

TOASTMASTERS
INTERNATIONAL



HOW TO BUILD A **TOASTMASTERS CLUB**

A Step-by-step Guide



**WHERE LEADERS
ARE MADE**



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A Step-by-step Guide

TOASTMASTERS INTERNATIONAL

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www.toastmasters.org/buildaclub

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**WHERE LEADERS
ARE MADE**

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INTRODUCTION

You've made the decision to organize a new Toastmasters club. Now what? This guide gives you the information and resources you need to move forward.

Did you know that more than 1,000 new Toastmasters clubs are started each year? Your efforts contribute to helping hundreds of thousands of people around the world become more successful communicators and leaders!

FIRST STEPS

Toastmasters clubs are formed every day in a variety of settings. They meet at corporations, churches, community centers — even in restaurants.

Clubs identify themselves in many ways. Generally speaking, clubs identified as **community clubs** are open to anyone. However, a community club may opt to include only members who meet certain criteria; in such cases, the community club is considered “closed.” For example, **advanced clubs** require that members are all Advanced Toastmasters.

Corporate clubs draw membership from employees of an organization. When company-based clubs choose to accept only employees of that organization as members, the club is considered “closed.” However, corporate clubs may decide to include members who are not employees; in this case the clubs are identified as “open.”

In either type of club, membership cannot be denied because of age (except to persons under 18), race, creed, gender, national or ethnic origin, sexual orientation, or physical or mental disability. As long as the individual is able to participate in the program they may not be denied.

New clubs must be chartered with a minimum of 20 members. Only three of the first 20 individuals may be members of another club, and are referred to as dual members. The remaining 17 may be new, reinstated or transfer members. Once you've decided on the type of club you want to form, seek help from other people. Local Toastmasters representatives are often willing to help, or you may contact the New Clubs team at Toastmasters International World Headquarters. They can work with you to assemble a team to help and support the club for up to one year.

Each new club may have up to two **sponsors** appointed by the district governor. Sponsors support new clubs in the following ways:

- ▶ Market the new club idea to prospective members
- ▶ Help with meetings
- ▶ Assist with forms
- ▶ Plan the charter presentation

Each new club may have up to two **club mentors** appointed by the district governor. Club mentors provide guidance during the first six months to one year of its existence. They are experienced Toastmasters who may decide to join the new club.

Sometimes, the members of an existing club may help to start a new one. These sponsoring clubs do the following to help a new club and may earn the Founder's Award club banner ribbon for their efforts:

- ▶ Present the demonstration meeting
- ▶ Offer encouragement and advice
- ▶ Attend the new club's charter presentation

For more information about club mentors or starting a new club, visit www.toastmasters.org/mentoraclub or www.toastmasters.org/bringti; you may also email newclubs@toastmasters.org.

FORMING A COMMUNITY CLUB

If you are starting a community club and your support team is in place, then you are ready to begin!

Step 1: The first step is to plan a demonstration meeting that demonstrates the benefits of Toastmasters and how a club meeting is conducted.

Step 2: Next, publicize the demonstration meeting:

- Send personal invitations to colleagues and friends.
- Submit announcements to local newspapers.
- Post notices on community websites and bulletin boards.
- Invite anyone who would benefit from improved communication and leadership skills, such as employees of local businesses, church groups, and military personnel.
- Use the Virtual Brand Portal at www.toastmasters.org/vbp to create your documents.

FORMING A CORPORATE CLUB

The key to success in starting a corporate club is to gain the support of a decision-maker within the organization who can authorize the club formation:

Step 1: Schedule an appointment with the human resources director or other high-level executive. Use the corporate marketing letter available at www.toastmasters.org/corporatemarketingletter.

Step 2: Prepare for the meeting. Be ready to discuss the value of Toastmasters training. Use the Features, Benefits and Value chart to illustrate your points along with the Corporate Marketing PowerPoint presentation. Both of these resources are found in the District Leader E-Toolkit at www.toastmasters.org/districtleadertoolkit

Step 3: Ask for the company's support in forming the new club. Determine what portion of the club costs the company will pay, if any. Companies show their support for Toastmasters in many ways. Often, the company pays the charter and new-member fees, while members may pay their own dues. Other companies pay for the banner and club materials. For details about sponsoring organizations see Form 1.

Step 4: Arrange a time and place to conduct a demonstration meeting.

Step 5: Plan a demonstration meeting that shows the benefits of Toastmasters both to the individual and to the organization. A demonstration meeting also stages how a club meeting is conducted.

Find more information about demonstration meetings on page 7. Schedule the meeting two to four weeks in advance to allow plenty of time for promotion. Purchase or download promotion materials via the online store at www.toastmasters.org/shop. For ideas, visit www.toastmasters.org/promomaterials.

Step 6: Publicize the demonstration meeting:

- Post notices on the company's intranet and bulletin boards.
- Invite all employees and extend a special invitation to company officials.
- Include fliers or brochures in employees' pay envelopes.

FORMING AN ADVANCED CLUB

Occasionally, a group chooses to charter a special club to focus on developing advanced skills. In advanced clubs, members hear advanced-level presenters and receive evaluations and feedback from other experienced members.

Advanced clubs must have a minimum of 20 members. Some advanced clubs require that members belong to another club, too:

- ▶ If the club decides to require dual membership, only three of the first 20 members may be transfer members. (A transfer member is one who has transferred from another club, but does not pay club dues in the new club until the following dues-renewal period.)
- ▶ If the club opts not to require dual membership, only three of the first 20 members may be dual members.

Most require members to have received the Competent Communicator (CC) or the Advanced Communicator Bronze (ACB) award. Advanced clubs follow the same charter process as other clubs. New member kits are not sent to advanced club members unless specifically requested.

SPLITTING A CLUB

Toastmasters International recommends that a club have 20 to 30 members. Clubs with more than 40 members may benefit from splitting into two clubs.

When you submit the charter paperwork and payment for a club forming from an existing club, include a letter stating that the club is splitting. New member kits are not sent to these clubs unless requested. Transferring members do not pay membership dues or new-member fees as long as their dues are current in the club from which they are transferring.

Each club must have a minimum of 20 members after splitting. All members of the new club may be transfer members. Before a club may split, members of the existing club must agree to it. Be sure that experienced, active members are evenly divided into both clubs.

NEW CLUB FINANCES

Begin to collect payments for dues and fees during or soon after the club's first meeting. In many countries, including the United States, a club must register as a not-for-profit organization before a bank account may be opened. More financial information is available at www.toastmasters.org/financialresources.

If a club has collected payments, but does not have a bank account of its own, it may designate a club officer to hold the payments until the club has opened an account or until payments are sent to World Headquarters. The club may also deposit payments into another club's account temporarily.

United States tax law requires that all U.S. clubs have an Employer Identification Number (EIN). World Headquarters will apply for an EIN on behalf of the club when the chartering process is complete. The number will be maintained in the club's permanent records. Once the EIN is granted, the club is able to open its own bank account. Each year, World Headquarters submits a summary of all U.S. clubs and their EINs to the United States Internal Revenue Service.

All clubs based in the United States are required to electronically submit to the Internal Revenue Service (IRS) Form 990-N, also known as the e-Postcard. This annual filing, due by May 15 of each year, is a requirement of the club officers and not Toastmasters International World Headquarters. For directions on how to file, and to learn more, go to www.toastmasters.org/irs990n

DEMONSTRATION MEETING

A demonstration meeting is your opportunity to show prospective members how a Toastmasters club meeting is conducted and what the Toastmasters program can do for them. An agenda for a demonstration meeting appears on page 8. A typical demonstration meeting requires eight or more experienced Toastmasters, each of whom assumes a meeting role:

- ▶ Toastmaster
- ▶ Timer
- ▶ Ah-Counter or grammarian
- ▶ General evaluator
- ▶ Speaker
- ▶ Evaluator
- ▶ Topicsmaster

When conducting a demonstration meeting, keep the following suggestions in mind:

- ▶ Keep the meeting short. Your goal is to create interest. Do not go overtime!
- ▶ Select a team that mirrors the audience's demographics.
- ▶ At a minimum include a short Table Topics™ session, a prepared speech, and an evaluation.
- ▶ Select a relatively inexperienced speaker who is less likely to intimidate the prospective members and shows them that Toastmasters offers something for everyone. A second speaker may be more advanced, showing a higher skill level.
- ▶ Invite representatives of the sponsoring organization, if any. Their presence will confirm the meeting's importance to the organization.

