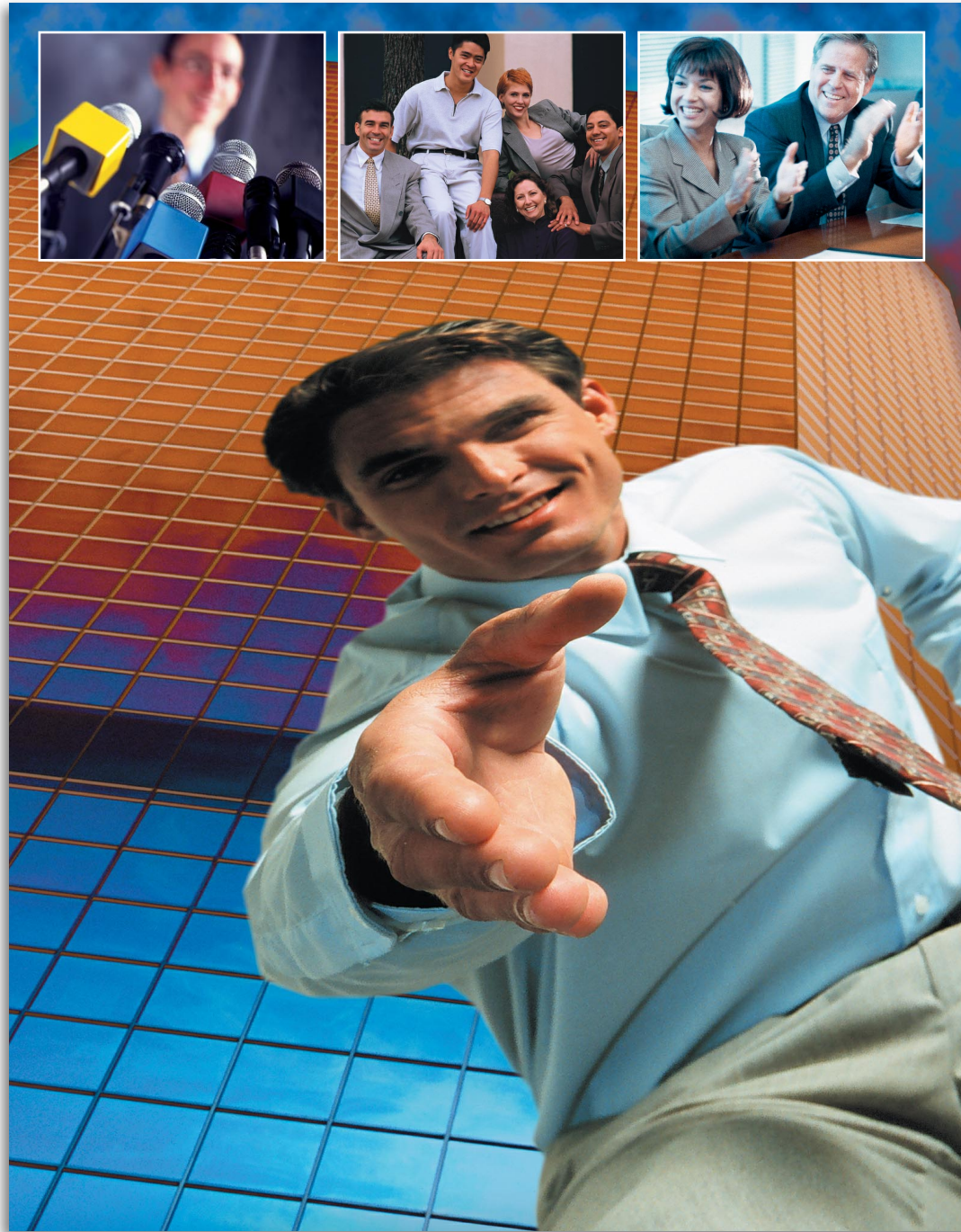




HOW TO **Build**

A TOASTMASTERS CLUB



A
STEP -
BY -
STEP
GUIDE



HOW TO
Build
A TOASTMASTERS CLUB

A Step-By-Step Guide

TOASTMASTERS INTERNATIONAL
23182 Arroyo Vista, Rancho Santa Margarita, CA 92688 USA
or
P. O. Box 9052, Mission Viejo, CA 92690 USA
(949) 858-8255 • FAX: (949) 858-1207
www.toastmasters.org

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Introduction

The mere thought of speaking to a large audience or even to one or two people makes some people uncomfortable or, at worst, terrified. They are afraid of embarrassing themselves, boring their audience, or appearing unknowledgeable about the subject matter.

Other people are comfortable with public speaking, but lack the skills to do it effectively. They may have difficulty organizing their thoughts or conveying their message clearly and concisely.

But good speaking skills are important. In business, community, and home lives they can help people work together better, effectively develop and present ideas, give better presentations, and enhance self-confidence. Toastmasters can help people build their self-confidence and develop speaking skills in a friendly, positive environment, no matter what their current comfort or ability level. This, in turn, enhances their quality of life.

Toastmasters International is a not for profit educational organization whose mission is to help people develop their communication skills. This is accomplished through Toastmasters clubs. There are no instructors or professors, and there are no tests or grades. A typical Toastmasters club consists of 20 to 30 people who meet weekly throughout the year, and members must be 18 years of age or older. Some clubs meet in the morning, others at noon or in the evening. A meeting usually lasts one to two hours and generally consists of the following:

- ◆ Table Topics session, which gives members the opportunity to practice impromptu speaking
- ◆ Several prepared speeches based on projects from the manuals provided by Toastmasters International
- ◆ Evaluations, during which club members give feedback to each speaker regarding the presentation's strengths and weaknesses and offer suggestions for improvement

This simple program works. More than three million people have benefited from it since it began in 1924.

Toastmasters International now has more than 9,500 clubs in 70 countries around the world. Each of these clubs was formed by volunteer members or other interested people. Toastmasters International employs no staff whose job is to start clubs. All of its club growth around the world is due to the efforts of volunteers.

Why have so many people taken the time to start new clubs? Most members just want to share the benefits of Toastmasters with others. They have found the program so helpful that they want others to have the same experience. Some members do it because it offers a new learning experience and the chance to build their leadership skills as they lead others in the endeavor. Still others start clubs because they will earn awards from Toastmasters International for their work. People who are not already members start new clubs because they have heard of the program's benefits and want to join but have discovered there are no existing clubs nearby.

Perhaps you want to start a club in your area, or maybe your District Lt. Governor Marketing has asked you to help form a new club. This manual will help you. It offers information on the type of club to form, how to promote it, how to effectively demonstrate the Toastmasters educational program, how to complete the formation process and submit the charter paperwork to Toastmasters International, and how to help the club in its first months of operation after it charters. A number of people are available to help you, including Toastmasters International World Headquarters' staff in the New Clubs department and volunteers at the International, and District levels.

Types of Toastmasters Clubs

Toastmasters clubs are grouped into two categories: community clubs and corporate clubs.

Community clubs are formed for the general public. They may meet in public libraries, civic centers, restaurants, and other areas accessible by the public. Some larger communities, like those in urban areas, can support more than one Toastmasters club, so if your community is large and already has one club, do not let it prevent you from forming another one.

