This agreement is between Jean Garvey, wife of the late Arthur Garvey, the founder of Rostrum in Western Australia and Rostrum Western Australia Incorporated.

It is agreed by both parties that:

1. Each year in Rostrum in Western Australia a speaking competition will be held which will be known as the Arthur Garvey Speaker of the Year Competition.
2. The competition will be open to all members of Rostrum.
3. A sum of \$5000.00 will be provided by Mrs Garvey which will be invested permanently.
4. The interest generated from the investment will be used to pay for the trophies for the Arthur Garvey Speaker of the Year Competition each year.
5. The principal amount of \$5000.00 will not be reduced in any way for any purpose or used for any purpose other than to generate an amount of interest to be used as described above.
6. The perpetual trophy known as the Arthur Garvey Perpetual Trophy will be presented to the winner of the competition each year.
7. Each finalist in the competition will receive an individual trophy.
8. The principal amount will be invested by Rostrum with a major Australian bank.
9. Rostrum WA Inc will appoint the trustees to manage the operation of the fund. These trustees will be Freeman David Price, the Chairman of Freeman's Council, as appointed from time to time and the Dais Treasurer, as appointed from time to time. In the event of Freeman David Price being unable or unwilling to continue as a trustee, his place will be assumed by the Dais President at that time and the elected Dais President thereafter.
10. The operation of the investment will require all three trustee signatures for any transaction.
11. The Arthur Garvey Speaker of the Year Competition will be held every year. In the event of the competition ceasing to operate, the principal amount will be paid in full to the Deaf and Dumb Society of Western Australia.

Signed this 5th day of June 1990 by:

David Price
President of Rostrum WA Inc

Mrs Jean Garvey

4 ELEVATION TO FREEMAN

4.1 WA Zone Nomination Procedures

1. The title Freeman gives the holder the highest status wherever Rostrum is established. The title is a national recognition that is awarded by the ARC. The WA Zone can only make a recommendation to the ARC for the elevation of a Freeman under the terms of the Australian Rostrum Constitution item 10, using the guidelines provided from time to time by the ARC. These guidelines are reproduced as the following Regulation 4.2.
2. A recommendation to elevate a Freeman shall only be put forward on behalf of a member who has contributed conspicuous service to Rostrum and its ideals. The prospective Freeman must have demonstrated a strong commitment to the objects of Rostrum. The nominee shall have contributed superior service at the club level, superior service to the Dais or wider Rostrum movement and service to the wider community. It is a requirement that conspicuous service in at least one of those areas or conspicuous service in the development or practice of public speaking be demonstrated and that the service can be expected to continue. Clubs and or individuals should be cognisant of the fact that the process is not a swift one. It should be commenced at least 4 months prior to the Arthur Garvey Speaker of the Year competition, at which the presentation may be made.
3. The process of elevation of a Freeman shall commence with the preparation of a written submission by a Club or any member of Australian Rostrum. Self nominations will not be considered.
4. The principle of confidentiality is regarded as crucial and extreme care shall be taken to avoid allowing the possible Freeman to become aware of the submission at any stage prior to the actual elevation. To ensure confidentiality, submissions must not be sent by facsimile.
5. Should the prospective Freeman become publicly aware of the submission at any stage prior to the actual elevation, the process may be suspended for up to two years upon the recommendation of Freeman's Council to the Dais President.
6. The submission shall be forwarded to the Dais President who shall forward it via parallel paths to the Dais Executive and to Freeman's Council for their recommendation and comment. The Dais President may also refer to any other Dais body or individual that the President sees as appropriate for comment.
7. The Dais President, cognisant of the advice received, shall either:
 - (a) advise the nominator that the submission is not to proceed or
 - (b) circulate the submission to Dais members for vote by secret ballot. To be successful, the proposed candidate must gain at least a 75% majority of votes cast.

In the event that a nominator wishes to challenge the decision by the Dais President not to proceed, then a panel comprising the Dais President, the Chairman of Freeman's Council and one of the last three Dais Presidents shall be convened. The nominator (or if the nominator is a club, then two active members of the club) shall have the opportunity to show cause why the submission should proceed by attending a meeting of the panel. The panel shall come back with a decision within two months of being convened and the decision of the panel shall be final.

