

AVP: Janet

**CLUB CONSTITUTION
AND
THE STANDARD BYLAWS
FOR CLUBS OF
TOASTMASTERS INTERNATIONAL**



**TOASTMASTERS INTERNATIONAL
RANCHO SANTA MARGARITA, CALIFORNIA 92688**

210-C

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CLUB COPY

CLUB CONSTITUTION

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CLUB BYLAWS

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THE CONSTITUTION OF THE
TOASTMASTERS INTERNATIONAL

ARINC
TOASTMASTERS CLUB
OF Annapolis, MD

ARTICLE I

NAME:

The name and location of this Club shall be as set forth above in the title of this Constitution.

ARTICLE II

PURPOSE:

The purposes of this Toastmasters Club shall be:

To help its members improve their abilities to communicate effectively;

To provide for its members instructions, educational materials and opportunities which will give them skill and experience in the preparation and delivery of speeches;

To encourage its members to read and to listen analytically;

To provide for its members fair and constructive evaluation of their efforts toward self-improvement;

To increase its members' knowledge of the rules of parliamentary procedure and their skills in conducting meetings and participating in group discussions;

To afford leadership training for its members; and

To provide opportunities and encouragement for its members to appear before audiences and to express their thoughts creditably.

ARTICLE III

MEMBERSHIP:

All members shall be at least 18 years of age. The composition of the membership shall be as provided in the Bylaws of this Club.

ARTICLE IV

MEETINGS:

This Club shall meet regularly once a week or as otherwise provided by the Bylaws of this Club. Special meetings may be called by a majority vote at any regular meeting at which a quorum is present, or by the President.

ARTICLE V

INITIATION FEE AND DUES:

Every member of this Club shall pay fees and dues as prescribed in the Bylaws of this Club.

ARTICLE VI

OFFICERS:

(a) The officers of the Club shall be a President, an Educational Vice-President, an Administrative Vice-President, and such other officers as may be provided in the Bylaws of this Club. All officers, together with the immediate Past President, shall constitute the Executive Committee of the Club, having general administrative powers. The officers shall be selected as provided in the Bylaws of this Club.

(b) The term of each officer shall commence on January 1, and shall continue for one year; provided, however, that if the Club elects its officers semiannually, their respective terms shall commence on January 1 and July 1.

ARTICLE VII

QUORUM:

A majority of the active membership shall constitute a quorum for the transaction of all business of this Club.

ARTICLE VIII

AFFILIATION:

This Club shall be a member of TOASTMASTERS INTERNATIONAL and shall be entitled to representation therein as provided in the Articles of Incorporation and Bylaws thereof. This Club shall also be affiliated with such District of Toastmasters International as the Board of Directors of the corporation may designate, and shall be represented on the Council of such District by two of its active members. This Club shall make payments on all members as required by Toastmasters International; provided, however, there shall be no change affecting the financial obligation of this Club to Toastmasters International except after notice by publication in "The Toastmaster."

ARTICLE IX

POLICY:

The Articles of Incorporation and the Bylaws of Toastmasters International shall govern this Club, and it shall adopt no policy and shall take no action in conflict with any policy or any purpose of Toastmasters International. This Constitution shall be deemed automatically modified and amended so that it shall at no time be in conflict with the Articles of Incorporation, Bylaws or policies of Toastmasters International as they now exist or hereafter may be changed or amended.

ARTICLE X

CHARTER:

No Charter shall be issued to this Club until a copy of this Constitution shall have first been filed with the World Headquarters of Toastmasters International, bearing a certificate of the date of its adoption.

ARTICLE XI

AMENDMENTS:

This Constitution may be amended to change the name or location of this Club by resolution adopted by a two-thirds vote with such amendment proposed in writing by an active member at the meeting immediately preceding that at which the amendment is to be voted on, and upon immediate

notice to Toastmasters International of the change. Other amendments hereto may be made only at a convention of Toastmasters International. Proposed amendments may be submitted by any Toastmasters Club to the Board of Directors of Toastmasters International no later than December 31 before the convention at which they are to be presented. Notice of any proposed amendments shall be mailed by the Executive Director to each member Club at least sixty days before the opening date of the convention with the recommendation of the Board of Directors thereon. Such recommendation shall also be presented to the accredited delegates at the business meeting and convention before the vote is taken on the proposed amendments.

BYLAWS
OF THE ARINC
TOASTMASTERS CLUB
OF Annapolis, MD

ARTICLE I

MEMBERSHIP:

Sec. 1. Membership in the Club is open to any person at least 18 years of age elected by a majority vote of members present and voting at any meeting.

Sec. 2. Any member may sponsor an eligible prospective member. Application for 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 Secretary who shall read it to the Club. The applicant shall be declared elected to membership upon favorable vote of the majority of those present and voting. The membership of this Club may be divided into three classifications: active, inactive and honorary.