After the demonstration meeting, don't forget to do the following:

- ▶ Conduct a brief question-and-answer session.
- ▶ Ask members to share Toastmasters success stories.
- ▶ Introduce any representatives of the sponsoring organization.
- ▶ Introduce sponsors and mentors, emphasizing that when the club is chartered, mentors help the club through its first six to 12 months.
- ▶ Announce the date, time, and place of the next meeting.
- ▶ Explain the one-time charter fee of \$125, and be sure to collect money to cover the charter fee.
- ▶ Explain the new-member fee of \$20 per person and the six months' membership dues of \$36 per person (\$27 undistricted). Collect these payments along with completed application forms for those who decide to join.
- ▶ Explain other potential costs, such as costs for a club banner, membership pins, and other administrative supplies. For acceptable uses of club funds, visit www.toastmasters.org/useofclubfunds.

Please note: All payments to Toastmasters International must be in U.S. dollars.

DEMONSTRATION MEETING OUTLINE

DATE: _____

OBJECTIVES:

- ▶ Demonstrate the components of a typical Toastmasters meeting.
- ▶ Illustrate the benefits and value of Toastmasters.
- ▶ Discuss the charter process.
- ▶ Assign second-meeting responsibilities and review specific responsibilities with each assignee.

TOPICS TO COVER:

- ▶ Charter process
- ▶ Explanation of key meeting roles
- ▶ See *A Toastmaster Wears Many Hats* (Item 1167D), *Competent Communication* (Item 225), *Competent Leadership* (Item 265), or www.toastmasters.org/meetingroles.

MEETING AGENDA:

Welcome

Introduction and Explanation of Key Meeting Roles

- ▶ Toastmaster:
- ▶ Timer:
- ▶ Ah-Counter and grammarian:
- ▶ General evaluator:
- ▶ Evaluator:
- ▶ Topicsmaster:

Table Topics™ Session

Introduction of Speaker

- ▶ Speaker:
- ▶ Evaluator:

General Evaluation

Discussion of Charter Process

- ▶ Explain Toastmasters International's dues structure, and determine club dues.

ALTERNATIVE DEMONSTRATIONS

Although most demonstration meetings are conducted by eight or more Toastmasters, it is possible to do it with fewer — even with one! In such a meeting, you are the Toastmaster and you select prospective members to fill the meeting roles. You then guide the group through a typical Toastmasters meeting.

FOLLOW UP

Often, prospective clubs meet several times before they are able to complete the charter requirements. Your goal is to keep everyone enthusiastic and charter the new club as quickly as possible.

To maintain momentum, remember the following:

- ▶ Send a thank you note and meeting reminder notice to all attendees.
- ▶ Follow up with a phone call or email several days before the next meeting.
- ▶ Communicate with temporary officers and scheduled meeting participants to confirm duties for the next meeting.

CHARTER PRESENTATION

The presentation of the charter marks the debut of the new Toastmasters club! It also offers an excellent opportunity to recognize those who helped form the club and to generate publicity.

The club is officially chartered when World Headquarters has received and processed all documents and payments. Once processed, the club president will be sent a welcome letter and each member will receive a welcome email. For the district governor — or club president if the club does not belong to a district — to receive the club charter and charter member certificates, allow two to six weeks for clubs within the U.S. or Canada and four to eight weeks for all other clubs. Consider this as you select a date for the charter presentation.

Be sure to extend invitations to the following people:

- ▶ Members of the sponsoring club
- ▶ Friends and family of the new members
- ▶ Members of nearby Toastmasters clubs
- ▶ Local community and business leaders
- ▶ The district governor and other district leaders

A brief Toastmasters meeting takes place at the charter presentation. Toward the end of the program, introduce the district leader, who delivers a brief speech explaining the purpose of the Toastmasters program. Then formally present the charter. To conclude the meeting, you may read the letter sent to the club from World Headquarters, welcoming its members to Toastmasters.

TIPS FOR A SUCCESSFUL CLUB

Toastmasters clubs provide a positive learning environment. When members actively participate, they learn to become better communicators and leaders, and the clubs fulfill their purpose:

- ▶ Clubs must meet at least 12 times per year. (Weekly meetings are recommended.)
- ▶ Regular meetings must be conducted in person.
- ▶ Members must give speeches in person and give and receive verbal evaluations.
- ▶ Members must be afforded the opportunity to develop and practice leadership skills.

All club members contribute to the atmosphere of the club. It is important to foster a positive, pleasant environment. This way, existing members enjoy their experiences, and potential members are encouraged to join:

- ▶ The sergeant at arms sets up the room in advance.
- ▶ The club finds a meeting location that is pleasant and comfortable.
- ▶ Members greet guests warmly, and introduce them to others.
- ▶ Members ask guests to fill out a guest information form or sign a guest book.
- ▶ During the meeting, members introduce and welcome guests.
- ▶ Members enthusiastically participate and fill in for those who are unable to attend.

Meeting planning and organization is critical to club success:

- ▶ Members carry out all assignments to the best of their ability.
- ▶ Speeches from *Competent Communication* (Item 225) and manuals in the *Advanced Communication Series* (Item 226Z) are required.
- ▶ Each member receives a meeting agenda.
- ▶ Members with meeting roles explain their duties to the group.
- ▶ The meeting is planned, and participants are informed of their responsibilities at least a week in advance.
- ▶ The Topicsmaster prepares thought-provoking Table Topics™.
- ▶ Meetings start and end on time.
- ▶ Guests are invited to become members when they visit.
- ▶ The club operates from a six-month educational plan based on the educational and social needs of the membership.
- ▶ Evaluations are based on project objectives and the individual learning needs of the member.

Use the Moments of Truth Club Evaluation Chart (Item 290B) periodically to make sure your club is staying on track. Success 101 (Item 1622) is an excellent resource with tips and ideas for making your club and its members successful.

FORMS

CHARTER FORMS CHECKLIST

The official charter date is when all charter forms and payments are received by Toastmasters International World Headquarters.

Downloadable forms are found at www.toastmasters.org/newclubforms.

Complete and submit the following forms and payment:

- Form 1** Application to Organize a Toastmasters Club
- Form 2** Charter Payments:
 - \$125: charter fee with the Application to Organize (if not previously sent)
 - \$20: new-member fee per person
 - \$36 six months' membership dues per person (\$27 for undistricted clubs)
- Form 3** Toastmasters Charter Membership Application (one required per member)
Applications must be signed by both the applicant and club officer.
- Form 4** Charter Club Officer Information
- Form 5** Club Information
- Form 6** Toastmasters Club Constitution and Bylaws with Certificate of Club Adoption and Certificate of Secretary

Clubs chartering in September or March (the last months of the dues renewals periods) may wish to submit membership dues amounting to \$42 per person. The extra \$6 per person will be used to pay the prorated renewal dues. By doing this, your club will not have to collect dues from each member twice in two months. For clubs not assigned to districts, the amount would be \$31.50. The extra \$4.50 per person will be used to pay the prorated renewal dues.

Please note: All payments must be in U.S. dollars

SEND COMPLETED FORMS AND PAYMENT TO:

Toastmasters International New Clubs

Mailing Address: P.O. Box 9052 • Mission Viejo, CA 92690 USA

Courier Address: 23182 Arroyo Vista • Rancho Santa Margarita, CA 92688 USA

Email: newclubs@toastmasters.org

Phone: 949-858-8255

Fax: 949-858-1207



Application to Organize a Toastmasters Club

Send completed forms and payment to:

23182 Arroyo Vista • Rancho Santa Margarita, CA 92688 USA
PO Box 9052 • Mission Viejo, CA 92690 USA • Phone: 949-858-8255 • Fax: 949-858-1207

The undersigned applicant club hereby applies for membership in Toastmasters International in accordance with Article III, Section 3, of the Articles of Incorporation and Bylaws of Toastmasters International and requests permission to organize a Toastmasters club in: City _____ State/Province _____ Country _____ Date _____.

It is understood that such permission when granted will give this group the right to use the name, procedures and materials of Toastmasters International as a provisional club for twelve (12) months from the date received by World Headquarters.

It is agreed that the right to use the Toastmasters emblem, the name Toastmaster or Toastmasters International shall be conditioned upon permission for such use being granted by Toastmasters International; such use shall be discontinued if Charter is not granted, or if applicant club shall be required to do so at any time in the future for cause by Toastmasters International. Toastmasters clubs agree they must not use the trademarks and copyrighted materials of other entities in any way without express written permission from the owner. This includes, but is not limited to, use in the club's name, club's domain name or other materials or publications.

