



HOW TO BUILD A **TOASTMASTERS CLUB**

A Step-by-step Guide



**WHERE LEADERS
ARE MADE**



HOW TO BUILD A **TOASTMASTERS CLUB**

Your step-by-step guide

TOASTMASTERS INTERNATIONAL

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

Phone: +1 949-858-8255 • Fax: +1 949-858-1207

www.toastmasters.org/buildaclub

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**WHERE LEADERS
ARE MADE**

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WELCOME!

But just what do we mean by “leadership?” It would appear to be the capacity to look ahead, think ahead, plan ahead and then influence other people to go ahead in the plan.

— Ralph C. Smedley, Founder, Toastmasters International

Congratulations on your exciting decision to start a Toastmasters club. Because of dedicated people like you, more than 1,000 new Toastmasters clubs are chartered each year and hundreds of thousands of people worldwide are becoming more successful communicators and leaders. In deciding to start a club, you have taken on an important leadership role. Ralph Smedley believed that people can discover their latent leadership talents by participating in the regular activities of a Toastmasters club.

In your new club, members will learn valuable skills that will benefit their personal and professional lives. You will be encouraged to present impromptu and prepared speeches, learn how to plan and manage meetings, give and receive constructive feedback and participate in a comprehensive, self-paced education program.

The good news is that starting a club is much easier than you may think! Use this guide to get going and follow the steps to build a successful club. You will have plenty of support and resources along the way, many of which can be found right here in this guide.

Good luck with your new club!

Why do you want to start a Toastmasters club?

You may have many reasons for wanting to start a club. For example, if you're interested in forming a corporate club, it might be because you'd like to give yourself and your colleagues the opportunity to build your communication and leadership skills together. If you're interested in forming a community club, it might be because you want to help yourself and others develop self-confidence and leadership potential. One of the most important things to consider before you start your club is the Toastmasters club mission:

"Toastmasters International provides a supportive and positive learning experience in which members are empowered to develop communication and leadership skills, resulting in greater self-confidence and personal growth."

The club you form should embody this mission. Starting a Toastmasters club is an important responsibility and undertaking. It's your job to ensure that all members feel supported and that you have the resources to sustain and grow your membership. Providing a quality club experience should be your primary goal. For tips on running a successful club, see page 11.

STEP 1: LEARN HOW TOASTMASTERS WORKS

Check out a few clubs

Each Toastmasters club has its own personality, so it's a good idea to visit more than one to see what kind of club environment you'd like to create. With membership exceeding 332,000 in 15,400 clubs in 135 countries, Toastmasters makes it easy to find a club near you. An up-to-date listing of Toastmasters clubs by geographic area can be found at www.toastmasters.org/find.

Get advice from an experienced Toastmaster

Talking to or meeting with an experienced Toastmaster in your area who has gone through the process is a great way to get your club started. This person can provide you with encouragement and advice and is often excited and willing to help.

You can also contact the New Clubs team at Toastmasters International World Headquarters at +1 949-858-8255 or newclubs@toastmasters.org to assist you in getting started. Watch the **Club Experience Video** to see how a typical meeting is run.



"I moved to Brazil at the end of 2011 because I wanted new challenges in my life. I started the English-speaking VOETM club and

was very involved as its president. Seeing people become more confident in their roles as club officers was very rewarding."

Susan Hawkins, ACS, ALS
Toastmasters Developing Market Specialist
VOETM and São Paulo Toastmasters clubs,
São Paulo, Brazil

► DID YOU KNOW?

Meeting with an experienced Toastmaster who has gone through the process is a great way to get your club started. They can provide you with help, encouragement and advice.

STEP 2: WHAT KIND OF CLUB DO YOU WANT TO FORM?

There are two main types of Toastmasters clubs—corporate and community-based.

Corporate club

A corporate club is affiliated with a sponsoring organization and attracts membership from its employee base. For example, AT&T, Apple, The Boeing Company, The Coca-Cola Companies, Google, Wells Fargo and many other Fortune 500 companies sponsor Toastmasters clubs. Some corporate clubs may decide to include members who are not employees; in this case the clubs are identified as “open.”



“Being in Toastmasters pushes you to take on challenges that you wouldn’t have taken on by yourself. You start stepping up more for a project and want to take on more responsibility

and become a leader. That’s what makes our group truly what it is.”

Sven Dejean, CC, ALB
Procurement Analyst – Equipment and Sustainability, The Coca-Cola Company
Past president, Coca-Cola Toastmasters

If you decide to start a corporate club, there are a few things to keep in mind. Club meetings can be held onsite during business hours to make it convenient for employees to attend. If your company chooses to sponsor your club, it may offer support in a number of ways, including:

- ▶ Providing meeting accommodations
- ▶ Payment of the one-time charter fee
- ▶ Reimbursement of payment or full or partial membership dues and new-member fees
- ▶ Incentives for achieving educational goals
- ▶ Formal integration of Toastmasters meetings in the organization’s training program

For more information on how to start a corporate club, email corporaterelations@toastmasters.org. This team can put you in

touch with volunteer Toastmasters leaders around the world who will meet with your organization to determine your needs and how Toastmasters can help.

▶ DID YOU KNOW?