Corporate clubs are formed in companies, government agencies, and other organizations that recognize that Toastmasters offers the most effective, cost-efficient form of communication training available.

Most community clubs accept any interested people as members. Occasionally, however, a club may restrict its membership to a certain group of people. Usually this occurs in corporate clubs, where often only employees may join. No matter if you are starting a community or company club, Toastmasters International's bylaws state that membership cannot be restricted according to age (except those persons under 18 years of age), race, creed, sex, national or ethnic origin, sexual orientation, marital or veteran status, or physical or mental disability, so long as the individual is able to participate in the program.

What market exists in your locale? Is there a large company that currently does not have a Toastmasters club? Perhaps you could form one there. Does the community have a club? If not, you could start one. If a community club already exists that meets in the morning, for example, perhaps the community could support a club that meets at noon or in the evening. Whatever type of club you plan to build, you must have a minimum of 20 members to charter the club, and at least 17 of these members must not be "dual" members (members who currently belong to other Toastmasters clubs, except when an advanced club is being formed. More about forming advanced clubs is on page 13).

When planning the meeting time and location, pay special attention to traffic patterns and ease of access, especially in urban areas. For example, in the downtown area of a large city, a morning club or an evening club may not succeed, while a club meeting at noon will work. In suburban locales, a noon club might fail because most residents are away during the day, but a morning or evening club could easily flourish.

How to Begin Forming a Club

Once you've decided what type of club you want to form, seek help from other people. Contact the District Governor or Lt. Governor Marketing (if you don't know who this is, Toastmasters International World Headquarters will tell you). These people can help you put together a team of people that will help the club charter and that will work with it for up to a year after it charters. The team includes:

- ◆ **Club sponsor.** Each new club may have up to two sponsors. The sponsor is responsible for organizing the new club, including selling the new club idea to prospective members, helping to set up regular meetings, completing paperwork, and planning the charter presentation. Sponsors receive a certificate when the club charters and can receive credit toward the Advanced Leader (AL) award. Special recognition is given to those who repeatedly serve as club sponsors. Note: Sponsors must apply for credit no later than 90 days after the club's official charter date. Any changes or additions to the sponsor assignments must be made no later than 60 days after the club's official charter date.

- ◆ **Club mentor.** Each new club may have up to two mentors who are appointed by the District Governor. Mentors should be experienced Toastmasters who actually join the new club, providing guidance during the first six months to one year of its existence. The mentor also receives a certificate when the club charts and, if he/she fulfills the role satisfactorily, credit toward the Advanced Leader (AL) award. Note: Mentors may apply for credit no sooner than six months after the club's official charter date. Any changes or additions to mentor assignments must be made no later than 60 days after the club's official charter date.
- ◆ **Sponsoring club.** Occasionally an entire existing club may help to start a new club and may present the demonstration meeting (more on the demonstration meeting follows). The sponsoring club offers the new club encouragement and advice, and its members attend the new club's charter presentation. Sponsoring clubs earn the "Founder's Award" club banner ribbon.

The sponsoring club works with the mentor after the new club charts to:

- Arrange inter-club meetings and exchange of speakers and evaluators
- Invite the new club's officers to attend meetings of the executive committee
- Invite the new club's members to attend anniversary meetings, speech contests, and other special meetings
- Present programs from The Better Speaker Series, The Successful Club Series, and the Leadership Excellence Series at the new club's meetings
- Remind the new club about District training programs, Area speech contests and other District meetings and functions and encouraging their participation at these events.

If you will be starting a new club in a city or town other than your own, arrange for someone living in that city or town to help you. Your District Governor or Lt. Governor Marketing may know of other Toastmasters members or former members living there who may be willing to help. These people can serve as your local contacts, arranging the time and place of the demonstration meeting, answering questions from potential members, and coordinating local publicity.

In addition to your District Governor and Lt. Governor Marketing, other people may be available to help you:

- ◆ **Marketing Committee Chairman.**

This person coordinates the District's club extension activities, including checking new club leads, seeing that all prospects are contacted, and ensuring that effective demonstration meetings are presented to prospective new clubs.

- ◆ **Marketing Committee.**

In many Districts a group of experienced Toastmasters members actively seeks and contacts new club leads and handles demonstration meetings for all prospective new clubs.

- ◆ **Area Governor.**

As soon as the District Governor assigns the new club to an Area, that Area Governor should begin paying regular visits to the new club, offering guidance and encouragement. The Area Governor also should arrange for club officer training and encourage new members to participate in District activities.

- ◆ **New Clubs Department.**

This department at World Headquarters issues all new club charters and supplies the materials necessary to build clubs. The department can answer any questions you may have about the charter process or paperwork.

Forming a Community Club

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

1. Plan a demonstration meeting. The demonstration meeting shows prospective members how a club meeting is conducted and what the program can do for them. Information about demonstration meetings is on pages 9-10. Schedule it two to four weeks in advance, which will give you plenty of time to publicize and promote it. Purchase promotion materials from Toastmasters International. See Appendix B or the online catalog at www.toastmasters.org for materials you may find helpful.
2. Publicize the demonstration meeting in the local media. Send announcements to local daily and weekly newspapers. For radio and television stations, send public service announcements (available from Toastmasters International) with taglines that announce the date, time, and place of the demonstration meeting.
3. Contact the local chamber of commerce for a list of organizations (Lions, Rotary, Jaycees, etc.) and invite their officers to the demonstration meeting.
4. Place posters and other announcements on community bulletin boards.
5. Publicize the meeting to membership “clusters.” These are groups of people (employees of small businesses, church groups, military personnel, etc.) who could not support a Toastmasters club by themselves, but can contribute a strong nucleus of potential members.

Forming a Corporate Club

The key to building a corporate club is to obtain the support of a person who can authorize the formation of the club.

1. Contact the personnel director, the person in charge of human resources, or even the company president. (If you’re not certain who would be the appropriate person to contact, ask the company switchboard operator or receptionist.) Then make an appointment to see that person.
2. Prepare for the meeting. You must be able to convince the person that Toastmasters training helps employees improve their communication and leadership skills. Obtain a list of companies that now host in-house clubs for their employees (available on the Toastmasters International web site, www.toastmasters.org). Be able to show the low cost of Toastmasters training compared to what the company might spend on another type of training. If you have access to a portable VCR and monitor, you may want to show the Toastmasters video “Everybody’s Talking About Toastmasters,” which offers real testimonials and demonstrated highlights of a Toastmasters meeting and points out the benefits of Toastmasters training to companies.
3. Get the company’s support. If the person you meet with does not have the authority to authorize the formation of a club, find out who does and offer to meet with that person and to provide any information that person will need to make the decision.
4. Once you have obtained the company’s philosophical support, finalize its financial commitment and support. Determine what portion of the club costs the company will pay. This may vary. Usually the company pays the charter fee and new member fee for each member, while members pay their own dues. Some companies pay for the banner and other club materials. See Appendix E for the list of materials a new club needs.