In order to qualify for a charter, a club must have a minimum of 20 members, 17 of whom cannot belong to another Toastmasters club.*

All Toastmasters clubs must meet the following minimum requirements: meet at least twelve (12) times per year; have members give oral speeches and give and receive oral evaluations; and give members the opportunity to develop and practice leadership skills.

Membership in a Toastmasters club is by invitation only, and is subject to a vote by the members of the club. No person shall be excluded from membership in a Toastmasters club, and no member shall be deliberately discriminated against, in the conduct of official Toastmasters programs, because of age (except those persons under 18 years of age), race, color, creed, gender, national or ethnic origin, sexual orientation, or physical or mental disability, so long as the individual, through his or her own efforts, is able to participate in the program.

If granted, the Charter and membership may be revoked by Toastmasters International for cause including, but not restricted to: conduct unbecoming a Toastmasters club; failure to remain in good standing with Toastmasters International; or abandonment of the Charter and membership by applicant club.

As club correspondent and on behalf of the applicant club, I agree to the terms and conditions listed above.

Signed, _____ Date _____.

Please type or print the following information:

Correspondent or President's Name _____

Company Name (if applicable) _____

Address 1 _____

Address 2 _____

City _____ State/Province _____ Country _____ Postal Code _____

Phone _____

Email address _____

*Except in the case of advanced clubs where dual membership is a prerequisite.

Please make 1 copy of this document and mail to World Headquarters.
Keep the original in your club's permanent records.

Payment:

Charter fee of \$125.00(U.S.) is not refundable or transferable. Clubs meeting in the state of California must include sales tax of 8% for a total of \$135.24. Upon receipt of the completed Application to Organize and payment of \$125.00 charter fee, the club will receive their charter kit, which includes club administrative materials and an advance of 20 new member kits.* For a full list of items included in the charter kit please see Appendix.

*Distribution of these new member kits should only be to individuals who have paid the new member fee, which will be collected by Toastmasters International at time of charter.

Mail Check / Postal Money Order (U.S. funds drawn on a U.S. bank, payable to Toastmasters International)

Number _____ Amount \$ _____

Mail or Fax Credit Card Visa MasterCard American Express Discover

Card number _____ Expiration date _____

Name as it appears on Credit Card _____

Signature _____

MEMBERSHIP CATEGORY	LANGUAGE FOR OFFICER MANUALS	LANGUAGE FOR NEW MEMBER KITS	QTY NEW MEMBER KITS
<input type="checkbox"/> Community	<input type="checkbox"/> English	<input type="checkbox"/> English	_____
<input type="checkbox"/> Company	<input type="checkbox"/> Arabic	<input type="checkbox"/> Arabic	_____
<input type="checkbox"/> Government Agency	<input type="checkbox"/> Simplified Chinese	<input type="checkbox"/> Simplified Chinese	_____
<input type="checkbox"/> Military	<input type="checkbox"/> Traditional Chinese	<input type="checkbox"/> Traditional Chinese	_____
<input type="checkbox"/> Correctional Institution	<input type="checkbox"/> French	<input type="checkbox"/> French	_____
<input type="checkbox"/> College	<input type="checkbox"/> German	<input type="checkbox"/> German	_____
<input type="checkbox"/> Church	<input type="checkbox"/> Japanese	<input type="checkbox"/> Japanese	_____
<input type="checkbox"/> Advanced Toastmasters	<input type="checkbox"/> Spanish	<input type="checkbox"/> Spanish	_____
<input type="checkbox"/> Other	<input type="checkbox"/> Accessible PDF on CD for the visually impaired (English only)	<input type="checkbox"/> Accessible PDF on CD for the visually impaired (English only)	_____

Twenty kits will be shipped if only submitting charter fee.

Sponsoring Organization:

This is an organization that may pay dues, charter fees, new member fees, provide a meeting location, and/or allow meetings to occur on company time. Please provide the name of the **parent company**. Example: Company X. Do not enter affiliate name. Example: Company X of California.

Organization Name _____ Organization Contact _____

Website _____ Phone number _____

Address 1 _____

Address 2 _____

City _____ State/Province _____ Country _____ Postal Code _____

Industry _____

Sponsoring Club (up to two):

This is an existing Toastmasters club that assists in the formation of the applicant club.

Club No. _____ Club No. _____

Individual Toastmaster Sponsors (up to two):

These are individuals who assist in the formation of the club before charter is granted.

Name _____ Member No. _____

Name _____ Member No. _____

Individual Toastmaster Mentors (up to two):

These are individuals who assist the club for at least six months after charter is granted.

Name _____ Member No. _____

Name _____ Member No. _____

New Club Alignment:** District _____ Division _____ Area _____

**If alignment is unknown, please leave this section blank.

Page 2 of 2 – Both pages are required to process application

Toastmasters International, the Toastmaster, and the Toastmasters International emblem are trademarks of Toastmasters International registered in the United States, Canada, and many other countries.

Charter Payments



Submitted by _____ Club No. _____
CLUB NAME

Toastmasters Club of _____ District _____
CITY & STATE/PROVINCE COUNTRY

In compliance with the provisions of the Bylaws of Toastmasters International, we the undersigned president and secretary of the above-named club, hereby certify that on this date the membership of this club is shown below, and that there is due Toastmasters International the amount shown in item 6 below.

Note: Minimum requirement for the issuance of a charter is 20 members (17 of whom cannot belong to another club, except in the case of advanced clubs where dual membership is a prerequisite).

- 1. Charter fee of \$125 (if not previously paid) _____
- 2. Total number of new members _____ @ \$20 _____
- Total number of dual members _____ Total member kits _____ @ \$20 _____
- Total number of reinstated members _____ Total member kits _____ @ \$20 _____
- Total number of transfer members _____ Total member kits _____ @ \$20 _____

(Transfer members must be active in an existing club in order to be considered a transfer member.)

- 3. Total dollar amount for lines 1-2 _____
- 4. California clubs add 8% sales tax: Line 3 x .08 _____
- 5. Total number of members paid _____ if districted @ \$36 _____
- Membership dues for charter members are not prorated. if undistricted @ \$27 _____
- Do not include payment for transfer members paid in another club.

6. Total amount enclosed: Add lines 3, 4 and 5 _____

Pursuant to the Bylaws of Toastmasters International, although you are submitting 6 months of dues at time of charter, Toastmasters clubs are required to remit membership payments semiannually in April and October. Clubs chartering in September or March may wish to submit their renewal dues now to avoid having to collect dues from each member twice in two months. If your club charters in the months of October through March your next dues renewal is due April 1st. If your club charters in the months of April through September, your next dues renewal is due October 1st.

If you have received the charter kit and require new member kits for additional members, over the 20 you were already provided, these will be shipped at time of charter.

Signed _____ Signed _____
PRESIDENT SECRETARY

Date _____ Date _____

Method of Payment

Check / Postal Money Order (U.S. Funds drawn on a U.S. bank, payable to Toastmasters International)

Number _____ Amount \$ _____

Credit Card Visa MasterCard American Express Discover

Card number _____ Expiration date _____

Name as it appears on Credit Card _____

PLEASE PRINT

Signature _____

Member's Agreement and Release:

Consistent with my desire to take personal responsibility for my conduct, individually and as a member of a Toastmasters club, I agree to abide by the principles contained in "A Toastmaster's Promise" and the governing documents and policies of Toastmasters International and my club. I will refrain from any form of discrimination, harassment, derogatory, illegal, or unethical conduct, and I understand that if I engage in such conduct, I agree to reimburse Toastmasters International, my club or other clubs, or other individuals involved with Toastmasters, for any damages, losses, or costs resulting from my conduct. Understanding that Toastmasters programs are conducted by volunteers who cannot be effectively screened or supervised by Toastmasters International or its clubs, I release and discharge Toastmasters International, its clubs, governing bodies, officers, employees, agents and representatives from any liability for the intentional or negligent acts or omissions of any member or officer of my club or other clubs, or any officer of Toastmasters International.

By submitting this application, I agree to the collection, use and processing of the personal information I provide to Toastmasters in this Membership Application for the purposes of organization administration, payment of my dues, and inclusion of my contact information in a members' directory that will be distributed to members and employees of Toastmasters. By submitting my personal information to Toastmasters, I also agree that my information may be accessed and used by Toastmasters and its employees and agents. I agree to notify addresschanges@toastmasters.org of any change to my personal information, including making any requests to check, delete or correct my personal information, so that it is accurate and current. I understand that the majority of the data requested in this application is necessary for administrative and planning purposes, and that the failure to provide this information may prevent my application from being properly processed or inclusion of my contact information in the members' directory.