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

Community club

A community club is generally open to anyone and is not tied to a sponsoring organization. It is usually formed so that people can come together to improve their communication and leadership skills. Community club meetings are typically held at local restaurants, schools, community centers or libraries.

Requirements for all clubs

Whether you're forming a community or corporate club, it must meet the following requirements:

- ▶ Clubs must meet at least 12 times per year.
- ▶ 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.

STEP 3: REQUEST A CLUB SPONSOR

The good news is you don't have to build your club alone. You can request up to two club sponsors to help you with:

- ▶ Marketing your new club to prospective members
- ▶ Presenting demonstration meetings
- ▶ Completing forms

For more information about club sponsors, email newclubs@toastmasters.org.

▶ DID YOU KNOW?

Club sponsors can help you with one of the most important aspects of starting a new club—generating interest. They will help you get the word out and offer encouragement and advice.

STEP 4: GENERATE INTEREST

Get your corporate club started

To start a corporate club, it is important to gain the support of a decision-maker within your organization who can champion your club's formation. Follow these steps:

- ▶ Schedule an appointment with your human resources director or a potential executive sponsor. Use the corporate marketing letter available at www.toastmasters.org/corporatemarketingletter.
- ▶ Prepare for the meeting with your human resources director and be ready to discuss the value an onsite club can bring to your organization. Use the Features, Benefits and Value chart www.toastmasters.org/fbvchart to talk through your points along with the Introductory Meeting Presentation www.toastmasters.org/corporatepresentation.



"I'm often asked how Wells Fargo team members can get ahead. As a veteran Toastmaster, I see great things for leaders engaged in this development opportunity. In

fact, the future is promising when one can speak with a deeply rooted sense of enthusiasm and clarity, which are taught through Toastmasters."

John Stumpf
Chairman and CEO of Wells Fargo Bank
Former Toastmaster

- ▶ Ask for your organization's support in forming the new club and determine what portion of the club costs your organization will pay, if any. Often, the organization pays the charter and new-member fees, while members pay their own dues. Some organizations pay for the club banner and other club materials or supply the meeting location.
- ▶ Plan and conduct a demonstration meeting that shows the benefits of Toastmasters to both the individual and the organization. A demonstration meeting also explains how a club meeting is conducted. You can find more information about demonstration meetings on page 12.

Publicize the demonstration meeting:

- ▶ Ask your human resources representative for assistance with promoting your club.
- ▶ Post notices on the company's intranet and bulletin boards.
- ▶ Invite fellow employees and extend a special invitation to your company's key decision-makers.
- ▶ Download free promotional materials at www.toastmasters.org/marketing. You can purchase hard copies as well.

Get your community club started

If you are starting a community club and have a sponsor(s), then you are ready to begin! In order to charter a new club, you need to have a minimum of 20 members, only three of whom may be members of another club (referred to as "dual" members). The remaining 17 members can be new, reinstated or transfer members.

Work with your club sponsors to:

- ▶ Designate the right location for your club meetings, ensuring that it's easy to find and can accommodate at least 20 members.
- ▶ Plan a demonstration meeting that highlights the benefits of Toastmasters membership and shows how a club meeting is conducted. (See page 12).

Next, publicize the demonstration meeting:

- ▶ Send personal invitations via email, Facebook, etc. to colleagues, friends or anyone in your community who could benefit from improved communication and leadership skills.
- ▶ Submit announcements to local newspapers and broadcast media.
- ▶ Post notices on community websites, social media platforms and bulletin boards.
- ▶ Give each visitor at the Demonstration Meeting a Charter Membership Application (See page 23 in Appendix B).
- ▶ Download free promotional materials at www.toastmasters.org/marketing. You can purchase hard copies as well.

Once you have 20 members, select three separate members to hold the offices of president, vice president and secretary/treasurer. Then complete the "Application to Organize a Toastmaster Club" in Appendix B on page 19.

To create marketing materials, use the logos, images, templates and other resources at www.toastmasters.org/logos. You can also refer to the *Let the World Know: Publicity and Promotion Handbook* (Item 1140) for ideas on how to promote your club to the media with news releases.

► **DID YOU KNOW?**

Toastmasters International is a world leader in communication and leadership development with membership exceeding 332,000 in 15,400 clubs in 135 countries.

Remember to safeguard the Toastmasters brand

When you create any promotional material, it's important to remember that the Toastmasters brand is recognized throughout the world. By maintaining the integrity of the Toastmasters brand, trademarks and copyrights, you ensure that a consistent message is communicated in all club locations. This, in turn, increases understanding and global awareness of Toastmasters International. Your role is to safeguard the Toastmasters brand, trademarks, and copyrights by ensuring that all Toastmasters materials used or created by your club comply with appropriate copyright and trademark laws and Toastmasters' guidelines.

► **DID YOU KNOW?**

The Toastmasters brand is recognized throughout the world. When you form a new club, one of your roles is to safeguard the Toastmasters brand by adhering to all guidelines for marketing and promotional materials.



"I want to be able to make a difference in the world and effectively deliver my message so I can inspire people to take their lives to the next level. This wouldn't

be possible without effective communication—one of the most important things I learned at Toastmasters."