DON'T FORGET THE PAPERWORK

Whether you are starting a company club or a community club, you will need to do some paperwork. Forms must be filled out and submitted and money collected and accounted for. Before you proceed any further with your club-building effort you should order a new Club Information Kit from Toastmasters International by telephoning the New Clubs Department at 949-858-8255 or sending an email to clubs@toastmasters.org. The kit contains the information and forms you will need to charter the club. Review the kit's contents carefully, then do the following:

1. Complete and submit the Application to Organize (also included in this manual). The application should be completed during the demonstration meeting. Send two copies of the completed form to Toastmasters International, P.O. Box 9052, Mission Viejo, California 92690 U.S.A., and two copies to the District Governor. The \$95 (U.S.) charter fee should be paid at this time. As soon as Toastmasters International receives the application and charter fee it will send Charter Kit #1, which includes club administrative materials and 20 New Member Kits containing educational materials for members. (If you submit the application without the fee, the prospective club will not receive Charter Kit #1 at this time.) This kit is sent via surface mail unless you or the prospective club requests a faster means and pay for it in advance. A complete list of items in this kit is on page 65.
2. Distribute the materials in Charter Kit #1. The kit includes manuals for each of the seven elected club officers and educational materials for members. Be sure to distribute educational materials only to those people who join your club and pay the new member fee (\$16 U.S.)
5. Arrange a time and place to conduct a demonstration meeting. Nearly all companies and government organizations have conference rooms which are suitable for Toastmasters club meetings.
6. Invite company officials to attend the demonstration meeting to show prospective members that the organization supports the new club.
7. Publicize the demonstration meeting on company bulletin boards, in newsletters and memos, and via email. Some companies will put Toastmasters information in employees' pay envelopes if you provide the fliers or brochures.

New Club Finances

Before the demonstration meeting you should plan how to handle any money collected from the prospective club. You or an elected club officer may begin to collect payment for dues and fees from the club's prospective members during or soon after the club's first meeting. Many clubs choose at this stage to open a checking account. In many countries (including the United States) it is necessary that the club register as a not-for-profit association before an account may be opened. The officers of the new club should check with local banks to see what type of documentation is required.

Clubs in the United States see Appendix C, Part E of this manual for instructions. In many cases it is possible to obtain an Employer Identification Number (EIN) quickly by telephone or fax. If the club prefers, World Headquarters can be designated as the club's proxy and will apply for the number on behalf of the club. Without the EIN the club will not be able to open its own bank account. An EIN is simply a type of tax identification number and does not imply that a club would ever or could ever have employees.

United States tax law requires that all clubs meeting in the United States have an EIN number. Ensure that World Headquarters is provided with the EIN as soon as practical after it is received. The number will be maintained in the club's permanent records. Each year World Headquarters is required to submit a summary of all clubs in the United States along with their EIN numbers to the IRS.

If a club has collected payments from its prospective members but does not have a bank account of its own, it may, at its own discretion:

1. designate a club officer to
 - a. hold the payments until the club has opened an account
 - b. hold the payments until they are sent to Toastmasters International
2. with the agreement of another local club deposit the payment into that club's account for payment of the new club's expenses

The Demonstration Meeting

A demonstration meeting is your opportunity to show prospective members how a Toastmasters club meeting is conducted and what the Toastmasters program can do for them. A carefully planned, well-conducted meeting will excite prospective members and make them eager to form a club. An agenda for a demonstration meeting appears on page 18.

A typical demonstration meeting requires eight or more experienced Toastmasters, each of whom assumes a meeting role, such as Toastmaster, timer, ah-counter/grammarian, general evaluator, speaker, evaluator, and Table Topics Master. (If you're unable to assemble enough people, you have several options. See page 10-11 for information.) Following are some suggestions to help you plan the meeting:

- ◆ Keep the meeting short and within any time limitations. Remember, your goal is to pique interest. Also, if you are trying to charter a company club and the company has allotted 30 minutes for the demonstration and any other information you plan to present, you must plan accordingly. Do not go overtime!
- ◆ Select a demonstration team that will present a good, typical yet abbreviated Toastmasters club meeting. If time is very limited, at a minimum include a short table topics session, a prepared speech, and an evaluation.
- ◆ When selecting a speaker to present a manual speech, consider the average speaking experience of the prospective members. A relatively inexperienced speaker who is not too polished will be less likely to intimidate the prospective members and will show them that Toastmasters offers something for the unseasoned presenter. If time permits, you may add a second speaker to the program. This speaker may be more advanced, illustrating how the Toastmasters program helps members become more skilled speakers. The Toastmaster should make this distinction clear to the audience.
- ◆ Select experienced Toastmasters to assume various meeting roles and be sure each takes into consideration the audience's perspective. For example, the evaluator for the inexperienced speaker should be positive and gentle, yet helpful. The evaluator for the experienced speaker should be more specific, showing that the advanced speaker receives a more detailed evaluation.
- ◆ Invite representatives of the sponsoring organization (if any). Their presence will help convince prospective members of the meeting's importance.

3. As soon as the prospective club reaches 20 members (minimum 17 non-dual members, except for advanced clubs), send the completed charter application forms (Appendix C, Parts A-E), the new member fee and dues (and the charter fee, if not already paid) to Toastmasters International. All charter members of the club must consent to being members before the charter date. NOTE: New clubs pay six months' dues in advance, regardless of the month in which they are chartered.

If all the forms are properly completed and the remittance is correct, Toastmasters International charts the club. Its official charter date is the date the charter application forms and remittance are received at World Headquarters. Toastmasters then ships Charter Kit #2 to the club within 48 hours. (If the club included the \$95 charter fee with its charter paperwork, Toastmasters International ships Charter Kit #1 at this time as well.) The kit is shipped via surface mail unless you or the prospective club request otherwise and pay for it in advance. A complete list of items in this kit is on page 66.

Toastmasters International then usually prepares the charter certificate and mails it within 10 business days to the District Governor for presentation to the new club.

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WHEN YOU CAN'T HAVE A DEMONSTRATION MEETING

Is your prospective club in an isolated location and no experienced Toastmasters or former Toastmasters are nearby? Did the human resources director invite you at the last minute to a meeting about forming an in-house club?

Sometimes it just isn't possible to have a demonstration meeting.

Toastmasters International has a 12-minute video that you can use to help "sell" Toastmasters to others. "Everybody's Talking About Toastmasters" showcases enthusiastic testimonials—everyone from managers, engineers, and other professional people to best selling author Harvey MacKay. The video also features brief explanations of typical meeting activities, including table topics, prepared speeches, and evaluations.

You can use the video in place of a demonstration meeting, showing it to prospective club charter members and busy corporate officials. The video is available for \$5.95 U.S. VHS or \$9.95 U.S. PAL plus shipping from Toastmasters International. Order online at www.toastmasters.org.

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WHEN YOU HAVE ONLY ONE OR TWO PEOPLE ON YOUR DEMONSTRATION TEAM

Although most demonstration meetings are conducted by eight or more Toastmasters, it is possible to do it with fewer – even with one! If only one experienced Toastmaster is available, that person acts as both Toastmaster of the meeting and narrator. (If a second experienced

After the demonstration portion of the program, you should do the following:

- ◆ Introduce the representatives of the sponsoring organization (if any).
- ◆ Introduce the Toastmasters sponsor(s) and mentor(s), emphasizing that when the club is chartered the mentor will help it through its first six months to one year.
- ◆ Explain charter fees, international and club dues and other potential costs, such as club banner, membership pins, and other administrative supplies the club will need. Ensure that each potential member understands the individual cost.
- ◆ Conduct a brief question and answer session with the prospective members, allowing members of the demonstration team and other experienced Toastmasters who may be present to answer the questions.
- ◆ Ask Toastmasters members to share "success" stories, explaining to the audience how Toastmasters training has helped them in their careers, family, and community life.