8. If the Dais President is a speaker and there be a proposal to elevate the President to Freeman, then the next most senior Dais Executive officer (eg Vice President) shall assume the President's role in processing the application, thus ensuring that the President is unaware of the nomination.
9. Dais members are required to cast their vote as an individual on the basis of the submission and accompanying recommendations that they receive. The established tradition in this zone, that the Dais Representatives do not raise the matter with their club, shall be adhered to.
10. The deliberations and decisions of the Dais President, Dais Executive, Freeman's Council and Dais shall be confidential apart from the announcement of the award.
11. Upon successful vote by Dais, the Dais President shall forward formal advice of the Dais vote, the submission, and any other relevant information to the ARC Secretary in terms of the Australian Rostrum Constitution item 10(e). The National Secretary arranges for the National President to consider the submission, and if approved, to sign and issue a certificate of Freemanship in terms of the Constitution.
12. Elevation of a person to the title and status of Freeman shall be conducted by the Dais President or Dais President's nominee in accordance with Clause 10(g) of the Australian Rostrum Constitution.

4.2 Australian Rostrum Council Guidelines

The following guidelines are reproduced from the ARC By-Laws:

1. **PURPOSE:** The appointment of Freemen of Australian Rostrum is a responsibility of the Australian Rostrum Council (A.R.C.), under Clause 10 of the Australian Rostrum Constitution. That clause must be read in conjunction with these guidelines. The guidelines are intended for the use of each Zone Dais and members of Rostrum with a view to maintaining national standards by giving practical examples of the requirements to be met by nominees for Freemanship. It is expected that each Zone Dais will observe the spirit of these guidelines in the interests of Australian Rostrum. However, special circumstances not envisaged in these guidelines may lead a Dais to take other factors into account when assessing nominations for Freemanship. Notwithstanding the term "Freeman" and other references to the masculine gender, these guidelines apply equally to nominations in respect of women members of Rostrum.
2. **MINIMUM SERVICE:** The criteria set out in subsequent sections are unlikely to have been met by a member with only a few years experience in Rostrum. In most cases, a nominee would be expected to have been a member of a Rostrum club for at least eight continuous years. Acceptance of a nomination with a shorter membership period would require to be justified to the Dais and to the A.R.C.
3. **SERVICE WITHIN ROSTRUM:** Generally above-average service in both quality and quantity is looked for, but conspicuous service is demanded in at least some of the fields of activity listed below. The service must be much more than dutiful time-serving; evidence is required of positive advancement of Rostrum ideals and practices, and the taking of initiatives.
4. **AT THE CLUB LEVEL:** The nominee should have held several offices in their club(s) and there should be evidence of superior efforts, initiatives and results during those periods of office. The offices held should include President; service as Secretary and Treasurer is also desirable.
5. **BEYOND THE CLUB LEVEL:** If the nominee has had experience as a Dais representative or otherwise beyond the club level, the nominee is expected to have shown exceptional ability, reliability and results during service in one or more fields. Examples are as:
 - member of a Dais committee
 - convenor of special activity
 - member of Dais Executive
 - tutor, coach
 - author of Dais publications.
6. **SERVICE TO THE COMMUNITY:** Distinction in community, professional, business or trade affairs constitutes one of the major qualifications for Freemanship, because the skills developed within Rostrum are of limited value unless they are used in the wider service to the community. Examples of relevant meritorious activities are:
 - diligent and consistent efforts to bring Rostrum to the notice of professional, trade, business, educational and other institutions and leaders
 - sponsorship of new Rostrum clubs
 - sponsorship of Rostrum-like activities in schools
 - service as an adjudicator/coach in non-Rostrum public-speaking competitions and debates.
7. **PROSPECTIVE FUTURE SERVICE:** It cannot be too strongly stressed that elevation to Freemanship is not merely a reward for past service: it is not the presentation of a notional gold watch at retirement. Certainly, meritorious past service is a necessary condition, but it is not a sufficient condition. Elevation to Freemanship is not the end of a Rostrum career; it is a mid-way point at which exceptional talent, initiative and diligence have been recognised at the highest level, and beyond which the nominee is expected to contribute further efforts to apply those attributes to the broader purposes of Rostrum. The Dais (and ultimately the A.R.C.) must assure itself that the nominee has the ability and the desire to honour the promise the nominee will have to make: "Recognising my wider responsibilities as a Freeman" It is most important, therefore, that the attention of each nominee be drawn to the Freeman's Promise and to this section of the guidelines, and an appropriate assurance be obtained. If Dais and the A.R.C. ultimately approve the nomination, the prospective Freeman will be asked to confirm these assurances at the ceremony where the promise is made.