Sara Safari, DTM
Teacher, humanitarian
Irvine Lunchtime Toastmasters Club,
Irvine, California, USA

STEP 5: CHARTER YOUR CLUB AND SET UP A BANK ACCOUNT

These are critical steps to forming your club. To make your club an official Toastmasters club, you must charter. Fill out these seven forms to complete your club's charter:

1. Application to Organize a Toastmasters Club (page 19)
2. Charter Payments (page 21)
3. Charter Membership Application (page 23)
4. Charter Club Officer Information (page 27)
5. Club Information (page 28)
- 6A. Club Constitution for Clubs of Toastmasters International (page 29)
- 6B. Addendum of Standard Club Options (page 35)

To begin the chartering process, you should complete the “Application to Organize a Toastmasters Club” along with the other forms above and submit it with the US\$125 charter fee. All of the necessary forms are located on page 18 in Appendix B.

► **DID YOU KNOW?**

To get your club chartered, seven forms must be completed. You can find a “Charter Forms Checklist” to help you keep track on page 18 in Appendix B.

Open a bank account

Set up a bank account to deposit your club dues. For help opening a bank account, contact irsquestions@toastmasters.org. If you are starting a club in the United States refer to page 16 of Appendix A.

Note: If your 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. Your club may deposit payments into another club's account temporarily. Send additional financial questions to financequestions@toastmasters.org.

► **DID YOU KNOW?**

It is important to collect payments for dues and fees during or soon after your club's first meeting. All payments to Toastmasters International must be in U.S. dollars.

STEP 6: CELEBRATE!

Once you have completed and submitted all of the charter forms, your club will receive its official charter. Now is the time to share the good news! The presentation of the charter marks the debut of your new Toastmasters club. It also offers an excellent opportunity to recognize individuals who helped form the club and to generate publicity. Be sure to invite the following people:

Corporate Club:

- Fellow co-workers
- Supervisors and/or managers
- Human Resources Department and executives of the company

Community Club:

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

At this time, you may also be assigned a club mentor. These experienced Toastmasters can help you by:

- ▶ Supporting your new club during the first six to 12 months (after being chartered)
- ▶ Guiding you to create a quality club experience
- ▶ Deciding to join your club

Note: Before selecting a date for the charter celebration, allow for enough time to receive the club charter and charter member certificates (Two to six weeks for clubs within the U.S. or Canada, and four to eight weeks for all other club locations).

▶ DID YOU KNOW?

A club is officially chartered when World Headquarters has received and processed all documents and payments. See the charter forms checklist in Appendix B on page 18.

TIPS FOR A SUCCESSFUL FIRST YEAR

All club members contribute to the atmosphere of the club. During your first year while your club has support from sponsors and mentors, it's important to foster a positive, pleasant environment so existing members can enjoy their experiences and potential members are encouraged to join. Here are a few more tips to help you succeed with your new club:

1. Find a meeting location that is pleasant and comfortable.
2. Start and end all meetings on time.
3. Ensure your sergeant at arms sets up the room in advance.
4. Greet guests warmly, and introduce them to others.
5. Ask guests to fill out a guest information form or sign a guest book and invite them to become members when they visit.
6. Provide each member and guest with a meeting agenda.
7. Enthusiastically participate and fill in for those who are unable to attend. Meeting planning and organization are critical to club success.
8. Explain the meeting roles and the responsibilities involved for each role to the members.
9. Inform participants of their responsibilities at least one week in advance.
10. Have the Topicsmaster prepare thought-provoking Table Topics™.
11. Base evaluations of speeches on project objectives and the individual learning needs of the member.
12. Use materials consistent with the Toastmasters brand to present a unified look and message.

Periodically refer to the **Moments of Truth Club Evaluation Chart** (Item 290B) to ensure your club is offering a quality experience. **Success 101** (Item 1622) also is an excellent resource, offering tips and ideas to make your club and its members successful.

Ready, set, go!

Now you're on your way to getting started. For even more tips and tools to help you lead and grow your club in the first few months, visit www.toastmasters.org. Connect with other members by joining Toastmasters on [Facebook](#), [LinkedIn](#), [Twitter](#) and [Instagram](#).

DEMONSTRATION MEETING GUIDELINES

The demonstration meeting gives you the opportunity to share the benefits of Toastmasters with prospective members. Prior to the meeting, you will assign club roles (listed below) and guide prospective members through a typical meeting.

Toastmasters' meeting roles are as follows:

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

For more details about meeting roles, refer to **Meeting Roles and Responsibilities** (Item 295).

Before and at the demonstration meeting, keep the following in mind:

- ▶ Choose eight or more Toastmasters to conduct the meeting (although you may still have one with fewer).
- ▶ Select a team that mirrors the audience's demographics.
- ▶ Keep the meeting short and don't go over the time that was specified. Your goal is to create interest.
- ▶ Include a short Table Topics™ session, a prepared speech and an evaluation.
- ▶ Select one speaker who is relatable to your audience who can speak about a topic that ties into the theme of the new club.
- ▶ To form a corporate club, invite representatives from and/or the decision-makers of the sponsoring organization, if any. Their presence will confirm the meeting's importance. Invite influential members of your community to form a community club.