Keep Them Enthusiastic

Be optimistic and assume the group is convinced that it will charter a club. Strive to obtain the prospective members' commitment to join the club before the demonstration meeting ends. Don't encourage the group to "think about it" for a while and/or tell them that they don't have to decide today. The demonstration has made them enthusiastic and excited about the opportunity they have; don't allow this enthusiasm and excitement to diminish.

Focus the group on the future by doing the following:

- ◆ Announce the date, time, and place of the next meeting
- ◆ Ask the group to select a temporary president, secretary, and sergeant at arms
- ◆ Collect the name, address, telephone number, and email address of each person present so you can follow up with reminder notices
- ◆ Ask the secretary pro tem to collect the money from those who have decided to join (Some clubs have chartered after the demonstration meeting itself!)
- ◆ Obtain enough money to pay the charter fee so that members can receive the educational and administrative manuals needed to conduct club meetings

Conclude by thanking everyone for coming and acknowledge the meeting hosts and participants and anyone else who assisted with the event.

Follow Up

After the demonstration meeting is over, begin preparing for the second meeting. Send a reminder notice which includes the date, time, and place of the next meeting to everyone who attended the demonstration meeting and follow up with a telephone call several days before the meeting date. If possible, several days beforehand meet with the president, secretary, and sergeant at arms to discuss their duties at the next meeting and the meeting objectives as described in the outline for the second meeting (page 19). More information about the outlines for subsequent meetings follows.

Remember, most prospective clubs do not charter immediately. In fact, many may meet eight or more times before they can complete the charter requirements. Occasionally a club may charter in four or fewer meetings. Your goal is to get and keep everyone involved enthusiastic and to charter the new club as quickly as possible.

To help you plan for each pre-charter club meeting, use the weekly meeting outlines on pages 18-25. Photocopy and distribute the outlines to every member of your team so each is aware of the events that should happen at each meeting. You may also use the outlines as meeting programs and distribute them at meetings. The items listed as Topics to Cover should be addressed in 3-4 minutes, and those items listed as Tips should be worked into the meeting at the appropriate time. Both Topics to Cover and Tips should be handled by the sponsor, mentor, or other experienced Toastmaster who is a member of the club building team.

The Charter Presentation

The charter presentation marks the debut of the new Toastmasters club. The charter presentation is an excellent opportunity to recognize those who helped form the club and to generate publicity for the club, so you should plan the event carefully.

Although you have submitted the charter documents and money to Toastmasters International, the club is not officially chartered until World Headquarters has received the documents and money, has confirmed that all of the paperwork is in order, and has issued a charter number for the club. Once this occurs, allow ample time for World Headquarters to prepare and ship to the District Governor (or club president if the club is undistricted) the club charter and charter member, club sponsor, and club mentor certificates. Allow four to six weeks (six to eight weeks outside the U.S. and Canada) for processing of the charter forms and preparation and shipping of certificates.

Consider this time as you select a date for the charter presentation. Don't schedule the presentation so soon that none of the documents arrive in time for the ceremony. Also, contact the

Toastmaster is available, one can act as Toastmaster and the other as narrator.) Before the demonstration the Toastmaster appoints prospective members to roles or asks for volunteers, emphasizing that no one will have to speak. During the demonstration the Toastmaster then calls on one of the prospective members, who comes to the lectern and is welcomed by the Toastmaster. The Toastmaster then steps to the side and, acting as narrator, briefly describes what the prospective member would say and do in that assigned role.

For example, the Toastmaster has asked prospective members Josef Bandero to act as Table Topics Master and Laurel Beiderman to act as Table Topics respondent. During the demonstration the Toastmaster describes Table Topics and its purpose, then introduces Josef. Josef comes to the lectern. The Toastmaster then steps to the side and, as narrator, says, "Josef has selected a theme for today's Table Topics session. The theme is 'Music and Its Part in Our Lives,' and all Table Topics questions involve this theme. Josef calls on Laurel and asks, 'What songs do you associate with your first teenage love?' and he asks Laurel to reply." Laurel stands and the narrator says, "Laurel says the song 'Happy Together' reminds her of her first love. Then, when her boyfriend broke up with her, she sat in her bedroom listening to the song 'Only Love Can Break Your Heart' over and over until her brother came in, pulled the cassette out of the stereo and threw it out the window."

Keep the demonstration brief, fast-paced and entertaining so you will have plenty of time to address the rest of the meeting agenda.

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SOME TIPS FOR YOU

All of the forms necessary to charter a club are in this manual. If your prospective club meets charter requirements at its first meeting, you can use these forms to submit the entire charter package – application to organize, charter fee, forms, service charter, and dues – so the club can charter immediately. In any case, as you work to form the club, keep the following in mind:

- New clubs cannot order materials bearing the Toastmasters International emblem until they are officially chartered. This includes banners, pins, trophies, etc.
- Supply orders from clubs not yet chartered are limited to promotional materials only and must be accompanied by full payment.
- Once you submit the completed charter forms, you cannot make any changes to the club's charter membership list.
- If any of the necessary forms are missing or if the money is insufficient, World Headquarters cannot charter the club. Be sure to submit the full six-month dues payment for each member.
- Clubs chartering in September or March (the last months of the semiannual dues periods) may wish to submit membership dues amounting to \$21 per person. The extra \$3 per person will be placed in the club's account at World Headquarters and may be used to pay the prorated semiannual dues that will be payable at the beginning of the next month (October or April). By doing this, your club will not have to collect dues from each member twice in two months.

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District Governor well in advance so he or she can plan to attend. If another club helped to sponsor the new club, invite its members to attend. (Sometimes the sponsoring club may wish to present the new club with a gift, such as a club meeting plaque (Catalog No. 384 or 1979) or a Toastmasters highway sign (Catalog No. 363 and 363-A).

In addition to inviting the District Governor and members of the sponsoring club, the new club may want to invite other guests as well. These may include company officials, local government figures, Area and Division Governors, and other District officers. Send formal invitations to all invited guests. Be considerate of the club budget, however, and plan for any expenses involved for these guests. If the charter presentation involves a meal, the club may want to pay for the meals of a few guests. A small overcharge on meal tickets can provide funds to cover the costs of guests.

Publicity

The club's location and the size of the city will affect your publicity efforts for the charter presentation. Regardless of where your club is located, you can receive publicity if you work with the most appropriate media. Don't overlook suburban weekly papers and local radio stations. Company clubs should consider both company and community publications. Following are some tips:

- ◆ Coordinate your publicity efforts with your District Public Relations Officer.
- ◆ Send an announcement to the local media as soon as the charter presentation date is set.
- ◆ Follow up with a more detailed release as close to the date as deadlines will allow.
- ◆ If local publications cannot send a photographer to the meeting, send them a photo of the presentation with a caption identifying the people, the date, the place, and the occasion.
- ◆ When your District Governor is in town, arrange for him or her to appear on local radio or TV talk shows, if possible.

