



Constitution

The organisation shall be called and known as –

'The Association of the UK School of Professional Toastmasters'

The objectives of the 'Association' shall be to maintain the high standards of toastmastering, to enhance the professional status of members and their business opportunities.

1) Management of the Association

- a) The Association will be managed by an Executive Committee consisting of the following Officers who, with the exception of the Immediate Past President, will be elected at the Annual General Meeting
 - i. The President
 - ii. The Immediate Past President
 - iii. The Senior Vice President
 - iv. The Junior Vice President
 - v. The Secretary
 - vi. The Treasurer
 - vii. At least three Committee Members, but no more than seven

The Immediate Past President will serve on the Executive Committee by right of the office they hold, and will act as welfare officer for the Association.

All other officers will be elected at the Annual General Meeting of the Association and will hold office until the next Annual General Meeting, except for the Secretary and Treasurer who will be deemed elected for a period of two years, ie until the second Annual General Meeting following their election.

Once the Immediate Past President has served on the Executive Committee by the right of the office they hold they must then have a break of at least one year from membership of the Executive Committee.

- b) The Executive Committee can at their discretion co-opt members onto the Committee or onto Working Committees to deal with specific matters.
- c) In addition to the Executive Committee there will be three Sub-Committees
 - i. The Social Committee, chaired by the Senior Vice President who will at his/her discretion appoint or co-opt the other members of the Social Committee as necessary for any specific event being organised.
 - ii. The Audit Committee, consisting of two 'account examiners'. The Audit Committee will act as examiners of the accounts prior to submission of the annual accounts. The 'account examiners' will be elected annually at the Annual General Meeting of the Association.

- iii. The Marketing & Communications Committee, appointment to which will be at the discretion of the Executive Committee.
- d) Eligibility
 - i. Only fully paid members of the Association are eligible to nominate, or to be nominated, for election to the Executive Committee.
 - ii. No member of the Association may hold more than one office of the Executive Committee.
- e) In the event of any member of the Executive Committee ceasing membership of the Executive Committee for any reason:
 - i. Nominations to fill the vacancy shall be invited within 14 days of the cessation of membership. Nominations to be notified in writing (email being accepted as in writing) to the Secretary within a further 21 days of the invitation being issued.
 - ii. In the event of more than one nomination the Secretary shall conduct a ballot. The ballot shall be conducted by post and/or email within 21 days of the closing date for nominations.
 - iii. The closing date of any ballot shall be clearly indicated on the ballot form.

2) Meetings

- a. There will be *one* meeting of the membership of the Association per year nominally the Annual General Meeting.
- b. Locations of meetings may move around the UK reflecting the national character and membership of the Association. Meetings may also take place via internet, conference call etc as technology allows and as agreed by the Executive Committee.
- c. The majority of routine business transactions and occasional meetings will take place via the Internet so all members are expected to be available on line and have suitable equipment.
- d. The Executive will meet as necessary. There should be at least three members of the Executive present to form a quorum.
- e. One year's notice of the Annual General Meeting of members will be given. All members are expected to keep the date free on their calendars, emergencies excepted.
- f. Motions for discussion at the AGM must be submitted in writing (email being accepted as in writing) to the Secretary, proposed and seconded by two paid up members of the Association. Agendas' will be circulated 21 days before the meeting.
- g. Items for discussion at the AGM must be submitted in writing (email being accepted as in writing) to the Secretary, Agendas' will be circulated 21 days before the meeting.
- h. Voting: A motion may only be voted on at a full meeting by the paid-up members in attendance. In the event of a tied vote, the President shall have the casting vote.
- i. Extraordinary General Meetings may only be called by paid-up members of the Association. Any paid-up member wishing to call an Extraordinary General Meeting must inform the Secretary in writing (email being accepted as in writing), the motion for discussion to be supported by at least 5 other paid-up members. The Secretary shall give at least 28 days notice of date, venue and time of an Extraordinary General Meeting.

3) Management of Funds

- a. The funds of the Association will be placed in one or more bank accounts.
- b. Cheques from the account(s) will have no less than two signatories, from members of the Executive Committee. No sum exceeding £200 shall be paid on behalf of the Association without approval of the Executive Committee.
- c. Proper books of accounts and an inventory of apparatus or other material held by the Association shall be kept. A report of the Association's activities including a simple spreadsheet of accounts shall be submitted to the AGM each year.
- d. In recognition of the time and effort invested in Association matters by the Secretary and Treasurer, The Association will cover the costs of these Officers and their partners in attending the Annual General Meeting and Dinner as the end of each completed year of holding that office as follows:
 - the cost of the Annual Dinner for the Officer and partner.
 - the cost of overnight accommodation for the Officer and partner for one or more nights as required by the schedule agreed by the Executive Committee.

4) Membership Regulations

I. Membership

- a. Membership of the Association is restricted to toastmasters who have attended and successfully completed a Toastmaster's Course provided by the 'UK School of Professional Toastmasters Ltd'. New & re-joining members will be subject to a joining fee of £100 which shall be in addition to the annual subscription.
- b. Membership will consist of fully paid up members divided into:
 - i) Full members
 - ii) Associate members
 - iii) Retired members
- c. Each full member and associate member shall have one vote. Retired members may attend meetings, however, are not eligible to vote.