After the meeting:

- ▶ Ask members to share Toastmasters success stories.
- ▶ Introduce potential club sponsors and club mentors, emphasizing that when the club is chartered, both will provide support.
- ▶ Announce the date, time and place of the next meeting.
- ▶ Let prospective members know that the new-member fee is US\$20 per person and the semiannual membership dues are US\$36 per person (US\$27 if a member is in an undistricted area). Collect these payments along with completed application forms for those who decide to join.
- ▶ Clarify that Toastmasters clubs are required to send payment for membership dues semiannually in April and October. Clubs chartering in March or September may wish to submit their renewal dues at that time to avoid collecting dues from each member twice in two months. For details, please see Form 2, Line 6.
- ▶ Conduct a brief question-and-answer session.

View the **Club Experience Video** to learn more.

DEMONSTRATION MEETING OBJECTIVES AND SAMPLE AGENDA

MEETING DATE: _____

OBJECTIVES:

- ▶ Demonstrate how a typical Toastmasters meeting is run.
- ▶ Show the benefits and value of being a Toastmasters member.
- ▶ Discuss the charter process.

MEETING AGENDA:

Explanation and assignment of key meeting roles

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

Table Topics™ Session

Introduction of Speaker

- ▶ Speaker (Name):
- ▶ Evaluator (Name):

General Evaluation

Discussion of the Charter Process

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

Additional Resources:

- ▶ *A Toastmaster Wears Many Hats* (Item 1167D)
- ▶ Features, Benefits and Value Chart
- ▶ Club Experience Video

FOLLOW UP

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

To maintain momentum, remember to:

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

APPENDIX A

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 split. Be sure that experienced, active members are evenly divided into both clubs.

Advanced clubs

Occasionally, a group chooses to charter a special club with a requirement that its members have already achieved an advanced Toastmasters education award, have progressed to a certain level within the Toastmasters program, or have held a certain level of leadership role. In these clubs, members focus on developing advanced skills, hear advanced-level presenters and receive evaluations and feedback from other experienced members.

Advanced clubs must have a minimum of 20 members to charter and follow the same charter process as other clubs, although new member kits are not sent to advanced club members unless specifically requested. Some advanced clubs require that members belong to another club. This is referred to as a “dual membership.” If an advanced club decides on this membership requirement of dual membership, only three of the first 20 members may be transfer members and they must still belong to two clubs after they transfer out of one club and into the new club. (A transfer refers to a member who has paid dues in one club and would like to move their membership to another club; dues are not paid to the new club until the following dues-renewal period.). When chartering, the club must indicate its membership requirements and include the reason(s) why the club would like to be considered as advanced on the Addendum of Standard Club Options (Form 6B), under Membership Composition.

Governing documents

Each club is governed by the policies of the organization. The **Club Constitution for Clubs of Toastmasters International** is the club’s main governing document.

Club Constitution for Clubs of Toastmasters International

A club may amend portions of the Addendum of Standard Club Options as long as they do not conflict with the **Club Constitution for Clubs of Toastmasters International** or the **Policies and Protocol** of the organization. Amendments may be made with a two-thirds vote. See the **Club Constitution for Clubs of Toastmasters International**, Article X: Amendments. Notify Toastmasters International online at www.toastmasters.org/clubcentral or in writing of any proposed changes. The changes are reviewed and, if not in conflict with the club constitution, the information is kept on file. Changes to a club name, location, meeting time and place are made in **Club Central**. You can also submit the information to World Headquarters by letter or email it to clubconstitution@toastmasters.org.

Opening a new club bank account in the U.S.

To open a new club bank account in the United States, you must use the club's unique Employer Identification Number (EIN). Each club's EIN is available on the Toastmasters website in Club Central on the Update My Club Meeting Information section. United States tax law requires all U.S. clubs to have an EIN number. When your club completes its initial chartering process, World Headquarters will send an EIN application to the IRS on behalf of your club. Once the IRS grants the EIN, a club can open its own bank account. Typically, the bank will want a copy of the following:

- ▶ The EIN assignment letter you received from the IRS
- ▶ Club meeting minutes indicating current officers who are authorized by the club as signers on the bank account.
- ▶ Your club's charter documents, including the Club Constitution for Clubs of Toastmasters International and Addendum of Standard Club Options

Club compliance with Office of Foreign Assets Control (OFAC)

All club officers must take necessary measures to ensure their club and its members are in compliance with policies set by OFAC, a department that administers sanction programs based on U.S. foreign policy and national security. To ensure compliance, first find out if the country in which your club will be formed is on the sanctioned countries list at www.treasury.gov/resource-center/sanctions/programs. If it is, then check for members' names on the Specifically Designated Nationals and Blocked Persons List (SDN) at sdnsearch.ofac.treas.gov. Contact legal@toastmasters.org if a member's name appears on the SDN list, or if you have questions.

Liability insurance

Your club's meeting place could require insurance coverage. If so, send a request for a copy of the Certificate of Liability Insurance to tminurance@toastmasters.org. If the venue requests a customized certificate, follow the instructions available at www.toastmasters.org/liability-insurance.

APPENDIX B

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 available in the Resource Library at www.toastmasters.org/resources/resource-library.