Planning the Presentation

The charter presentation party is a special event and all arrangements, including the event's program, should be carefully planned. The Toastmasters International manual *Put on a Good Show* (Catalog No. 220) can help you in your preparations.

You will need assistance, however. Form committees to handle such things as decorations, seating, arrangements for special guests, entertainment (if any), registrations, and refreshments or banquet service. If you are planning entertainment, the entertainment should not be extravagant or take time away from the program.

The event should include a short Toastmasters meeting followed by the charter presentation. Prepare a printed program

for the event. Covers and insert sheets are available from Toastmasters International (Catalog Nos. 93-1, 97-A). Following are some tips:

1. **Program opening.** Welcome everyone and acknowledge special guests. If attendance is large, don't attempt to introduce everyone. Present the most important guests. If several clubs are represented, introduce the president of each club and ask the club's members to stand as a group; don't announce each member. Be sure to introduce the sponsor(s) and mentor(s) of the new club. If you wish, someone can present an invocation and/or a pledge to the flag. Then introduce the Toastmaster of the meeting.
2. **Table Topics.** If a meal is being served, allow time for guests to eat, then introduce the Table Topics Master during dessert. Plan to call on only three to five individuals for responses to help keep the program short.
3. **Prepared speeches.** Provide a speaking program, with several members presenting manual speeches. Select speakers who have shown the greatest amount of self-confidence and poise.
4. **Evaluations.** The speech evaluations should be moderate in tone, helpful, and encouraging. Select evaluators who have demonstrated skill in giving good evaluations.
5. **Charter Presentation.** The Toastmaster introduces you to begin the charter presentation ceremony. The District Governor usually presents the club charter, although any District officer or dignitary may do so. Be sure to properly introduce the presenter with his/her name and title. The presenter makes a short speech explaining the purpose of Toastmasters International and its clubs, then makes the formal charter presentation. The President of Toastmasters International sends a special letter to the new club, which you should read to the guests, along with any other special messages the new club has received.
6. **Conclusion.** At the end of the program, briefly thank everyone and acknowledge those who helped to organize the club and the event program. Then adjourn the meeting.

Chartering an Advanced Club

Most Toastmasters clubs are open to any interested person over 18 years of age, and the clubs conduct the general Toastmasters educational program. Occasionally, however, a group wants to charter a special club for those who want to focus on developing special skills. This type of club is called an advanced club.

The purpose of an advanced club is:

- ◆ to provide an opportunity for exposure so that members may learn and practice advanced communication techniques and receive evaluation in harmony with their specific needs, and
- ◆ to enable members to share their common interests in communication skills and development.

The Toastmasters International policy governing advanced clubs reads:

“...Members who have developed skills to an advanced level and wish extended time for the practice of communication and evaluation techniques nearing professional level may participate in a Toastmasters club with programs devoted to this purpose.”

Advanced clubs must charter with a minimum of 20 members with dual membership (membership in at least one other club) as an optional requirement. If the club opts to have dual membership as a prerequisite for membership, only three of the initial 20 members may be transfer members. If the club does not opt to have dual membership as a prerequisite, the rules governing standard Toastmasters clubs apply—only three of the initial 20 members may be dual members.

Most advanced clubs require their members to have received the CTM award for completing the Communication and Leadership Program manual. Other clubs require members to have achieved the ATM Bronze award.

An advanced club must charter like any other Toastmasters club. It must complete an Application to Organize a Toastmasters Club and the \$95 charter fee (\$102.13 in California). This gives the group permission to form a Toastmasters club. On the application please mark the appropriate space designating the club as an advanced club. World Headquarters will not send any new member kits unless you specifically ask for them.

When the club is ready to charter, complete charter forms A-E. On the Charter Remittance Notice (Part D), list the total of new members on line 1 and the total of dual and reinstated members on line 2. On line 2A, list the total number of new member kits requested (if any). Compute the total payments according to the Charter Remittance Notice. Transferring members do not pay the per capita or service charge as long as their dues are current in the club from which they are transferring.

Splitting an Existing Club

Toastmasters International recommends that a club have about 20 to 30 members. In larger clubs, some members may not have enough opportunities to give manual speeches. If this is the situation in your club, the club may want to split into two separate clubs.

Splitting a club is simple. Complete the Application to Organize a Toastmasters Club and send it to World Headquarters with the charter fee, including a letter stating that the club is splitting. World Headquarters will not send any new member kits unless you specifically request them.

When your club is ready to charter, complete charter forms A-E. On the Charter Remittance Notice (Part D), list the total number of dual or reinstated members on line 2. On line 2A, list the total number of new members kits requested (if any). Compute the total payments according to the Charter Remittance Notice. Transferring members do not pay the per capita or service charge as long as their dues are current in the club from which they are transferring.

Note: Before a club may split, members of the existing club must agree to do so. If the club is split, be sure that experienced, active members of the original club are evenly divided between the two clubs and that the new club's meeting time and place are established.

Standards for a Successful Club

The purpose of a Toastmasters club is to provide a positive environment in which members can participate in the Toastmasters educational program. Active participation is a necessity for members to learn and for clubs to fulfill their purpose. All clubs must meet the following minimum requirements for a Toastmasters club: meet at least twelve (12) times per year; regular meetings shall be conducted in person/face-to-face; have members give oral speeches and give and receive oral evaluations; and give members the opportunity to develop and practice leadership skills. Toastmasters International suggests that clubs meet every week!

Your new club will be successful if it also does the following:

General Guidelines:

1. Meet every week.
2. Meet continuously throughout the year.
3. Participate in Area, Division, and District functions.

First Impressions:

1. The Sergeant at Arms sets up the room in advance in a professional manner.
2. The meeting location is pleasant, comfortable and organized to meet member speaker needs.
3. Each guest is met at the door and introduced to the club officers and other members.
4. Each guest is given a name tag and asked to fill out a guest information form.
5. Each guest is introduced to the club as a whole and welcomed to the meeting.
6. Guests are encouraged to participate in the meeting by introducing themselves and by commenting at the end of the meeting.
7. Members enthusiastically participate and fill in for members who are unable to attend.

Program Planning and Meeting Organization:

1. Each member should be prepared to carry out all assignments to the best of their ability.
2. Well developed speeches from the basic and advanced manuals are required.
3. Each member receives an agenda outlining the program of the day.
4. Members with duties explain their meeting responsibilities to the assembly.
5. The program is pre-planned and participants are informed at least a week in advance of their responsibilities.
6. The meeting plan includes exciting theme programs, thought provoking table topics sessions, and is organized in such a way that the meeting starts and ends on time.
7. Assuming that the first impression is usually the lasting impression, new members are invited to apply for membership the day they visit.
8. The club operates from a six-month educational plan based on the educational and social needs of the membership.
9. Evaluations are based on project objectives and the individual learning needs of the member.

Fellowship and Variety:

1. The Sergeant at Arms greets members and guests to make them feel welcome.
2. The Vice President Education plans enjoyable, dynamic meetings by developing interesting themes.
3. Social events are organized for the membership.
4. Collective participation in Area, District, and International events is encouraged.
5. The Vice President Education schedules special and inter-club meetings.