A Toastmaster's Promise

As a member of Toastmasters International and my club, I promise . . .

- ▶ To attend club meetings regularly;
- ▶ To prepare all of my speech and leadership projects to the best of my ability, basing them on projects in the *Competent Communication*, *Advanced Communication* or *Competent Leadership* manuals;
- ▶ To prepare for and fulfill meeting assignments;
- ▶ To provide fellow members with helpful, constructive evaluations;
- ▶ To help the club maintain the positive, friendly environment necessary for all members to learn and grow;
- ▶ To serve my club as an officer when called upon to do so;
- ▶ To treat my fellow club members and our guests with respect and courtesy;
- ▶ To bring guests to club meetings so they can see the benefits Toastmasters membership offers;
- ▶ To adhere to the guidelines and rules for all Toastmasters educational and recognition programs;
- ▶ To maintain honest and highly ethical standards during the conduct of all Toastmasters activities.

I confirm that a completed new member application for this member is on file with the club and will be retained by the club. The application contains both the signature of the new member and the signature of a club officer. Questions should be directed to the **New Clubs department:** newclubs@toastmasters.org.

By my signature below, I agree to the terms of *A Toastmaster's Promise*, and the *Member's Agreement and Release* stated above, and certify that I am 18 years of age or older, in compliance with the Toastmasters International Club Constitution.

I acknowledge that my electronic signature on this document is legally equivalent to my hand-written signature.

Signed: _____
APPLICANT

By my signature below, I certify that this individual has joined the Toastmasters club identified. As a club, we will ensure that this member receives proper orientation and mentoring.

I acknowledge that my electronic signature on this document is legally equivalent to my hand-written signature.

Signed: _____
CLUB OFFICER

In order for this application to be valid both signatures are required.

CLUB OFFICER – Please keep a copy for your club's records. If mailing, send to:
New Clubs, Toastmasters International, P.O. Box 9052, Mission Viejo, CA 92690 USA.
If faxing, send to: 949-858-1207.

Note: Please submit information via one method only to avoid duplication.

Charter Club Officer Information



Term of Office *(check only one box)*

Club No. _____ District _____

Annual Semiannual

NOTE: Toastmasters International’s Club Constitution and Bylaws state club officer terms must conform to the above schedule. Only those clubs that meet weekly may elect officers for semiannual terms. Please provide email addresses for all officers, which is a requirement to conduct club business online.

Minimum Officer Requirements: Clubs must report at least a president, one vice president, and a secretary or secretary/treasurer, and these offices must be held by three different individuals.

President

Name _____

Email _____

Member No. (if known) _____

Vice President Education

Name _____

Email _____

Member No. (if known) _____

Vice President Membership

Name _____

Email _____

Member No. (if known) _____

Vice President Public Relations

Name _____

Email _____

Member No. (if known) _____

Secretary

Name _____

Email _____

Member No. (if known) _____

Treasurer

Name _____

Email _____

Member No. (if known) _____

Sergeant at Arms

Name _____

Email _____

Member No. (if known) _____



Club Information

Please type or print clearly exactly as you would like it to appear on your club charter certificate.

Club Name: _____ Club No. _____ District _____

Contact Information:

Club Contact Phone Number: _____

Club Contact Email: _____

Club Website: _____

Club Meeting Information: Weekly 1st & 3rd 2nd & 4th

Meeting Day _____ Meeting Time: _____

Meeting Place: _____

Facility (if applicable): _____

Address: _____

City: _____ State/Province: _____

Country: _____ Postal Code: _____

Please check the box that best describes your club:

- Community
- Company
- Government Agency
- Military
- Correctional Institution
- College
- Church
- Advanced Toastmasters
- Other

Level of Organizational Sponsorship (Check all that apply):

- Organization pays dues and new member fees
- Organization pays dues only
- Organization pays new member fees only
- Organization provides meeting location
- Organization allows meetings to occur on company time
- Organization provides incentives for goal completion

Sponsoring Organization:

This is an organization that may pay dues, charter fees, new member fees, provide a meeting location, and/or allow meetings to occur on company time. Please provide the name of the **parent company**. Example: Company X. Do not enter affiliate name. Example: Company X of California.

Same as Form 1

Organization Name _____ Organization Contact _____

Website _____ Phone Number _____

Address Line 1 _____

Address Line 2 _____

City _____ State/Province _____ Country _____ ZIP/Postal Code _____

Industry _____

Is your club:

- Open to all interested persons Open only to members of a specific organization or group

GROUP EXEMPTION AUTHORIZATION Return with Charter Application Forms (U.S. clubs only) to Toastmasters International

You are authorized to include this Toastmasters club:

_____ in the application for group exemption filed with the Internal Revenue Service.

Signed _____ Date _____

Toastmasters Club Constitution for Member Clubs of Toastmasters International



(REVISED AUGUST 1994)

CERTIFICATE OF CLUB ADOPTION

THE UNDERSIGNED, being the validly elected and duly acting President and Secretary of the _____ CLUB NAME Toastmasters club of _____ CITY & STATE/PROVINCE _____ COUNTRY, do hereby certify that on the _____ day of _____, _____, this club adopted and agreed to be bound by the terms of this Constitution, effective upon the date that Toastmasters International issues a Charter to this club, by the vote of at least a majority of the active individual members of this club present and voting at a duly called and noticed club business meeting at which a quorum was at all times present.

Dated: _____, _____ CLUB PRESIDENT

Dated: _____, _____ CLUB SECRETARY

Article I

Mission and Purposes:

The mission of a Toastmasters club is to provide a mutually supportive and positive learning environment in which every individual member has the opportunity to develop oral communication and leadership skills, which in turn foster self-confidence and personal growth.

In order to carry out this mission, this club shall:

1. Help its individual members improve their abilities to communicate effectively;
2. Provide for its individual members' instructions, educational materials and opportunities which will give them skill and experience in the preparation and delivery of speeches;
3. Encourage its individual members to read and to listen analytically;
4. Provide for its individual members' fair and constructive evaluation of their efforts toward self-improvement;
5. Increase its individual members' knowledge of the rules of parliamentary procedure and their skills in conducting meetings and participating in group discussions;
6. Afford leadership training for its individual members; and
7. Provide opportunities and encouragement for its individual members to appear before audiences and to express their thoughts creditably.

Article II

Membership:

Sec. 1. All individual members of this club shall be at least 18 years of age. No person shall be excluded from individual membership in, or from any program or activity of, this club because of age (except those persons under 18 years of age), race, color, creed, gender, national or ethnic origin, sexual orientation, or physical or mental disability, so long as the individual, through his or her own effort, is able to participate in the program. However, the Bylaws of this club may provide for other restrictions on the composition of the individual membership, e.g., to the employees of a particular company or agency, residents of a specific community, or people sharing a special interest.

Sec. 2. This club is a private association, and membership herein shall be by invitation only. Any individual member may sponsor an eligible prospective individual member, and invite him or her to join this club, so long as the person is not currently suspended or removed from good standing with Toastmasters International under Article III, Sec. 8, of the Bylaws of Toastmasters International. Application for individual membership shall be made on the form provided by Toastmasters International. Such application, accompanied by the initiation fee and applicable dues, shall be returned to the club Secretary who shall read it to this club.

The applicant shall be declared elected to individual membership upon the favorable vote of at least a majority of the active individual members of this club present and voting at a business meeting of the club membership. The individual membership of this club may be divided into three classifications: active, inactive and honorary.

Sec. 3. All active individual members shall be entitled to all rights and privileges of this club, and all individual members shall share in its responsibilities. These responsibilities shall include support of its purposes and constructive contribution to its program and activities.

Sec. 4. Inactive individual membership is provided for as follows:

- (a) Inactive individual membership in this club may be conferred by the Executive Committee of this club on any individual member requesting an extended absence from club meetings, or who wishes to maintain individual membership without regular attendance at club meetings. An individual member may also be classified as inactive for continued absence without notice. An inactive individual member may be restored to active individual membership by the club Executive Committee upon request, provided there is a vacancy on the active roster of this club.
- (b) Inactive individual members shall have no voting privileges, shall not hold office, shall not be counted

toward a quorum of the club membership, and shall not participate in International Speech Contests. However, this club may count any inactive individual members toward qualification for minimum Toastmasters International standards for member clubs. Inactive individual members shall pay at least such portion of their club dues as this club pays to Toastmasters International as the per capita payment for such inactive individual member, and shall pay any additional amount specified in the Bylaws of this club. Except as provided herein, the rights, obligations, and conditions of inactive membership shall be as stated in the Bylaws of this club.