8. **PERSONAL QUALITIES:** It is expected that the nominee should exemplify all that is praiseworthy in a Rostrum context. That context includes “ love of the English language”. The nominee’s personal qualities should therefore include a higher-than-average rating in:
 - ability as a speaker;
 - stability, reliability and dedication
 - the exemplary use of spoken English
 - visible good citizenship.
9. **PROCEDURES:** Subject only to Clause 10(f) of the Australian Rostrum Constitution a Zone should determine and publish its own procedure for the nomination and appointment of Freeman. The elevation of a person to the title and status of Freeman is to be conducted by the National President or National President’s nominee.

4.3 General Procedures and Guidelines

1. The elevation of a Freeman shall occur at an appropriate major Dais Event. Members in remote clubs may be elevated at an appropriate local or regional Rostrum function.
2. At the elevation ceremony, all Freeman present should be asked to stand while the new Freeman takes the Freeman’s Promise.
3. In accordance with established custom, the prospective Freeman, having made the Freeman’s Promise, will be presented with a gold badge of the established size and design for this zone. The name and date of elevation shall be engraved on the rear of the badge.
4. Under no circumstances should a Freeman’s badge be worn by a person who has not made the Freeman’s Promise.
5. Any Freeman who serves as a Dais President shall have the standard laurel wreath affixed to their Freeman’s badge at the completion of their term of office. If a Dais President is elevated to Freeman after their term as President, then the gold Freeman’s badge shall be presented with the laurel wreath affixed.

5 FREEMEN’S COUNCIL

1. Dais shall establish and maintain a Freeman’s Council.
2. Freeman’s Council shall consist of all Freeman normally residing in Western Australia except such as are excluded by Clause (6) below.
3. The members of Freeman’s Council shall from time to time appoint a member of the Council to be the Chairman of Freeman’s Council.
4. The Chairman of Freeman’s Council or Chairman’s representative shall be ex-officio an Officer of Dais.
5. The Freeman’s Council shall meet as determined by the members of the Council, and shall appoint such executive officers and committees as are deemed appropriate by the Council.
6. Freeman who would otherwise be eligible to be members of the Council but who have advised the Chairman of Freeman’s Council in writing or who in the considered opinion of the Chairman of Freeman’s Council are unwilling to undertake the duties and responsibilities expected of a Freeman of Rostrum shall not be included as members of Freeman’s Council.

6 TRAINING COUNCIL – Section removed September 14th 2018

7 GENERAL

7.1 Membership

7.1.1 Procedure to the Election of a Member

- (i) A candidate for membership of any club within the zone shall complete a nomination form approved by Dais or its Executive. The nomination form shall be signed by a member of the club and shall be given to the Club secretary together with the joining fee approved from time to time by Dais.

- (ii) Upon receipt of the nomination form and the joining fee the club secretary shall arrange for the application to be read at a regular club meeting. No ballot is required except that at that meeting any member of the club shall be entitled to call for a ballot. If no call is forthcoming, the club may proceed to an induction at a time of its own choosing, including the meeting at which the nomination was read.
- (iii) If a ballot is required, a candidate's membership shall be approved by a majority of members present and voting.
- (iv) Following the acceptance of a candidate as a potential member, whether by ballot or no, at a meeting which is convenient to the President and the member elect, the President shall call upon the candidate to make the Rostrum Promise as required and induct him/her as a member of that club. Once having made the Rostrum Promise a member is thereafter entitled to be addressed as "Speaker".
- (v) This procedure for admission as a member shall apply in all cases even though the candidate may be already a member of another Club. However, for a member to transfer his/her membership from one Club to another he/she shall Inform the Rostrum Information Centre.
- (vi) Should a Club cease to exist then the members of that club shall be eligible to join another club without being required to pay the Rostrum joining fee.

7.2 Finances

- (i) The Financial Year shall end on December 31st in each calendar year.
- (ii) The Dais Treasurer shall prepare in respect of each financial year financial statements which give a true and fair view of the financial position and performance of the association for that year. Such financial statements shall be prepared –
 - (a) in such time to enable them to be submitted to the annual general meeting of the association to be held within 6 months of the end of the financial year.
 - (b) on either a cash basis of accounting or accrual basis of accounting, as shall be determined by Dais Executive from time to time.
- (iii) The financial statements shall be reviewed prior to submission to the annual general meeting. The reviewer shall be appointed by Dais Executive, such appointment being subject to the following provisos:
 - (a) A member of Dais Executive is not eligible for appointment.
 - (b) The appointee should be a member of a professional accounting body.
- (iv) At the annual general meeting the Dais Treasurer shall present to the meeting the financial statements for the previous financial year together with a copy of the reviewer's report thereon.
- (v) The Dais Treasurer shall present to an appropriate meeting of Dais in each financial year a proposed budget for the following financial year. Dais may at that meeting or at any subsequent meeting amend the terms of any such annual budget.