New Member Orientation:

1. Each new member is formally inducted and receives a pin, a Communication and Leadership Program manual, and an explanation of his or her responsibilities as a member of the club.
2. New members are assigned a mentor to orient them on the Toastmasters program.
3. New members are surveyed to determine learning needs and are immediately assigned a speaking role in a meeting.
4. New members are made to feel welcome and are encouraged to become involved in club activities on a continuing basis.

Recognition:

1. The club celebrates accomplishments of its members upon completion of requirements and immediately sends educational award applications to Toastmasters International.
2. An updated progress chart is posted at every meeting.
3. Formal recognition for CTM/ATM/CL/AL/DTM awards is given at scheduled meetings.
4. Outside accomplishments, attributed to involvement in Toastmasters, or other activities are recognized.
5. Club and District officers are formally recognized.
6. The club publicizes member and club achievements to the public and District.



Meeting Outlines

Demonstration Meeting Outline

■ **DATE:**

■ **OBJECTIVES:**

- Demonstrate the components of a typical Toastmasters meeting.
- Discuss the charter process.
- Assign third meeting responsibilities and review specific responsibilities with each assignee.

■ **TOPICS TO COVER:**

- Charter process.
- Explanation of key meeting roles (see *A Toastmaster Wears Many Hats*, Catalog No. 1167-D or the *Communication and Leadership Program* manual).

■ **MEETING AGENDA:**

Welcome

Introduction/explanation of key meeting roles

Toastmaster:

Timer:

Ah-Counter/Grammarians:

General Evaluator:

Evaluator:

Table Topics Master:

Table Topics Session

Introduction of Speaker

Speaker:

Evaluator:

General Evaluation

Discussion of Charter Process

Questions/Comments

TIP: *If time permits, use the video **Meeting Excellence** (approx. 16 minutes in length), available from Toastmasters International, Catalog No. 216-V (VHS Format), or 216-P (PAL Format) to assist you in demonstrating how a successful meeting should be conducted. This video is included in Charter Kit #1.*

Second (Organization) Meeting Outline

■ DATE:

■ OBJECTIVES:

- Submit an Application to Organize (pages 31-32 of this manual) and \$95.00* Charter Fee to Toastmasters International so that Charter Kit #1 will be received as soon as possible.
- Organize the group so that it may begin to function as a Toastmasters club.
- Review specific third meeting responsibilities with each assignee.
- Assign fourth meeting responsibilities.
- Distribute a completed copy of The Club worksheet in Appendix A to each new member.

■ MEETING AGENDA:

Welcome

Select target date for charter completion

Determine meeting information

Location:

Day:

Time:

Length of Meeting:

Discuss and select club name

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

Collect sufficient additional dues to cover the \$95.00* Charter Fee.

Explain club offices and elect officers.

President:

Vice President Education:

Vice President Membership:

Vice President Public Relations:

Sergeant At Arms:

Secretary:

Treasurer:

TIP: *In conjunction with the District, plan club officer training within two weeks and request that the Area Governor invite the newly elected officers to Area Council Meetings. Assist the club Treasurer and President in opening club bank account.*

NOTE: Requirements to open a bank account vary. Check with your bank for procedures and requirements.

* California clubs add 7.75% sales tax: \$102.36

Third Meeting Outline

■ **DATE:**

■ **OBJECTIVES:**

- Hear Ice Breaker speeches from two of the new Toastmasters.
- Assign new Toastmasters in the program to serve as Table Topics Master, ah counter, timer, and grammarian.
- Continue to complete charter membership forms and collect individual dues.
- Review specific fourth meeting responsibilities with each assignee.
- Assign fifth meeting responsibilities.

■ **TOPICS TO COVER:**

- Communication and Leadership tracks and educational awards (CTM, ATM, CL, AL, DTM). See the *Communication and Leadership Program* manual for details.
- How to organize a speech (See the *Communication and Leadership Program* manual and *Organizing Your Speech*, Catalog No. 276, for information).

■ **MEETING AGENDA:**

Introduction of key meeting participants:

Toastmaster:
Timer:
Ah-counter/Grammarian:
General Evaluator:
Evaluator:
Table Topics Master:

Table Topics Session

Discuss items listed above under Topics to Cover

Introduction of Speakers

Speaker:
Speaker:
Evaluator:
Evaluator:

General Evaluation

TIP: *Generate interest for members to participate in speech contests by discussing the club, Area, Division, Region, and International Speech Contests.*

Fourth Meeting Outline

■ DATE:

■ OBJECTIVES:

- By now, Charter Kit #1 should have arrived from Toastmasters International. Distribute a set of materials only to those who have paid their dues and the \$16 new member fee.
- Assign new Toastmasters in the program to serve as Toastmaster, Table Topics Master, ah counter, timer, grammarian, and speakers.
- Review specific fifth meeting responsibilities with each assignee.
- Assign sixth meeting responsibilities.

■ TOPICS TO COVER:

- How to introduce a speaker (see *When You're The Introducer*, Catalog No. 1167-E).
- Effective evaluation (see *Effective Speech Evaluation*, Catalog No. 202 and *Evaluate to Motivate*, Catalog No. 292).

■ MEETING AGENDA:

Introduction of key meeting participants:

Toastmaster:

Timer:

Ah-counter/Grammarian:

General Evaluator:

Evaluator:

Table Topics Master:

Table Topics Session

Discuss items listed above under Topics to Cover

Introduction of Speakers

Speaker:

Speaker:

Evaluator:

Evaluator:

General Evaluation

TIP: *Demonstrate how the contents of Charter Kit #1 are to be used, showing applicable items such as the **Member Achievement Record** to the club as a whole and other items, such as the **Cash Receipts and Disbursement Journal**, to the club officers.*

Fifth Meeting Outline

■ DATE:

■ OBJECTIVES:

- Continue to involve new Toastmasters in the program by having them serve as Toastmaster, Table Topics Master, ah counter, timer, grammarian, and speakers.
- Form a Charter Ceremony Committee. (This should include three new Toastmasters along with the sponsors and mentors.)
- Distribute copies of the club roster (done by club Secretary).
- Review membership status of the club and determine, in conjunction with sponsors and mentors, what promotional tasks should be accomplished in preparation for the submittal of the charter application forms (done by Vice President Membership).
- Review specific sixth meeting responsibilities with each assignee (done by Vice President Education).
- Assign seventh meeting responsibilities.

■ TOPICS TO COVER:

- The use of body language as a speaker (see *Gestures: Your Body Speaks*, Catalog No. 201, and *Using Body Language*, Catalog No. 279).
- The Better Speaker Series (Catalog No. 269) and The Leadership Excellence Series (Catalog No. 310).

■ MEETING AGENDA:

Introduction of key meeting participants:

Toastmaster:

Timer:

Ah-counter/Grammarian:

General Evaluator:

Evaluator:

Table Topics Master:

Table Topics Session

Discuss items listed above under Topics to Cover

Introduction of Speakers

Speaker:

Speaker:

Evaluator:

Evaluator:

General Evaluation

TIP: *Beginning with the fifth meeting, the new Toastmasters should assume all major roles at every meeting. The sponsors and mentors should continue to assist the club by presenting the **Topics to Cover** session of the meeting, and by providing advice regarding other club issues.*

Sixth Meeting Outline

■ **DATE:**

■ **OBJECTIVES:**

- Obtain a progress report from the Charter Ceremony Committee.
- Set a schedule for Executive Committee meetings.
- Review membership status of the club and determine, in conjunction with sponsors and mentors, what promotional tasks should be accomplished in preparation for the submittal of the charter application forms (done by Vice President Membership).
- Review specific seventh meeting responsibilities with each assignee (done by Vice President Education).
- Assign eighth meeting responsibilities.