Sec. 3. All active members shall be entitled to all rights and privileges of the Club, and all members shall share in its responsibilities. These responsibilities shall include support of its purposes and constructive contribution to its program and activities. Any conduct not consistent with these standards may be reason for non-renewal of membership in this Club. Membership may be terminated for just cause.

Sec. 4. Inactive membership may be conferred by the Executive Committee on any member requesting an extended absence from Club meetings, or who wishes to maintain membership without regular attendance at Club meetings. A member may also be classified as inactive for continued absence without notice. An inactive member may be restored to active membership upon request provided there is a vacancy on the active roster. Inactive members retain their Club voting privileges.

5. Honorary membership may be conferred upon any person by a two-thirds vote of the total membership. Such membership shall be restricted to persons whose activities and public statements are consistent with the purpose of Toastmasters International. Honorary members have no voting privileges.

(It is recommended that honorary membership be conferred for one year subject to annual renewal by Club vote. Honorary members should be exempt from all Club fees and dues and their per capita payments to Toastmasters International should be paid by the Club if they are to be recorded as Club members.)

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

ARTICLE II

FEES AND DUES:

Sec. 1. The Initiation Fee shall be \$ 12.00 payable when application is filed with the Secretary. This fee shall be returned if the application is not accepted. Each new member on payment of this fee and applicable dues, and being received into the Club, shall be presented with a copy of Communication and Leadership manual and such other materials as may be provided to new members by Toastmasters International.

Sec. 2. Reinstatement to membership of a former member shall call for a payment of a Reinstatement Fee of \$ 0.

Sec. 3. Any member in good standing desiring to transfer to another Toastmasters Club may request the Secretary to furnish a letter or card showing the date to which the member's per capita payment to Toastmasters International is paid. When an applicant for membership in this Club transfers from another Toastmasters Club and presents a letter or card from said Club showing 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 membership without payment of the Initiation Fee, and upon payment of a Transfer Fee of \$ 0.

Sec. 4. The dues of this Club shall be \$ 26.00 per member per year, payable in advance at such time as the club shall designate. Dues shall be paid by all members and by the dates specified to maintain membership in this Club.

(The dues collected from a new member in addition to the Initiation Fee should be in such amount to include the new member fee and per capita payment to Toastmasters International, plus any Club dues. The Reinstatement and Transfer fees are optional and if collected are retained by the Club. Club dues should include the amount of the Toastmasters International per capita payment.)

ARTICLE III

MEETINGS:

Sec. 1. Regular meetings of the Club shall be held every Tuesday at such hour and place as the Club from time to time shall designate.

Sec. 2. Special meetings may be called by a majority vote at any regular meeting at which a quorum is present, or by the President.

Sec. 3. The Executive Committee of this Club shall meet at least twice a month.
(Recommendation is that it meet at least twice a month.)

ARTICLE IV

ELECTION OF OFFICERS:

Sec. 1. The officers of this Club shall be a President, an Educational Vice-President, an Administrative Vice-President, a Secretary, a Treasurer and a Sergeant at Arms.

Sec. 2. Nominations for Club officers shall be made by a Nominating Committee appointed by the President at least two weeks prior to the election. This committee shall consist of three active members. This committee shall present its report at the regular meeting immediately preceding the meeting at which the election is to take place, and shall present only the names of active 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 member. All elections shall be by secret ballot, unless a secret ballot is dispensed with by unanimous vote, with a majority vote of all members present and voting necessary for a choice.

(It is recommended that at least one member of the Nominating Committee shall be a Past President.)

Sec. 3. Election of officers shall be held at the first meeting in November with officers taking office at the first meeting in January. In Clubs which meet weekly throughout the year, the Club officers may be elected for semiannual terms. For these Clubs, an election shall also be held at the first meeting in May with Officers taking office at the first meeting in July. The newly-elected Officers shall serve their term, subject to removal and until their successors are elected and installed.

Sec. 4. Any vacancy in office shall be filled by a special election held at the next meeting following the announcement of the vacancy.

Sec. 5. Presidents elected for a term of one year may not be re-elected for a successive term. Presidents elected for a term of six months may be re-elected for one successive term of six months.

Sec. 6. This Club is entitled to representation at all Toastmasters International annual business meetings and conventions as provided in the Articles of Incorporation and Bylaws of Toastmasters International. The Club shall select its representatives in sufficient time for the President or Secretary to validate the proper credentials for them. In the event the Club is not represented at the Convention by personal representatives selected from this Club, the Executive Committee of this Club shall appoint and authorize a proxy with authority to act. Such representative or proxy shall be an active member of a Toastmasters International Club.

ARTICLE V

DUTIES OF OFFICERS:

Sec. 1. The President presides at meetings of the Club and the Executive Committee; appoints all committees; and has general supervision of the operation of the Club. The President shall be an ex officio member of all committees of this Club except the Nominating Committee and shall serve as one of the Club's representatives on the District Council. The President shall transmit to the Club for its approval or disapproval all ideas and plans proposed by the District Council which may affect the Club or its members; and shall take no action binding upon the Club without either specific prior authorization or subsequent ratification by the Club or Executive Committee.