7.2.1 Fees and Charges

- (i) A member re-joining Rostrum after less than 2 years absence is not required to pay the Joining Fee. They shall pay the Subscription Fee as per section 7.2.1. iv).
- (ii) A member re-joining Rostrum after less than two years absence need not pay a joining fee but may be asked for the cost of a badge.
- (iii) The Rostrum Joining fee is set at \$75 effective from 1/3/2011. The Club may retain \$ 25 of this Fee and forward the remainder to the Secretariat along with the Subscription Fee.
- (iv) The Rostrum Subscription fee for 6 months membership is set at \$75 effective from 1/3/2011. For new members the Subscription Fee shall be levied on a pro-rata basis. A new member joining Rostrum shall pay the Joining Fee plus a pro-rata Subscription Fee. Currently the Subscription Fee is calculated as \$12.50 per calendar month. If a new member joins in June or December their Subscription Fee covers the existing month plus the next 6 months Current Schedule of Fees.

Joining Date	Joining Fee \$	Subscription Fee \$	Total \$	Pay Dais \$	Club Retains \$
January or July	75	75	150	125	25
February or August	75	62.50	137.50	112.50	25
March or September	75	50	125	100	25
April or October	75	37.50	112.50	87.50	25
May or November	75	25	100	75	25
June or December	75	87.50	162.50	137.50	25

- (v) A Club is solely responsible for collecting their own levies, if any, that they apply independently of Dais.
- (vi) All members of Rostrum shall be required to pay the Dais Subscription Fee once only per term. Any member who has concurrent fully paid-up membership of two or more Clubs within Rostrum W.A. shall on application to the Dais Treasurer, have refunded to them any Dais Subscription Fee paid other than the first.
- (vii) A member who transfers to another Club shall be deemed to have continuous membership in respect of Dais dues.
- (viii) Subscription fees for each term are payable in advance. **Deadline for the payment of Club fees to DAIS by the end of June and December.** Clubs will be sent the relevant forms for the completion of the syllabus and for members' fees before the end of October and April each year. Clubs that are more than 14 days in arrears will not be considered for the R.A Crook Award nor the David Price Award.

7.3 Annual General Meeting

7.3.1 Date of Annual General Meeting

The Annual General Meeting of Rostrum Western Australia Incorporated shall be held on or before 30 June each year unless this date contravenes the requirements of the Western Australian Associations Incorporation Act 2015.

7.3.2 Process for the Meeting

- (i) All Dais Representatives shall be given not less than three weeks' notice of the Annual General Meeting, such notice shall include an agenda of business to be transacted at that meeting.
- (ii) All members of Rostrum will be given not less than three weeks' notice of the Annual General Meeting and invited to attend.
- (iii) No items of business affecting all Clubs will be dealt with at an Annual General Meeting without prior notice to all Club members.
- (iv) Items on the agenda should be discussed at club level and any decision made by the club should be brought to the Annual General Meeting for discussion.
- (v) Any member attending the meeting shall be given the opportunity to speak on any matter on the agenda.
- (vi) An attendance roll will be taken before the meeting where the financial status of the Clubs and the names of Representatives attending the Annual General Meeting will be verified.
- (vii) All attendees at the Annual General Meeting will sign the attendance roll before the meeting to verify their Clubs' participation.

- (viii) Any club, whose meeting is defined by Dais as a country club, may appoint any member of a Rostrum club to attend the Annual General Meeting to represent their club.
- (ix) A Dais representative who is unable to attend a Dais meeting may nominate a member of any Rostrum club to attend the Annual General Meeting to represent their club.
- (x) No person shall represent more than one club at the Annual General Meeting.
- (xi) The Annual General Meeting shall not proceed to business without a quorum of thirty percent of the Dais Representatives. If a quorum is not present within twenty minutes of the advertised starting time the meeting shall stand adjourned to a date and time determined by those present. Notice of this adjourned meeting shall be given in accordance with the provision of Clause 9(c) of the Constitution.
At any such adjourned meeting if a quorum is not present within twenty minutes of the advertised starting time, the members present shall be deemed a quorum and may proceed to business.
- (xii) All matters at the Annual General Meeting shall be decided by majority vote of those Dais representatives present. A ballot shall be taken if demanded by two or more members.
The Chairman shall not have a casting vote, and in the case of an equality of votes, shall resolve the question so as to maintain the status quo.