■ **TOPICS TO COVER:**

- Using visual aids (see *Communication and Leadership Program* manual, Catalog No. 225).
- Membership building programs/recognition (see Membership Programs flyer, Catalog No. 1620).

■ **MEETING AGENDA:**

Introduction of key meeting participants:

Toastmaster:

Timer:

Ah-counter/Grammarian:

General Evaluator:

Evaluator:

Table Topics Master:

Table Topics Session

Discuss items listed above under Topics to Cover

Introduction of Speakers

Speaker:

Speaker:

Evaluator:

Evaluator:

General Evaluation

TIP: *Promote the Charter Ceremony as an important part of the new club's history. A well planned event provides the new members with a positive starting point.*

Seventh Meeting Outline

■ **DATE:**

■ **OBJECTIVES:**

- Obtain a progress report from the Charter Ceremony Committee. Promote time, place, and attendance to members.
- Prepare and distribute news releases regarding the club to area newspapers and radio stations (done by Vice President Public Relations).
- Submit all charter application forms to Toastmasters International in order that the club be officially recognized, and that all materials arrive in time for the Charter Ceremony.
- Introduce assignment schedule for future meetings, with scheduling to be done at least three weeks in advance (done by Vice President Education).
- Review eighth meeting responsibilities with each assignee (done by Vice President Education).

■ **TOPICS TO COVER:**

- Discuss the importance of a positive club climate.
- Discuss the points listed under “Standards for a Successful Club” on page 15-16 of this manual.



MEETING AGENDA:

Introduction of key meeting participants:

Toastmaster:
Timer:
Ah-counter/Grammarian:
General Evaluator:
Evaluator:
Table Topics Master:

Table Topics Session

Discuss items listed above under Topics to Cover

Introduction of Speakers

Speaker:
Speaker:
Evaluator:
Evaluator:

General Evaluation

TIP: *Let the new Toastmasters know about the educational and club materials available through World Headquarters by showing them the Toastmasters International Supply Catalog.*

Eighth Meeting Outline

■ **DATE:**

■ **OBJECTIVES:**

- Add an additional speaker to the program if time permits.
- Announce final plans for Charter Ceremony.
- Review membership status of club (done by Vice President Membership).
- Review assignments for future meetings (done by Vice President Education).
- Standing committee assignments with every member on a committee (done by President).

■ **TOPICS TO COVER:**

- The continuing role of the District and Area in assisting the new club.

■ **MEETING AGENDA:**

Introduction of key meeting participants:

Toastmaster:

Timer:

Ah-counter/Grammarian:

General Evaluator:

Evaluator:

Table Topics Master:

Table Topics Session

Discuss items listed above under Topics to Cover

Introduction of Speakers

Speaker:

Speaker:

Speaker:

Evaluator:

Evaluator:

Evaluator:

General Evaluation

TIP: *By now the club should be chartered! The mentors should continue to assist the club for at least six months. Detailed information regarding the role of the mentor is sent by World Headquarters when the assignment is made.*

Appendices

Appendix A (For Club Use Only)

The Club

Club Name: _____

Meeting Day/Time: _____ Meeting Place: _____

Club President: _____

Home Phone: _____ Business Phone: _____

E-mail Address: _____

Vice President Education: _____

Home Phone: _____ Business Phone: _____

E-mail Address: _____

Vice President Membership: _____

Home Phone: _____ Business Phone: _____

E-mail Address: _____

Vice President Public Relations: _____

Home Phone: _____ Business Phone: _____

E-mail Address: _____

Secretary: _____

Home Phone: _____ Business Phone: _____

E-mail Address: _____

Treasurer: _____

Home Phone: _____ Business Phone: _____

E-mail Address: _____

Sergeant at Arms: _____

Home Phone: _____ Business Phone: _____

E-mail Address: _____

The following individuals (and others) will be assisting the club during its formation, and for several months after it charters.

Marketing Committee Chairman: _____

Home Phone: _____ Business Phone: _____

E-mail Address: _____

Area Governor: _____

Home Phone: _____ Business Phone: _____

E-mail Address: _____

Club Sponsor #1: _____

Home Phone: _____ Business Phone: _____

E-mail Address: _____

Club Sponsor #2: _____

Home Phone: _____ Business Phone: _____

E-mail Address: _____

Club Mentor #1: _____

Home Phone: _____ Business Phone: _____

E-mail Address: _____

Club Mentor #2: _____

Home Phone: _____ Business Phone: _____

E-mail Address: _____

Please contact any of the above listed individuals if you have questions or suggestions regarding your club. All officers and members of Toastmasters International volunteer their time and talents. Each one is dedicated to helping you and your club succeed.

Appendix B

Each of these items is available from World Headquarters. Consult the Toastmasters International Supply Catalog for prices and ordering procedure.

- ◆ **NEW CLUB INFORMATION KIT** – Your first step in building a new club is to request this free kit from the Marketing and Club Building Department at World Headquarters. It contains an Application to Organize a Toastmasters Club, a copy of “How to Build a Toastmasters Club, A Step By Step Guide” (Catalog No. 121), and a set of promotional brochures for distribution to potential members. When ordering, be sure to specify if your prospect will be a company club, because the kit’s contents are slightly different in these cases. The kit contains all the forms necessary to charter a new club. The following required items must be completed: Part A . . . Club Information and Officers Report; Part B . . . Charter Membership Mailing List; Part C . . . Club Constitution and Standard Bylaws; Part D . . . Remittance Notice; Part E . . . IRS Exemption Form (U.S. clubs only). These documents are all available at www.toastmasters.org in the Forms and Documents section.
- ◆ **“BRINGING SUCCESSFUL COMMUNICATION INTO YOUR ORGANIZATION”** (Catalog No. 103) – Aimed at the corporate market, this colorful booklet explains how Toastmasters training can benefit today’s organization.
- ◆ **PROMOTIONAL BROCHURES** (Catalog No. 99, 101) – These brochures describe the benefits of Toastmasters membership. An assortment is included in the New Club Information Kit, but you can order more at a nominal cost.
- ◆ **“EVERYBODY’S TALKING ABOUT TOASTMASTERS”** (Catalog No. 4007-V OR 4007-P) – This fast-paced 12-minute video is for Toastmasters who wish to promote their club, build a new club, orient new members, and energize current members. The video can be used in place of a demonstration meeting or as a marketing tool in your community.

Many other promotional items are listed in the Supply Catalog and are available through the online store at www.toastmasters.org. Check carefully to be sure you have the materials you will need.