Sec. 5. Honorary individual membership may be conferred upon any qualified person by the favorable vote of at least two-thirds of the active individual members of this club at a club business meeting. Such membership shall be restricted to persons whose activities and public statements are consistent with the purposes of Toastmasters International. Honorary individual members have no voting privileges, shall not hold office, shall not be counted toward a quorum of the club membership, and shall not participate in speech contests. Honorary individual members shall be exempt from all club fees and dues, and their per capita payments to Toastmasters International shall be paid by this club. Except as provided herein, the rights, obligations, and conditions of honorary membership shall be as stated in the Bylaws of this club.

Sec. 6. Inactive and honorary individual members are not eligible to serve in any club office. They are not entitled to places on the regular speakers' program but may serve as substitutes when requested by the club President or the Toastmaster of the meeting. They may also participate in club discussions and serve as evaluators.

Sec. 7. This club may establish, from time to time, routine procedures for dropping individual members who fail to pay club dues, who miss a certain number of meetings, or who fall below other minimum standards as determined by the club or Toastmasters International. In addition, this club may expel, suspend, or decline to renew club membership of any individual member (a) who does not support this club's purposes; (b) who does not constructively contribute to this club's program and activities; (c) who acts in a manner inconsistent with standards of conduct set by this club or by Toastmasters International; or (d) for other just cause. Such standards include ethical, political, and other standards of conduct that may be established by the Toastmasters International Board of Directors from time to time and published as policy bulletins. This club shall follow such policies and procedures as may be adopted by the Toastmasters International Board for club expulsions, suspensions, or other disciplinary actions. If this club does not expel an individual member for violations of Toastmasters International standards of conduct, after written request to do so is made by the International President,

this club may be expelled from Toastmasters International unless its failure to act can be justified to the satisfaction of the Board of Directors.

Article III

Initiation Fees and Dues:

Sec. 1. The initiation fee for individual membership in this club shall be as stated in the Bylaws of this club. Such fee shall be payable when an individual membership application is filed with the club Secretary. The fee shall be returned if the application is not accepted. Immediately upon acceptance of a new individual member, the club Secretary shall so notify World Headquarters of Toastmasters International, and each new individual member, on payment of this fee and applicable dues, and being received into this club, shall be presented with a copy of the Communication and Leadership manual and such other materials as may be provided for new individual members by Toastmasters International.

Sec. 2. Any fee for reinstatement of a former individual member shall be stated in the Bylaws of this club.

Sec. 3. Any individual member in good standing desiring to transfer to another Toastmasters club may request the club Secretary to furnish a letter or card showing the date to which the individual member's per capita payment to Toastmasters International is paid. When an applicant for individual membership in this club transfers from another Toastmasters club and presents a letter or card from said club showing individual membership in good standing and that a per capita payment to Toastmasters International is paid for the current period, the applicant may be elected to individual membership without payment of the initiation fee, and upon payment of any transfer fee stated in the Bylaws of this club.

Sec. 4. The dues of this club for active and inactive individual members shall be as stated in the Bylaws of this club. Such dues shall be payable in advance at such time as this club shall designate. Dues shall be paid by all individual members and by the dates specified to maintain individual membership in this club.

Article IV

Meetings and Notice:

Sec. 1. Regular meetings of this club, which shall include any business meeting of active individual members, shall be held as provided in the Bylaws of this club.

Sec. 2. Special business meetings of this club may be called by a majority vote of the active individual members present and voting at any regular meeting at which a quorum is present, or by the club President.

Sec. 3. Meetings of the club Executive Committee shall be held as provided in the Bylaws of this club.

Sec. 4. No notice shall be required for regular business meetings held as provided in the Bylaws of this club. Notice

of any change in the time or place of any regular meeting, and notice of all special meetings, shall be given by mail, telephone, or other reasonable means at least four (4) days in advance of such meeting to all individual members of this club. Notice of special meetings shall include a statement of the general purposes of the meeting, but any membership business otherwise valid may be transacted at the meeting.

Sec. 5. If this club shall permanently change the time or place of regular meetings as provided in the Bylaws of this club, the club Secretary shall immediately provide notice of such change to World Headquarters.

Article V

Quorum and Voting:

Sec. 1. A majority of the active individual membership shall constitute a quorum for the transaction of all business of this club. A majority of the club Executive Committee shall constitute a quorum for the transaction of the Committee's business.

Sec. 2. Each active individual member shall be entitled to one vote on any matter presented to the club membership for a vote.

Sec. 3. No voting by proxy or absentee ballot shall be permitted on any matter presented to the club membership for a vote.

Sec. 4. Unless a greater vote is required by this Constitution or by the Bylaws of this club in a particular matter, the affirmative vote of at least a majority of those active individual members who are present and voting at a duly held business meeting at which a quorum is present shall be the act of this club.

Article VI

Officers:

Sec. 1. The Officers of this club shall be a club President, a Vice President Education, a Vice President Membership, a Vice President Public Relations, a club Secretary, a club Treasurer (or a club Secretary/Treasurer), a Sergeant at Arms, and the Immediate Past club President.

Sec. 2. In addition to the Officers provided in this Constitution, this club may have such other Officers as may be provided in the Bylaws of this club, but Toastmasters International credit toward any educational award is limited to service as a club Officer named in this Constitution.

Sec. 3. Officers shall serve for terms of one (1) year, provided that if, and only if, this club meets weekly throughout the year, this club may provide in its Bylaws that Officers shall serve for half-year terms. The terms of Officers serving an annual term shall commence at 12:01 a.m. on July 1 and end on June 30 at midnight. The terms of Officers serving a half-year term shall either commence at 12:01 a.m. on July 1 and end on December 31 at midnight, or commence at 12:01 a.m. on January 1 and end on June 30 at midnight.

Sec. 4. Except for the Immediate Past Club President, the Officers of this club shall be elected by the active individual members of this club. If the office of Immediate Past Club President is vacated for any reason, it shall stay vacant for the remainder of the term.

Sec. 5. Nominations for Club Officers shall be made by a Club Nominating Committee appointed by the club President at least two (2) weeks prior to the election. This Committee shall consist of three (3) active individual members. This Committee shall present its report at the regular business meeting immediately preceding the business meeting at which the election is to take place, and shall present only the names of active individual members who have consented to serve if elected. Further nominations may be made from the floor at the time of the election by any active individual member. All elections shall be by secret ballot, unless a secret ballot is dispensed with by unanimous vote, with a majority vote of all active individual members present and voting necessary to elect each Officer. The Chairman of the Club Nominating Committee shall be the Immediate Past club President, unless the best interests of the club require otherwise.

Sec. 6. For Officers who serve terms of one (1) year, elections shall be held at the first meeting in May in each year, to take office the following July. For Officers who serve terms of a half-year, elections shall be held at the first meetings in May and November in each year, to take office the following July or January, respectively.

Sec. 7. Any Officer of this club may resign, provided that any such resignation must be made in writing and delivered to the club President or club Secretary. Unless any such resignation is, by its terms, effective on a later date, it shall be effective on delivery to such club Officer, and no acceptance by this club shall be required to make it effective. Any Officer of this club may be removed from office at any time, with or without cause, by majority vote of all active individual members present and voting at a business meeting of this club.

Sec. 8. Any vacancy in an Office, except for the Immediate Past Club President, shall be filled by a special election held at the next business meeting following the announcement of the vacancy.

Sec. 9. Club Presidents elected for a term of one (1) year may not be re-elected for a successive term. Club Presidents elected for a term of a half-year may be re-elected for one successive term of a half-year.

Article VII

Duties of Officers:

Sec. 1. The club President is the chief executive officer of this club and is responsible for fulfilling the mission of this club. The President presides at meetings of this club and the club Executive Committee; appoints all Committees; and has general supervision of the operation

of this club. The President shall be an ex officio member of all Committees of this club except the Club Nominating Committee and shall serve as one of this club's representatives on the Area and District Councils. The President shall transmit to this club for its approval or disapproval all ideas and plans proposed by the Area and District Councils which may affect this club or its individual members; and shall take no action binding upon this club without either specific prior authorization or subsequent ratification by this club.

Sec. 2. The Vice President Education is the second ranking club Officer and is responsible for planning, organizing and directing a club program which meets the educational needs of the individual members. The Vice President Education chairs the Education Committee. The Vice President Education also serves as one of this club's representatives on the Area and District Councils and shall take no action binding upon this club without either specific prior authorization or subsequent ratification by this club.