II. Honorary Membership

- a. Honorary membership may be conferred on an individual who has not completed the required training course as detailed above but has rendered excellent service to the toastmaster profession. This will be reviewed annually at the Annual General Meeting and can be continued provided there is unanimous support by the members present.
- b. Such individuals must be formally nominated, seconded and have a unanimous vote by members.
- c. Honorary Members may attend meetings, however, are not eligible to vote.
- d. Honorary Membership is limited to a maximum of 10% of the overall membership of the Association.

III. Fellowships

- a. The award of Fellow of the Association may be bestowed on any paid up Full Member who has given outstanding service to the association.
- b. Nominations for the award of Fellow may be made by any paid up Full Member of the Association. The nomination must be made in writing (email being accepted as in

writing) to the Secretary outlining why the nominee should be considered for the award of Fellow.

- c. The Executive Committee will consider all nominations for Fellow and will decide whether the award will be approved.
- d. The award of Honorary Fellow of the Association will be announced at the Annual General Meeting.
- e. Fellowships are for life [see exclusions below].

IV. Subscriptions

- a. Subscriptions shall be agreed by the membership at the AGM, the subscription agreed will prevail for that subscription year. The subscription year shall run 1st January to 31st December each year.
- b. Payment of subscriptions, and where relevant, insurance fees, must be received by the Treasurer not later than 31st March each year in the form of cleared funds. Where a member pays their subscription prior to the Annual General Meeting, and the subscription is increased at the Annual General Meeting, such members will still be liable to pay the difference between the subscription paid and the subscription agreed at the Annual General Meeting. This difference to be paid by 31st March each year.
- c. Any member not paying the subscription in time shall be deemed to have resigned from the Association by default. This will result in that Member's details and links being removed from the Association web site and database.

5) Engagements

- a. Engagements may be passed from one member to another, either directly or by circulation to all members through the Secretary. Where an engagement is passed it is expected that a 'finder's fee' of 10% will be paid to the member who has passed the engagement on. Where the member passing on the engagement has already agreed a fee and/or other terms with the client for the engagement it is strongly recommended that the member who then receives the engagement honours these fees/terms. It is regarded as being highly unprofessional not to do so.

6) Complaints against Members of the Association

- a. Any complaint appertaining to any Member (including Honorary and Fellows) of the Association must be in writing and made to an Officer of the Executive Committee.
- b. An extraordinary meeting of the Executive Committee will be called within 90 days to discuss the matter and decide on what action if any needs to be taken.
- c. The decision of the Executive Committee is final.

7) Exclusions

- a. The Association reserves the right to exclude any member who;
 - i. defaults in payments due to the Association,
 - ii is considered to have acted in an unprofessional manner affecting any other Member including Honorary and Fellow Members,

- iii is considered to have acted in an unprofessional manner affecting the Association or
- iv is deemed to have brought the name of the Association into disrepute.

8) Dissolution of the Association

- a. The dissolution of the Association may take place after a postal or email ballot of all paid-up members of the association, if 75% of those eligible to vote, are in favour of dissolution.
- b. Members shall be given a minimum of 28 days in which to register their vote in any such ballot.
- c. Funds and property of the association will be disposed of at the discretion of the Executive committee.

9) Correspondence

- a. All correspondence relating to the Association shall be addressed to the Honorary Secretary. All matters arising from correspondence shall be discussed at meetings or via Internet as appropriate. The Secretary shall reply on behalf of the Association.

10) The Constitution

- a. The Constitution shall only be altered by the consent of two thirds majority of the Full and Associate Members present at the Annual General Meeting or an Extraordinary General Meeting.
- b. The Constitution shall be binding on the association officers and members.

This constitution has been approved in accordance with 10a above, and accepted as the constitution for the Association of UK School of Professional Toastmasters, signed,

Graham Hunt
President
Date 25 Feb 2006

Glenn Mayes
Hon Secretary
Date 25 Feb 2006

This constitution has been amended in accordance with 10a above, and accepted as the constitution for the Association of UK School of Professional Toastmasters, signed,

David Wylie
President
Date 31 March 2009

Jane Burridge
Hon Secretary
Date 31 March 2009

This constitution has been amended in accordance with 10a above, and accepted as the constitution for the Association of UK School of Professional Toastmasters, signed,

Phillip Shorthouse
President
Date 20 February 2010

Robert Brown
Hon Secretary
Date 20 February 2010

This constitution has been amended in accordance with 10a above, and accepted as the constitution for the Association of UK School of Professional Toastmasters, signed,

Jane Burridge
President
Date 20 February 2011

Paul Mitchell
Hon Secretary
Date 20 February 2011

This constitution has been amended in accordance with 10a above, and accepted as the constitution for the Association of UK School of Professional Toastmasters, signed,

John Oakley
President
Date 20 February 2012

Paul Mitchell
Hon Secretary
Date 20 February 2012