Sec. 2. The Educational Vice-President is responsible for the conduct of a Club program which meets the educational needs of the members; chairs the Education Committee; and presides in the absence of the President. The Educational Vice-President also serves as one of the Club's representatives on the District Council and shall take no action binding upon the Club without either specific prior authorization or subsequent ratification by the Club or Executive Committee.

Sec. 3. The Administrative Vice-President chairs the Membership and Attendance Committee and the Community Relations Committee; and presides in the absence of the President and of the Educational Vice-President.

Sec. 4. The Secretary has custody of the Club's Constitution and Bylaws and all other records and documents of the Club; keeps an accurate record of the meetings and activities of the Club and of the Executive Committee; and transmits the same to the successor in office. The Secretary shall have charge of all correspondence and shall issue the regular speaking schedules.

Sec. 5. The Treasurer receives and disburses, with the approval of the 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 Treasurer shall make financial reports to the Club or to the Executive Committee upon request, and shall transmit the accounts and all undistributed funds to the successor in office.

Sec. 6. The Sergeant at Arms chairs the Social and Reception Committee; is responsible for the orderly behavior of the members; and enforces the orders of the President. The Sergeant at Arms is also responsible for the arrangement of the room, tables, timing light and gavel and is the Club's official greeter.

Sec. 7. In the event the President and/or Educational Vice-President shall be unable to attend a meeting of the District Council, they shall originate and certify the credentials of the official representative or representatives of the Club attending said District Council meeting. Such representative(s) shall be active members.

ARTICLE VI

COMMITTEES:

Sec. 1. The standing committees of this Club shall be the Executive, Education, Membership and Attendance, Inter-Club, Community Relations, and Social and Reception Committees.

Sec. 2. The Executive Committee shall consist of the President, who serves as the presiding officer, the Vice-Presidents, Secretary, Treasurer, Sergeant at Arms, and the immediate Past President of the Club. This committee shall have charge of all business affairs of the Club and shall consider all matters concerning the welfare of the Club, and shall submit all actions of the committee to the Club for approval. By a two-thirds vote of the committee members present and voting, and subject to the approval of the Club, by a two-thirds vote of the Club members present and voting, the Executive Committee may remove any officer and declare the office vacant.

Sec. 3. The Education Committee shall have charge of the general educational program of the Club. It shall prepare, or cause to be prepared, all speaking schedules of the Club and shall publish the assignments at least three weeks in advance. This committee shall appraise the performance of the Club and of its officers and shall assist in the utilization and interpretation of program and educational materials available from Toastmasters International. It shall present the results of its appraisal to the Club in the form of regular oral reports and shall make available to the Club Nominating Committee for the succeeding term a written evaluation of potential future Club officer candidates.

Sec. 4. The Membership and Attendance Committee shall consider all applications for membership and report thereon to the Club, and shall arrange for proper induction of all new members. This committee shall be responsible for maintaining Club membership and attendance.

Sec. 5. The Inter-Club Committee shall arrange for the exchange of speakers or programs with other Clubs, and for all inter-Club activities.

Sec. 6. The Community Relations Committee shall arrange for speaking engagements of active members before non-Toastmasters groups, and shall keep a list of active members who may be available for such speaking engagements. It shall have charge of all Club publicity and community relations.

Sec. 7. The Social and Reception Committee shall be responsible for all social functions of the Club and such other duties as may be assigned to it. It shall act as a Reception Committee at all meetings.

ARTICLE VII

RULES OF ORDER:

Sec. 1. The general procedure of meetings of this Club shall be in harmony with the principles set forth in the Toastmasters International manual entitled "Chairman." Robert's Rules of Order Newly Revised shall be the final authority as to parliamentary procedure, insofar as they do not conflict with any provisions of this Club's Constitution and Bylaws.

(For Clubs located in a jurisdiction where Robert's Rules are not the recognized authority on parliamentary procedure, the name of the recognized authority where the Club is located should be inserted in place of Robert's Rules of Order Newly Revised.)

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

ARTICLE VIII

LIABILITY AND DISSOLUTION:

Sec. 1. This Club and its members shall be responsible for expenses incurred at its direction in connection with its operations, functions and activities. In the event of dissolution of this Club, distribution of any funds after payment of any indebtedness may be made by either refund to members, or by contribution to any educational research or memorial funds maintained by Toastmasters International.

ARTICLE IX

AMENDMENTS

Sec. 1 These Bylaws may be amended at any regular meeting of this Club by a two-thirds vote of the members present and voting. Such amendment must be proposed in writing by an active member at the meeting immediately preceding that at which the amendment is to be voted on. Upon its adoption, a copy of the amendment shall be mailed to the Executive Director of Toastmasters International for review and attachment to the copy of the Bylaws of this Club filed at the World Headquarters of Toastmasters International.