Complete and submit the following forms and payment:

- ☐ **Form 1** Application to Organize a Toastmasters Club
- ☐ **Form 2** Charter Payments:
 - US\$125: charter fee with the Application to Organize (if not previously sent)
 - US\$20: new-member fee per person
 - US\$36 six months' membership dues per person (US\$27 for undistricted clubs)
- ☐ **Form 3** 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 6A** Club Constitution for Clubs of Toastmasters International
- ☐ **Form 6B** Addendum of Standard Club Options

Clubs chartering in September or March (the last months of the dues renewals periods) may wish to submit membership dues amounting to US\$42 per person. The extra US\$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 US\$31.50. The extra US\$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: +1 949-858-8255
Fax: +1 949-858-1207

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: +1 949-858-8255 • Fax: +1 949-858-1207 • Email: newclubs@toastmasters.org

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 _____
Postal code _____ 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.

To qualify for a charter, a club must have a minimum of 20 members, 17 of whom cannot belong to another Toastmasters club.* Club officer must take necessary measures to ensure their club and members are in compliance with policies set by OFAC.

All Toastmasters clubs must meet the following minimum requirements: meet at least twelve (12) times per year; have members present speeches and give and receive verbal 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 _____

Organization name (if applicable) _____

Address 1 _____

Address 2 _____

City _____ State/Province _____ Country _____ Postal code _____

Phone _____

Email _____

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

Page 1 of 2 – Both pages are required to process application

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 US\$125.00 is not refundable or transferable. Clubs meeting in the state of California must include sales tax of 8% for a total of US\$135.00. Upon receipt of the completed Application to Organize and payment of US\$125.00 charter fee, the club will receive a charter kit, which includes club administrative materials and an advance of 20 New Member Kits.*

Club charter fees and membership dues and fees may not be paid from district funds, or a district leader's personal funds, except when that district leader is also a president, vice-president, or treasurer of the club. Club charter fees may be paid by another club; however, membership dues and fees may not.

*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 US\$ _____

Mail or fax credit card ☐ Visa ☐ MasterCard ☐ AMEX ☐ 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"/> العربية	<input type="checkbox"/> العربية	_____
<input type="checkbox"/> Government agency	<input type="checkbox"/> 简体中文	<input type="checkbox"/> 简体中文	_____
<input type="checkbox"/> Correctional institution	<input type="checkbox"/> 繁體中文	<input type="checkbox"/> 繁體中文	_____
<input type="checkbox"/> College or university	<input type="checkbox"/> Français	<input type="checkbox"/> Français	_____
<input type="checkbox"/> Religious organization	<input type="checkbox"/> Deutsch	<input type="checkbox"/> Deutsch	_____
	<input type="checkbox"/> 日本語	<input type="checkbox"/> 日本語	_____
	<input type="checkbox"/> Português	<input type="checkbox"/> Português	_____
	<input type="checkbox"/> Español	<input type="checkbox"/> Español	_____
<input type="checkbox"/> Check here if this is an advanced club	<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 Club (up to two):

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

Club number _____ Club number _____

Individual Toastmaster Sponsors (up to two):

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

Name _____ Member number _____

Name _____ Member number _____

Individual Toastmaster Mentors (up to two):

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

Name _____ Member number _____

Name _____ Member number _____

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 number _____
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 7 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 US\$125 (if not previously paid) _____
2. Total number of new members _____ @ US\$20 _____
 Total number of dual members _____ Total member kits _____ @ US\$20 _____
 Total number of reinstated members _____ Total member kits _____ @ US\$20 _____
 Total number of transfer members _____ Total member kits _____ @ US\$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 @ US\$36 _____
 Membership dues for charter members are not prorated. If undistricted @ US\$27 _____
 Do not include payment for transfer members paid in another club.

6. Renewals (optional) _____
 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 April 1st. If your club charters in the months of April through September, your next dues renewal is due October 1st. Based on the month your club charters, the amount of dues renewal varies. Please see the Charter Membership Application for the correct amount.

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

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

Club charter fees and membership dues and fees may not be paid from district funds, or a district leader's personal funds, except when that district leader is also a president, vice president, or treasurer of the club. Club charter fees may be paid by another club; however, membership dues and fees may not.

Check / Postal money order (U.S. funds drawn on a U.S. bank, payable to Toastmasters International)

Number _____ Amount US\$ _____

Credit card ☐ Visa ☐ MasterCard ☐ AMEX ☐ Discover

Card number _____ Expiration date _____

Name as it appears on credit card _____

Signature _____ PLEASE PRINT

Charter Membership Application



Prospective members should follow the instructions provided below for becoming a club member.

1. Completely fill out and sign the **Charter Membership Application**.
2. Completely fill out and sign the **Payment Information** document.
3. Submit both completed and signed documents to the club officer.

For questions, please contact newclubs@toastmasters.org.

MEMBERSHIP APPLICATION

Club number (if known)			Club name			Club city		
Last name/Surname			First name			Middle name		
The monthly <i>Toastmaster</i> magazine will be sent to the following address:								<input type="checkbox"/> Male <input type="checkbox"/> Female
Company/In care of								
Address line 1 (limit 35 characters)								
Address line 2 (limit 35 characters)								
City			State or province					
Country			Postal code					
Email address								
Home phone number			Mobile phone number			Work phone number		

Membership Type
☐ New ☐ Reinstated (break in membership)
☐ Dual
☐ Transfer (If applicant is transferring from another club, please fill in the three lines below.)