Sec. 3. The Vice President Membership is the third ranking club Officer and is responsible for planning, organizing and directing a program that ensures individual member retention and growth in club individual membership. The Vice President Membership chairs the Membership Committee. The Vice President Membership serves as one of this club's representatives on the Area Council and shall take no action binding upon this club without either specific prior authorization or subsequent ratification by this club.

Sec. 4. The Vice President Public Relations is the fourth ranking club Officer and is responsible for developing and directing a publicity program that informs individual members and the general public about Toastmasters International. The Vice President Public Relations chairs the Public Relations Committee.

Sec. 5. The club Secretary is responsible for club records and correspondence. The club Secretary has custody of the club's Charter, Constitution, and Bylaws and all other records and documents of this club; keeps an accurate record of the meetings and activities of this club and of the club Executive Committee; maintains an accurate and complete roster of individual members of this club, including the address and status of each individual member; and transmits the same to the successor in office. The club Secretary provides notices of meetings as required by this Constitution, and immediately notifies World Headquarters of Toastmasters International of any change in the roster of individual members.

Sec. 6. The club Treasurer is responsible for club financial policies, procedures, and controls. The club Treasurer receives and disburses, with the approval of this club, all club funds; pays to Toastmasters International all financial obligations of this club as they come due; and keeps an accurate account of all transactions. The club Treasurer shall

make financial reports to this club and to the club Executive Committee quarterly and upon request, and shall transmit the accounts and all undistributed funds to the successor in office at the end of the club Treasurer's term.

Sec. 7. The Sergeant at Arms is responsible for club property management, meeting room preparation, and hospitality. The Sergeant at Arms chairs the Social and Reception Committee.

Sec. 8. The Immediate Past Club President provides advice and counsel as requested by the club President.

Sec. 9. In the event the club President and/or Vice President Education shall be unable to attend a meeting of the District Council, they shall certify the proxy credentials of the official representative or representatives of this club attending said District Council meeting. Such representative(s) shall be active individual members of this club.

Sec. 10. In addition to the duties stated in this Constitution, each of the Officers of this club shall have such duties and responsibilities as may be provided in the Articles of Incorporation, Bylaws, District Administrative Bylaws, manuals, or other directives of Toastmasters International, or as may be assigned by this club.

Article VIII

Committees:

Sec. 1. The Standing Committees of this club shall be the Executive, Education, Membership, Public Relations, and Social and Reception Committees.

Sec. 2. The club Executive Committee shall consist of the Officers of this club named in this Constitution, with the club President serving as the chairman. This Committee shall have charge of all business and administrative affairs of this club and shall consider all matters concerning the welfare of this club. All actions of the Executive Committee shall be submitted to this club at the next business meeting for ratification. Any decision of the Executive Committee which this club fails to ratify shall be null and void.

Sec. 3. The Education Committee shall have charge of the general educational program of this club. It shall prepare, or cause to be prepared, all program schedules of this club and shall publish the assignments at least three (3) weeks in advance. This Committee shall assist in the utilization and interpretation of program and educational materials available from Toastmasters International. It shall arrange for the exchange of speakers and educational programs with other clubs and encourage speaking engagements of individual members before non-Toastmasters groups.

Sec. 4. The Membership Committee shall consider all applications for individual membership and report thereon to this club, and shall arrange for proper induction of all new individual members. This Committee shall be responsible for maintaining club individual membership and attendance. It shall be the goal of this Committee to ensure

that the individual membership of this club is at all times at charter strength or better.

Sec. 5. The Public Relations Committee shall arrange the preparation and dissemination of news releases regarding this club's activities and educational programs and shall also promote opportunities for community participation in Toastmasters' learning programs. It shall also be responsible for all internal publications of this club, including the club newsletter.

Sec. 6. The Social and Reception Committee shall be responsible for all social functions of this club and such other duties as may be assigned to it. It shall act as a reception committee at all meetings.

Sec. 7. In addition to the duties stated in this Constitution, each of the Committees of this club shall have such duties and responsibilities as may be provided in the Articles of Incorporation, Bylaws, District Administrative Bylaws, manuals, or other directives of Toastmasters International, or as may be assigned by this club.

Article IX

Rules of Order:

Sec. 1. Insofar as they do not conflict with the Articles of Incorporation or Bylaws of Toastmasters International, policies or procedures adopted by the Toastmasters International Board of Directors, this Club Constitution, the Bylaws of this club, or laws applicable to nonprofit corporations, Robert's Rules of Order Newly Revised shall be the final authority as to parliamentary procedure, provided that if this club is located in a jurisdiction where Robert's Rules are not a recognized authority on parliamentary procedure, the Bylaws of this club shall specify in place of Robert's Rules the name of the recognized authority in the jurisdiction where this club is located.

Sec. 2. A Parliamentarian may be appointed at each meeting by the club President.

Article X

Affiliation:

Sec. 1. Upon receiving a Charter from Toastmasters International, and so long as this club remains in good standing with Toastmasters International, this club shall be a member of Toastmasters International, entitled to all the rights and powers, and subject to all the duties and requirements, of member clubs as may be stated from time to time in the Articles of Incorporation and Bylaws of Toastmasters International, in the District Administrative Bylaws, in this Constitution, and in policy bulletins issued by the Toastmasters International Board of Directors.

Sec. 2. This club shall also be affiliated with such District of Toastmasters International as the Board of Directors may designate, and shall be represented on that District Council as provided in the District Administrative Bylaws.

Sec. 3. This club shall make per capita membership payments and other payments on all individual members as required by Toastmasters International, provided that there shall be no change affecting the financial obligations of this club to Toastmasters International except after notice by publication in the *Toastmaster* magazine.

Sec. 4. This club is an independent legal entity, separate from Toastmasters International and every other member club of Toastmasters International, subject only to the express terms and conditions of affiliation stated in this Constitution and in the Toastmasters International documents identified in Section 1 of this Article. As such, this club is fully responsible for its own debts, liabilities, and other obligations, and any creditor of this club shall look only to the assets of this club for payment, and not to Toastmasters International, nor to any other member club of Toastmasters International, nor to any individual member of this club.

Sec. 5. This club is entitled to representation at all Toastmasters International Annual Business Meetings as provided in the Bylaws of Toastmasters International, and at any other meetings of the voting members of Toastmasters International, at Regional Conferences, and at District and Area Council meetings. This club shall select its representatives in sufficient time for the club President or club Secretary to validate the proper credentials for them. In the event this club is not represented at the Annual Business Meeting or the Regional Conference by personal representatives selected from this club, the Executive Committee of this club shall appoint and authorize a proxy with authority to act. Proxies for District Council Meetings shall be selected as set forth in Article VII, Sec. 9, above. Such representative or proxy shall be an active individual member of a Toastmasters International member club and must be in good standing with Toastmasters International under Article III, Sec. 8, of the Bylaws of Toastmasters International.

Sec. 6. The Articles of Incorporation and the Bylaws of Toastmasters International, as they may be amended by their terms from time to time, and this Constitution, as it may be amended from time to time as provided in Article XII below, shall govern this club and all other Toastmasters clubs affiliated with Toastmasters International. This club shall adopt no policy and shall take no action in conflict with the Articles of Incorporation or Bylaws of Toastmasters International, with this Constitution, or with any policy or purpose of Toastmasters International. This Constitution shall at no time be in conflict with the Articles of Incorporation, Bylaws or policies of Toastmasters International as they may be amended from time to time. This club shall not have the power to amend any reference in its Bylaws to this Constitution.

Article XI

Legal Status and Dissolution:

Sec. 1. This club is an unincorporated association formed solely for the purpose of privately educating its individual members. This club is not legally affiliated with any company, agency, or special interest group from which this club may draw its individual members. The use of the funds of this club shall be limited to educational purposes. They may not be used for social or political purposes, or for the benefit of any individual.

Sec. 2. In the event of dissolution of this club, distribution of any funds, after payment of any indebtedness, shall be made either by contribution to any educational research or memorial fund maintained by Toastmasters International, or by contribution to another Toastmasters club or to a Toastmasters District.

Sec. 3. This Constitution and the Bylaws of this club shall be governed by and interpreted in accordance with the laws of the State of California, where Toastmasters International is incorporated, regardless of the location of this club.

Article XII

Amendments to Club Constitution:

Sec. 1. This Constitution may be amended only by a majority of the votes cast at an Annual Business Meeting or a special meeting of the voting membership of Toastmasters International.

Sec. 2. Proposed amendments may be submitted by the Board of Directors to the voting membership of Toastmasters International at any time up to sixty (60) days before the membership meeting at which they will be considered.