Previous club name

Previous club number

Member number

New Member Kit Preference
☐ English ☐ 日本語
☐ العربية ☐ Español
☐ 繁體中文 ☐ Português
☐ Français ☐ Accessible PDF on CD for the visually impaired (English only)
☐ Deutsch
☐ 简体中文

Toastmasters International Dues and Fees

This section is completed by the applicant with the help of a club officer. Dues and fees are payable in advance and are not refundable or transferable.

1. New member fee (US\$20)

US\$ _____

Paid only by new members, this fee covers the cost of the New Member Kit and processing

1a. California clubs add sales tax (US\$1.60)

US\$ _____

2. Membership dues (US\$36 or US\$27 if undistricted)

US\$ _____

3. Renewals (optional)

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. Based on the month your club charters the amount of dues renewal per member is as follows:

		DISTRICTED	UNDISTRICTED
<input type="checkbox"/> October	or <input type="checkbox"/> April	US\$36.00 \$ _____	US\$27.00 \$ _____
<input type="checkbox"/> November	or <input type="checkbox"/> May	30.00 _____	22.50 _____
<input type="checkbox"/> December	or <input type="checkbox"/> June	24.00 _____	18.00 _____
<input type="checkbox"/> January	or <input type="checkbox"/> July	18.00 _____	13.50 _____
<input type="checkbox"/> February	or <input type="checkbox"/> August	12.00 _____	9.00 _____
<input type="checkbox"/> March	or <input type="checkbox"/> September	6.00 _____	4.50 _____

4. Total of 1, 1a, 2, and 3

US\$ _____

Club Dues and Fees Worksheet

Club dues must be paid directly to the club. World Headquarters cannot charge credit card payments for club dues.

International Fees and Dues (from line 4 above) US\$ _____

Club new member fee _____

Club dues _____

Total payment to club _____

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, bullying, 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 and make 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 the inclusion of my contact information in the members directory.

Verification of Applicant

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 Club Constitution for Member Clubs of Toastmasters International.

I acknowledge that my electronic signature on this document is legally equivalent to my handwritten signature.

Applicant’s signature

Date

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

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 education and recognition programs
- ▶ To maintain honest and highly ethical standards during the conduct of all Toastmasters activities

Verification of Club Officer

I confirm that a complete membership application, including both the signature of the new member and that of a club officer, is on file with the club and will be retained by the club.

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 handwritten signature.

Club officer’s signature

Date

CLUB OFFICER

Please keep a copy for your club’s records. Questions should be directed to the New Clubs department: **newclubs@toastmasters.org**.

The club officer must follow the instructions below once the **Membership Application** and **Payment Information** documents are received.

1. Sign and date the applicant's **Membership Application**.
2. Submit the **Membership Application** and **Payment Information** documents online by logging in to **www.toastmasters.org/clubcentral**. You can also mail the documents to Membership, Toastmasters International, P.O. Box 9052, Mission Viejo, CA 92690, U.S.A., or fax to +1 949-858-1207. Please use only one of these methods to avoid duplication.
3. After receiving confirmation that Toastmasters International has received and processed the **Membership Application** and **Payment Information**, the club officer must:
 - a. Retain the applicant's **Membership Application** with other club documentation; and
 - b. Immediately destroy the applicant's **Payment Information** document (page 3) and any copies in the club officer's or club's possession, including all electronic copies.

PAYMENT INFORMATION

Payment Method to Toastmasters International

This section is completed by the applicant and is for payment to World Headquarters only (the amount listed in line 3 on page 1). World Headquarters does not collect club dues.

☐ **MasterCard**

☐ **Visa**

☐ **AMEX**

☐ **Discover**

US\$ _____
Amount

Card number

Expiration date

Name on card

Signature

☐ **Check or money order**

Check or money order must be for U.S. funds drawn on a U.S. bank.

US\$ _____
Amount

Check or money order number

☐ **Other**

Other

Charter Club Officer Information



Term of office (*check only one box*)

Club number _____ District _____

☐ Annual ☐ Semiannual

NOTE: Club Constitution for Clubs of Toastmasters International and Addendum of Standard Club Options 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 indicate below 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 number (if known) _____

Vice President Education

Name _____

Email _____

Member number (if known) _____

Vice President Membership

Name _____

Email _____

Member number (if known) _____

Vice President Public Relations

Name _____

Email _____

Member number (if known) _____

Secretary

Name _____

Email _____

Member number (if known) _____

Treasurer

Name _____

Email _____

Member number (if known) _____

Sergeant at Arms

Name _____

Email _____

Member number (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 number _____ 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
- ☐ Correctional institution
- ☐ College or university
- ☐ Religious organization

☐ Check here if this is an advanced club

Is your club supported by a sponsoring organization?