Sec. 3. Proposed amendments may also be submitted by Toastmasters clubs to the Annual Business Meeting of Toastmasters International as follows: Proposed amendments must be presented in writing to and received by the Board of Directors no later than December 31 before the Annual Business Meeting at which they are to be submitted. The proposing club, or each proposing club if there is more than one, shall have approved the proposed amendment by the vote of at least two-thirds of the active individual members of the club present and voting at a club business meeting at which a quorum is present; such approval shall be evidenced by a certificate stating the proposed amendment signed by all the active individual club members who voted to approve the proposed amendment. Each proposing club shall submit such a certificate to the Board of Directors no later than the December 31 deadline. The proposed amendment shall be placed before the voting members of Toastmasters International only if the proposed amendment and certificate(s) are presented to and received by the Board no later than December 31 and one of the following conditions is met:

- (a) The Board of Directors votes to place the proposed amendment before the voting membership; or
- (b) The amendment is proposed by at least one percent (1%) of all the votes held by the voting membership of Toastmasters International, including member clubs and Delegates at Large; or
- (c) (1) the proponent(s) of the amendment agree to bear the full reasonable administrative cost to Toastmasters International of submitting the proposed amendment to the voting membership for a vote; and
(2) no other club Constitution amendment proposed by any proponent of the amendment shall be placed before the voting membership at the same meeting; and

(3) if an amendment on substantially the same subject has been voted on by the voting membership within five (5) calendar years before the meeting at which the amendment will be submitted, such prior proposed amendment shall have received no less than thirty percent (30%) of the votes cast; provided that no proposed amendment shall be placed before the voting members if it has been rendered moot; substantially duplicates or is encompassed by another proposed amendment at the same meeting; is illegal; is designed to further a personal claim, grievance, or interest; is beyond the power of Toastmasters International to effectuate; or is not a proper subject for this Constitution under California law.

Sec. 4. Notice of any proposed amendments to be submitted to the voting membership of Toastmasters International for a vote shall be mailed by the Executive Director to each voting member at least sixty (60) days before the meeting, together with any recommendation of the Board of Directors thereon. Any such recommendation shall also be presented to the voting members at the meeting before the vote is taken on the proposed amendments. No amendments to the proposed amendment may be made during the meeting, nor at any time after sixty (60) days prior to the meeting.

Sec. 5. In the event of two or more Club Constitution amendment proposals presented to the same meeting of members, which the Board determines to be in conflict with each other, only the proposal receiving the highest majority of votes cast shall be adopted.



of the _____ **TOASTMASTERS CLUB**

CLUB NAME

of _____

CITY & STATE/PROVINCE COUNTRY

Club No. _____ District No. _____

ARTICLE I

Name:

The name and location of this club shall be as set forth above in the title of these Bylaws. Such name and location may be changed as provided in Article VII below.

ARTICLE II

Membership:

Sec. 1. Subject to the nondiscrimination requirements set forth in Section 1 of Article II of the Club Constitution, individual membership in this club shall be restricted to _____

(If no restrictions will be placed on membership in this club, write in "no restrictions" on line above.)

Sec. 2. Honorary individual memberships in this club shall be conferred for a term of _____ year(s) and otherwise as provided in the Club Constitution.

ARTICLE III

Fees and Dues:

Sec. 1. The initiation fee for individual membership in this club shall be \$_____, payable as provided in the Club Constitution.

(The dues collected from a new individual member in addition to the initiation fee shall include the new individual member fee and per capita payment to Toastmasters International, plus any club dues.)

Sec. 2. The dues of this club for active individual members shall be \$_____ per person per _____ . Such dues shall be payable in advance on or before _____ .

(Club dues shall include the amount of the Toastmasters International per capita payment.)

Sec. 3. Reinstatement to individual membership of a former individual member shall call for a payment of a reinstatement fee of \$_____.

(The reinstatement fee is optional and, if collected, is retained by the club. If the club does not charge a reinstatement fee, place a "0" on the line above.)

Sec. 4. The fee for an individual member of another Toastmasters club who transfers into this club shall be \$_____ . Other conditions of transfer into this club shall be as stated in the Club Constitution.

(The transfer fee is optional and, if collected, is retained by the club. If the club does not charge a transfer fee, place a "0" on the line above.)

Sec. 5. The dues of this club for inactive individual members shall be \$_____ per person per _____ . Such dues shall be payable in advance on or before _____ .

(The club may set the dues for inactive individual members at any amount up to the amount of dues for active individual members, provided that inactive individual member dues must include the per capita payment required of this club to Toastmasters International attributable to such inactive individual member, as provided in the Club Constitution.)

ARTICLE IV

Meetings:

Sec. 1. Regular meetings of this club, which shall include any business meeting of active individual members, shall be held every _____ , at such hour and place as this club from time to time shall designate.

Sec. 2. Special business meetings of this club may be called by a majority vote of the active individual members present and voting at any regular meeting at which a quorum is present, or by the club President.

Sec. 3. The Executive Committee of this club shall meet at least _____ , at such hours and places as it may determine.

ARTICLE V

Election of Officers:

Sec. 1. The Officers of this club shall be as provided in the Club Constitution, with selection, duties, and terms as provided therein. In addition, this club shall have as Officers _____

Sec. 2. The additional Officers of this club provided in the preceding Section shall be selected and have duties as follows: _____

(If this club does not wish to elect additional Officers, write "none" above in both Sec. 1 and Sec. 2.)

Sec. 3. This club elects Officers for the following terms of office (check one):

Half-year terms, from July 1 to December 31 and from January 1 to June 30.

Full-year terms, from July 1 to June 30.

(Clubs meeting every week throughout the entire year may choose half-year terms; all other clubs must choose full-year terms. The beginning and end of the terms are set forth in Article VI, Sec. 3, of the Club Constitution.)

ARTICLE VI

Rules of Order:

Sec. 1. Since Robert's Rules are not a recognized authority on parliamentary procedure in the jurisdiction where this club is located, _____ shall be deemed substituted for Robert's Rules in Article IX, Sec. 1, of the Club Constitution with respect to this club.

(Complete this Article only if this club is located in a jurisdiction where Robert's Rules of Order, Newly Revised are not recognized parliamentary authority.)

ARTICLE VII

Amendments:

Sec. 1. Subject to the review of Toastmasters International, and provided the proposed amendment is within the scope of permitted amendments, these Bylaws may be amended, including amendments to change the name or location of this club, at any duly called and noticed business meeting of this club at which a quorum is present, by the affirmative vote of at least two-thirds of the active individual members present and voting. Any such amendment must be proposed in writing by an active individual member at the meeting immediately preceding that at which the amendment is to be voted on.

Sec. 2. The scope of these Bylaws, and any amendments to these Bylaws, is limited to the matters

specifically placed within the discretion of this club by the Club Constitution or by a policy of the Board of Directors of Toastmasters International. This club shall not have the power to amend any reference in these Bylaws to the Club Constitution.

Sec. 3. Upon its adoption by this club, the club Secretary shall immediately mail a copy of any Bylaws amendment to the Executive Director at World Headquarters of Toastmasters International for review. If Toastmasters International finds that the amendment does not exceed the scope of permitted amendments to the Bylaws of this club and is not otherwise improper, the amendment shall be filed in the records of Toastmasters International. If Toastmasters International determines that the amendment exceeds the scope of permitted amendments or is otherwise improper, Toastmasters International shall so notify this club, and the amendment shall be null, void, and of no effect.

CERTIFICATE OF SECRETARY

I, _____, certify that I am presently the duly elected and acting Secretary of _____ Toastmasters Club, Club Number _____, an unincorporated association, and that the above Bylaws, consisting of _____ pages, are the Bylaws of this club as adopted at a duly called and noticed business meeting of this club at which a quorum was at all times present, by the affirmative vote of at least two-thirds of the active individual members present and voting, on _____, _____.

Dated: _____, _____, _____

CLUB SECRETARY

GLOSSARY OF GOVERNING DOCUMENTS

The following glossary collects definitions found throughout the governing documents (Articles of Incorporation, Bylaws of Toastmasters International, District Administrative Bylaws, Toastmasters Club Constitution and Standard Club Bylaws) for convenient reference. However, this glossary does not contain every term used in the governing documents, nor are these summary definitions intended to substitute for the full definitions given in the governing documents themselves. If any question should arise concerning the definition of any term in this glossary, the reader is advised to consult the governing documents. Nothing in this glossary shall be considered in legally or judicially construing the meaning of any term in the governing documents.