☐ Yes ☐ No

If yes, please check all that apply:

- ☐ Organization pays dues and new member fees
- ☐ Organization pays dues only
- ☐ Organization pays new member fees only
- ☐ Organization pays club charter fee
- ☐ Organization provides meeting location

Is your club:

☐ open to all interested persons ☐ open only to members of a specific organization or group

Sponsoring Organization Information:

This is the organization that may pay dues, charter fees, new member fees, and/or provide a meeting location. Please also provide the name of the **parent company**, if applicable. Example: Company X. Do not enter affiliate name. Example: Company X of California.

Organization name _____ Organization contact _____

Website _____ Phone number _____

Address line 1 _____

Address line 2 _____

City _____ State/Province _____ Country _____ Postal code _____

Industry _____

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 _____

CLUB OFFICER

Club Constitution for Clubs of Toastmasters International



(As Amended August 24, 2013)

Certificate of Club Adoption

The undersigned, being the validly elected and duly acting president and secretary of the _____ Toastmasters club of _____, do hereby certify that on the _____ day of _____, _____, this club adopted and agreed to be bound by the terms of this constitution, including the addendum of standard club options, 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:

Purpose

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 purpose, this club shall:

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

ARTICLE II:

Membership

Composition

Section 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 addendum of standard club options (hereafter referred to as the "Addendum") under the constitution 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.

Admission to Membership

Section 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, Section 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 new member 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.

Member Responsibilities

Section 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.

Inactive and Honorary Membership

Section 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 membership payment for such inactive individual member, and shall pay any additional amount specified in the Addendum.

Section 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 membership 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 Addendum.

Section 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.

Discipline/Expel/Suspend/Decline to Renew Membership

Section 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.

This club may discipline, expel, suspend, or decline to renew club membership of any individual member

- ▶ Who does not support this club's purposes
- ▶ Who does not constructively contribute to this club's program and activities
- ▶ Who acts in a manner inconsistent with standards of conduct set by this club or by Toastmasters International
- ▶ For other just cause

Such standards include ethical, political, and other standards of conduct that may be established or modified by the Toastmasters International Board of Directors from time to time. This club shall follow such policy and protocol as may be adopted by Toastmasters International, containing standards and procedures for the continuation of individual members.

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:

New Member Fees and Dues

New Member Fee

Section 1

The new member fee for individual membership in this club shall be as stated in the Addendum. 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 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 new member kit as may be provided for new individual members by Toastmasters International.

Reinstatement Fee

Section 2

Any fee for reinstatement of a former individual member shall be stated in the Addendum.

Transfer to Other Club

Section 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's membership 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 their membership payment to Toastmasters International is paid for the current period, the applicant may be elected to individual membership without payment of the new member fee, and upon payment of any transfer fee stated in the Addendum.

Club Dues

Section 4

The dues of this club for active and inactive individual members shall be as stated in the Addendum. 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

Regular Meetings

Section 1

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

Special Meetings

Section 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 executive committee or club president.

Club Executive Committee Meetings

Section 3

Meetings of the club executive committee shall be held as provided in the Addendum.

Notice

Section 4

No notice shall be required for regular business meetings held as provided in the Addendum. Notice of any change in the date, time or place of any regular meeting, and notice of all special meetings, shall be given by first-class mail, telephone, (including voice messaging system) facsimile transmission or other electronic transmission such as email, personal delivery 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.

Section 5

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

ARTICLE V:

Quorum and Voting

Quorum

Section 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.

Voting

Section 2

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

Section 3

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

Section 4

Unless a greater vote is required by this constitution 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

Officers

Section 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.

Education Credit

Section 2

In addition to the officers provided in this constitution, this club may have such other officers as may be provided in the Addendum, but Toastmasters International credit toward any educational award is limited to service as a club officer named in this constitution.

Term of Office

Section 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 the Addendum 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.

Immediate Past President

Section 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.

Nominations

Section 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, when practicable. 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 chair of the club nominating committee shall be the immediate past club president, unless the best interests of the club require otherwise.

Term of Office

Section 6

For officers who serve terms of one (1) year, elections shall be held at the first meeting in May in each year, when practicable, 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, when practicable, to take office the following July or January, respectively.

Resignation or Removal

Section 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.

Vacancy in Office

Section 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.

Re-election

Section 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

Club President

Section 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.

Vice President Education

Section 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.

Vice President Membership

Section 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.

Vice President Public Relations

Section 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.

Club Secretary

Section 5

The club secretary is responsible for club records and correspondence. The club secretary has custody of the club's charter, constitution, and addendum 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.

Club Treasurer

Section 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.

Sergeant at Arms

Section 7

The club sergeant at arms is responsible for club property management, meeting room preparation, and hospitality. The sergeant at arms chairs the social and reception committee.

Immediate Past Club President

Section 8

The immediate past club president provides advice and counsel as requested by the club president.

Council Representatives

Section 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.

Additional Duties

Section 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, and Bylaws of Toastmasters International, District Administrative Bylaws, Policy and Protocol, manuals, or other directives of Toastmasters International, or as may be set forth in Addendum or as assigned by this club.

ARTICLE VIII:

Committees

Standing

Section 1

The standing committees of this club shall be the executive, education, membership, public relations, and social and reception committees.

Club Executive

Section 2

The club executive committee shall consist of the officers of this club named in this constitution, with the club president serving as the chair. 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.

Education

Section 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, when practicable. 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.

Membership

Section 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.

Public Relations

Section 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 International's learning programs. It shall also be responsible for all internal publications of this club, including the club website, social media, and newsletter.

Social and Reception

Section 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.

Additional Duties

Section 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 and Bylaws of Toastmasters International, District Administrative Bylaws, Policy and Protocol, manuals or other directives of Toastmasters International, or as may be set forth in this club's bylaws or as assigned by this club.

ARTICLE IX:

Rules of Order

Parliamentary Authority

Section 1

Insofar as they do not conflict with the Articles of Incorporation or Bylaws of Toastmasters International, Policy and Protocol adopted by Toastmasters International, this club constitution, and Addendum, 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 Addendum shall specify in place of Robert's Rules the name of the recognized authority in the jurisdiction where this club is located.

Parliamentarian

Section 2

A parliamentarian may be appointed at each meeting by the club president.

ARTICLE X:

Affiliation

International Affiliation

Section 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 and Protocol issued by Toastmasters International.

District Affiliation

Section 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.

Financial Obligations

Section 3

This club shall make membership payments and other payments on all individual members as required by Toastmasters International. No change in the member club's financial obligations to Toastmasters International shall be effective until the earlier of the date of publication in the *Toastmaster* magazine or the date of posting on the Toastmasters' website.

Separate Legal Entity

Section 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.

Representation at Annual Business Meeting and Other Meetings

Section 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, 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 by personal representatives selected from this club, the executive committee of this club shall appoint and authorize a proxy with authority to act under Article X, Section 2 of the Bylaws of Toastmasters International. Such selection shall be submitted to this club at the next business meeting for ratification. Proxies for district council meetings shall be selected as set forth in Article VII, Section 9, above. Such representative or proxy must be in good standing with Toastmasters International under Article III, Section 8, of the Bylaws of Toastmasters International.

Relationship with Other Governing Documents

Section 6

The Articles of Incorporation and 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 and Bylaws of Toastmasters International, with this constitution, or with any Policy and Protocol of Toastmasters International as they may be amended from time to time.

Addendum of Standard Club Options

Section 7

This club shall, upon adoption of this constitution and from time to time thereafter as appropriate, complete the Addendum of Standard Club Options attached to this constitution in order to specify the detailed choices it has made to govern the operations of the club. The Addendum shall be adopted and modified by a vote of at least a majority of the active individual members of the club present and voting at a duly called an noticed club business meeting at which a quorum was at all time present.

ARTICLE XI:

Legal Status and Dissolution

Affiliation with Others and Use of Funds

Section 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.

Dissolution

Section 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.

Compliance with California Law and Local Jurisdictional Law

Section 3

The constitution of this club and the Addendum 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. However, in jurisdictions where some modification of this constitution is necessary in order for this club to function legally within that jurisdiction, and Toastmasters International has issued a Policy or Protocol authorizing such modification specifically for that jurisdiction, this constitution shall be deemed modified accordingly.

ARTICLE XII:

Amendments to Club Constitution

How Amended

Section 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.

Proposals from International Board

Section 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.

Proposals from Clubs

Section 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.

Notice

Section 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.

Conflicting Proposals

Section 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.



Addendum of Standard Club Options

Club Name _____ Club Number _____

Club Location _____ District Number _____

This club shall, upon adoption of this constitution and thereafter as needed, complete this Addendum of Standard Club Options to specify the detailed choices it has made to govern its operations. Any changes must be approved by a vote of at least a majority of the active individual members of the club present and voting at a duly called and noticed club business meeting at which a quorum was at all times present.

1. Name

The name and location of this club shall be as set forth above. Such name and location may be changed by a modification of this Addendum as provided in Article X, Section 7 of the club's constitution.

2. Membership Composition

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.)

3. Membership Composition

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

4. New Member Fee

The new member fee for individual membership in this club shall be US\$_____, payable as provided in the Club Constitution. (The dues collected from a new individual member in addition to the new member fee shall include the membership payment to Toastmasters International, plus any club dues.)

5. Club Dues

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

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

6. Reinstatement Fee

Reinstatement to individual membership of a former individual member shall require a payment of a reinstatement fee of US\$_____.

(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.)

7. Transfer Fee

The fee for an individual member of another Toastmasters International club who transfers into this club shall be US\$_____. 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" in the space above.)

8. Inactive Member Dues

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

(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 membership payment required of this club to Toastmasters International attributable to such inactive individual member, as provided in the Club Constitution.)

9. Regular Meetings

Regular meetings of this club, which shall include any business meeting of active individual members, shall be held every

_____, at _____ o'clock at this location: _____

_____ as this club from time to time shall designate.

10. Executive Committee Meetings

The executive committee of this club shall meet at least _____, at such hours and places as it may determine.

11. Additional Officers

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 _____, who shall have duties as follows: _____

(If this club does not wish to elect additional officers, write "none" in the spaces above.)

12. Terms of Office

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, Section 3, of the Club Constitution.)

13. Rules of Order

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, Section 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* is not recognized parliamentary authority.)

Last modified by required vote of club on _____, 20_____

Signed: _____
Club Secretary



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