ANNUAL BUSINESS MEETING: The regular yearly meeting of the voting members of Toastmasters International, held during the International Convention.

AREAS: Administrative units within each District of Toastmasters International, each of which is under the direction of an Area Governor. The District may organize Areas together into Divisions.

ARTICLES OF INCORPORATION: The Amended and Restated Articles of Incorporation of Toastmasters International, as filed with the California Secretary of State.

BOARD OR BOARD OF DIRECTORS: The Board of Directors of Toastmasters International, a California nonprofit public benefit corporation, consisting of 22 voting Directors, who are the International President, the Senior Vice President, the Second and Third Vice Presidents, the Immediate Past International President, two International Directors from each of eight geographic Regions, and one elected International Director from outside the United States and Canada. The Executive Director of Toastmasters International is an ex officio member of the Board without voting privileges.

BYLAWS: Depending on the context, either: (1) the Bylaws of Toastmasters International, a California nonprofit public benefit corporation; or (2) the Standard Club Bylaws for member clubs.

CHARTER: A document issued by World Headquarters and signed by the International President and the Executive Director that commences membership in Toastmasters International of a member club.

CLUBS OR MEMBER CLUBS: Groups which have subscribed to the purposes and ideals of Toastmasters International and have been granted a Charter and continue to function in compliance with the conditions set

forth in the Articles of Incorporation, the Bylaws, the Club Constitution, the policies established by the Board of Directors, and the decisions of the Board and its authorized agents and representatives. Clubs are unincorporated associations, existing as legal entities separate from, but affiliated with, Toastmasters International.

CONSTITUTION OR CLUB CONSTITUTION: Toastmasters Club Constitution for member clubs of Toastmasters International, which is standard for all clubs and must be adopted by a club in order to become a member club within Toastmasters International.

CORPORATION, THIS OR THE: Toastmasters International, a California nonprofit public benefit corporation.

DELEGATES AT LARGE: The Toastmasters International President, the Vice Presidents, the International Directors, Past International Presidents, Past International Directors, and District Governors, subject to the conditions of membership stated in the Bylaws.

DESIGNATED REPRESENTATIVE: The person through whom member clubs exercise their rights and obligations of membership; generally the President of the member club.

DIRECTOR: A voting member of the Board of Directors of Toastmasters International.

DISTRICT ADMINISTRATIVE BYLAWS: The central document governing administration of the Districts of Toastmasters International, issued and modified from time to time by the Board of Directors.

DISTRICTS: Administrative units of Toastmasters International, organized based on the territory covered by groups of adjacent member clubs, whose boundaries are established and modified subject to the approval of the Board of Directors. Each District is designated by a number. Each District is divided into Areas, and in some Districts, Areas are organized together into Divisions. Districts are governed by the District Administrative Bylaws.

DIVISIONS: Administrative units into which some Districts of Toastmasters International are divided, each under the direction of a Division Governor and consisting of a number of adjacent Areas.

EXECUTIVE COMMITTEE: Depending on the context, any of the following: (1) The Executive Committee of the Board of Directors, which exercises the power of the Board in some circumstances, and consists of the International President, the three Vice Presidents, the Immediate Past International President, and the Executive Director as an ex officio member without voting rights; or (2) the Executive

Committee of a District of Toastmasters International, consisting of the District Governor, the Lieutenant Governor Education and Training, the Lieutenant Governor Marketing, the Public Relations Officer, the District Secretary, the District Treasurer, the Area Governors, and any Division Governors, together with the Immediate Past District Governor; or (3) the Executive Committee of a member club, consisting of the Officers of the club named in the club's Constitution; i.e., a club President, a Vice President Education, a Vice President Membership, a Vice President Public Relations, a club Secretary, a club Treasurer, (or a club Secretary/Treasurer) a Sergeant at Arms, and the Immediate Past Club President.

EXECUTIVE DIRECTOR: The Executive Director of Toastmasters International, who is the managing officer of the corporation under the supervision of the Executive Committee and the Board of Directors and is appointed by the Board of Directors.

GOOD STANDING OF INDIVIDUAL MEMBERS OF CLUBS: Membership status required in order for individual members of clubs to vote at the club level or otherwise participate in Toastmasters International activities open to individual members of clubs. Good standing is presumed on admission of an individual member into a club, and thereafter continues so long as the individual remains a member of the club, the club is not suspended or terminated, the club pays when due fees and payments relating to such member, the club continues to recognize the individual as a member in good standing, and the individual member has not been suspended or removed from good standing with Toastmasters International by action of the Board of Directors.

INDIVIDUAL MEMBERS: Persons who are members of clubs that are members of Toastmasters International.

INTERNATIONAL PRESIDENT: The President of Toastmasters International, who is the chief executive officer of the corporation and who presides over the Board of Directors and the Annual Business Meeting.

MANUAL OF MANAGEMENT OPERATIONS: A manual adopted and modified from time to time by the Board of Directors of Toastmasters International, containing policy bulletins for the administration of the organization.

OFFICERS: Depending on the context, the Officers of: (1) Toastmasters International, who are the International President, the Senior Vice President, the Second and Third Vice Presidents, the Immediate Past International President, the 17 International Directors, the Secretary-Treasurer, the Executive Director, and the District Governor for each

District of Toastmasters International; or (2) a District of Toastmasters International, who are the District Officers, consisting of the District Governor, the Lieutenant Governor Education and Training, the Lieutenant Governor Marketing, the Public Relations Officer, the District Secretary, the District Treasurer, Area Governors, and possibly including Division Governors at the discretion of the District Council (each Past District Governor shall be an ex officio Officer of the District); or (3) a member club of Toastmasters International, who are a club President, a Vice President Education, a Vice President Membership, a Vice President Public Relations, a club Secretary, a club Treasurer (or a club Secretary/Treasurer), a Sergeant at Arms, and the Immediate Past club President.

QUORUM: The minimum number of the voting members required to be present for a meeting to legally transact business. The Bylaws of Toastmasters International contain an Article stating the quorum requirements for the Annual Business Meeting and other member meetings, for the Board of Directors, and for Board Committees. The District

Administrative Bylaws and Club Constitution also contain quorum requirements for meetings at the District and club levels.

REGIONS: Geographic areas representing the territory of groups of member clubs, the boundaries of which may be modified from time to time by a two-thirds vote of the entire Board. Each Region should have as nearly as possible an equal number of clubs, and no Region should have more than 15% of the total number of member clubs in good standing at the end of the fiscal year immediately preceding any modification.

STANDING COMMITTEES: Depending on the context, any of the following: (1) the Executive Committee, the Nominating Committee, the Advisory Committee of Past Presidents, the Marketing and Education Committee, the Governance and Policy Committee, and the District Administration Committee of Toastmasters International, and such other Committees as the Board from time to time may establish (except for the Executive Committee, these Committees are advisory and do not exercise the power

of the Board of Directors); or (2) the Executive Committee, Education and Training Committee, Marketing Committee, Public Relations Committee, Nominating Committee, and Audit Committee of a District of Toastmasters International; or (3) the Executive, Education, Membership, Public Relations, and Social and Reception Committees of a member club of Toastmasters International.

VOTE... OF THE BOARD: A vote in which the required majority or greater percentage necessary for action shall be calculated using the number of Directors present at a duly noticed meeting at which a quorum is present.

VOTE... OF THE ENTIRE BOARD: A vote in which the required majority or greater percentage necessary for action shall be calculated using the total number of Directors then in office.

WORLD HEADQUARTERS: The principal place of business of Toastmasters International, in Rancho Santa Margarita, California.

APPENDIX

CHARTER KIT CONTENTS

Item Number	Description	Quantity
	Ballots and Brief Evaluations	250
1310	<i>Club Leadership Handbook</i>	7
307	Competent Communication Achievement Chart	1
308	Competent Leadership Achievement Chart	1
1111	<i>Distinguished Club Program and Club Success Plan</i>	1
1111C	Distinguished Club Program Wall Chart	1
375	Gavel	1
1312	<i>Master Your Meetings</i>	1
1160	Membership Building Kit	1
401A	Membership cards (set of 50)	1
1162	New Member Orientation Kit for Clubs	1
1205	Product Guide	1
1315	<i>Think Fast! Table Topics™ Handbook</i>	1
901	Timing Cards	1
	<i>Toastmaster</i> magazine	20
	New Member Kit	20

NEW MEMBER KIT CONTENTS

Item Number	Description	Quantity
225	<i>Competent Communication</i>	1
265	<i>Competent Leadership</i>	1
1206	New member welcome letter	1

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