Appendix C

Charter Requirements Checklist

It is recommended that each group have 30 members (minimum 20) before applying for a charter. The following items must be completely and correctly submitted to World Headquarters:

- Application to Organize*
- Club officers list and club information form (Part A)
- Charter membership roster and mailing list (Part B)
- Constitution and Bylaws with certification of adoption (Part C)
- Remittance form and payment to cover the \$95.00* Charter Fee (if not previously remitted), \$18.00 (\$13.50 for un-districted clubs) dues for six months in advance commencing with the month in which the application is submitted and the charter is issued, plus the \$16.00* per member service charge. The dues payment includes a subscription to *The Toastmaster* magazine for each member. (Part D)
- IRS form for tax exemption (U.S. clubs only) (Part E)

Send completed forms and money to:

23182 Arroyo Vista • Rancho Santa Margarita, CA 92688 USA
PO Box 9052 • Mission Viejo, CA 92690 USA • (949) 858-8255 • FAX (949) 858-1207



TOASTMASTERS INTERNATIONAL®

APPLICATION TO ORGANIZE A TOASTMASTERS CLUB

Send completed forms and money to:

23182 Arroyo Vista • Rancho Santa Margarita, CA 92688 USA
PO Box 9052 • Mission Viejo, CA 92690 USA • (949) 858-8255 • FAX (949) 858-1207

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

It is understood that such permission when granted will give this group the right to use the name, procedures and materials of Toastmasters International as a provisional club for four (4) months from the date received by World Headquarters.

It is agreed that the right to use the Toastmasters emblem, the name Toastmaster or Toastmasters 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.

There are _____ persons interested in forming the club. It is believed that a total membership of at least _____ members can be secured during the organization period. In order to qualify for a charter, a club must have a minimum of 20 members, 17 of which cannot belong to another Toastmasters club.*

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

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

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

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

Please type or print the following information:

Correspondent's Name _____

Address _____



Phone _____

E-mail _____

Sponsoring Organization (if applicable) _____

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

Please make 2 copies of this document. Mail one to World Headquarters, one to your District Governor, and keep the original in your club's permanent records.

Instructions for Completing the Club and Officer Information Report

Use this Club and Officer Report to submit the names and addresses of your club officers. This information makes it possible for your officers to receive monthly mailings and other services from World Headquarters. THE CLUB INFORMATION REQUIRED AT THE TOP OF THE FORM IS VERY IMPORTANT AS IT IS PUBLISHED IN THE CLUB DIRECTORY AND USED IN ANSWERING INQUIRIES CONCERNING YOUR CLUB.

Type or print in the spaces provided your club meeting place, meeting frequency, day of the week, time, etc. List all club officers, giving full name and mailing address including zip code, telephone numbers, and e-mail address where indicated. If your club has a post office box number, please use it as the address for all officers on this form.

Make a copy and deliver it to your local Chamber of Commerce since it often receives calls from people interested in attending a Toastmasters club meeting.

Term of Office (check only one box and fill in year)

Annual (July 1, _____ to June 30, _____)

Semiannual (July 1 to December 31, _____)

Semiannual (January 1 to June 30, _____)

NOTE: Toastmasters International’s Club Constitution and Bylaws state club officer terms must conform to the above schedule. Only those clubs that meet weekly may elect officers for semiannual terms.

GIVE COMPLETE NAMES - NOT INITIALS. IF CLUB HAS A P.O. BOX -
USE IT FOR ALL CLUB OFFICERS. INCLUDE (AREA CODE) ON ALL PHONE NUMBERS.

CLUB AND OFFICER INFORMATION

TYPE OR PRINT ALL INFORMATION

Club Name _____
 Club Number _____ District Number _____
 Contact phone number (_____) _____
 Meets Weekly 1st & 3rd 2nd & 4th
 Other _____
 Day _____ Time _____ AM / PM (CIRCLE ONE)
 Club Web Site _____
 Club E-Mail _____
 Meeting Place:

 _____ NAME
 _____ ADDRESS
 _____ CITY
 _____ STATE / PROVINCE _____ ZIP / POSTAL CODE

Please check the box which best describes your Club.

- | | |
|--|---|
| <input type="checkbox"/> 1. Community Club | <input type="checkbox"/> 6. College Club |
| <input type="checkbox"/> 2. Company Club | <input type="checkbox"/> 7. Church Club |
| <input type="checkbox"/> 3. Government agency | <input type="checkbox"/> 8. Advanced Toastmasters |
| <input type="checkbox"/> 4. Military Club | <input type="checkbox"/> 9. Other Institution or Specialized Club |
| <input type="checkbox"/> 5. Correctional Institution | |

List sponsoring company/government agency/school, etc. _____

Is your Club:

- Open to all interested persons [O]
 Open only to members of a specific organization or group [G]

Minimum Officer Requirements: Clubs must report at least a President, one Vice President, and a Secretary or Secretary/Treasurer, and these offices must be held by three different individuals.

<p>Term of Office (check only one box and fill in year)</p> <p><input type="checkbox"/> Annual (July 1, _____ to June 30, _____)</p> <p><input type="checkbox"/> Semiannual (July 1 to December 31, _____)</p> <p><input type="checkbox"/> Semiannual (January 1 to June 30, _____)</p> <p><small>Note: Toastmasters International's Club Constitution and Bylaws state Club officer terms must conform to the above schedule. Only those Clubs that meet weekly may elect officers for semiannual terms.</small></p> <p>GIVE COMPLETE NAMES – NOT INITIALS. IF CLUB HAS A P.O. BOX – USE IT FOR ALL CLUB OFFICERS. INCLUDE (AREA CODE) ON ALL PHONE NUMBERS.</p>	<p style="text-align: center;">SECRETARY</p> <p>NAME _____ <input type="checkbox"/> CTM <input type="checkbox"/> ATM <input type="checkbox"/> DTM</p> <p>ADDRESS _____</p> <p>CITY _____ STATE / PROVINCE _____ ZIP / POSTAL CODE _____</p> <p>(_____) _____ (_____) _____ HOME PHONE BUSINESS PHONE</p> <p>(_____) _____ FAX NUMBER</p> <p>_____ E-MAIL</p>
<p style="text-align: center;">PRESIDENT</p> <p>NAME _____ <input type="checkbox"/> CTM <input type="checkbox"/> ATM <input type="checkbox"/> DTM</p> <p>ADDRESS _____</p> <p>CITY _____ STATE / PROVINCE _____ ZIP / POSTAL CODE _____</p> <p>(_____) _____ (_____) _____ HOME PHONE BUSINESS PHONE</p> <p>(_____) _____ FAX NUMBER</p> <p>_____ E-MAIL</p>	<p style="text-align: center;">TREASURER</p> <p>NAME _____ <input type="checkbox"/> CTM <input type="checkbox"/> ATM <input type="checkbox"/> DTM</p> <p>ADDRESS _____</p> <p>CITY _____ STATE / PROVINCE _____ ZIP / POSTAL CODE _____</p> <p>(_____) _____ (_____) _____ HOME PHONE BUSINESS PHONE</p> <p>(_____) _____ FAX NUMBER</p> <p>_____ E-MAIL</p>
<p style="text-align: center;">VICE PRESIDENT EDUCATION</p> <p>NAME _____ <input type="checkbox"/> CTM <input type="checkbox"/> ATM <input type="checkbox"/> DTM</p> <p>ADDRESS _____</p> <p>CITY _____ STATE / PROVINCE _____ ZIP / POSTAL CODE _____</p> <p>(_____) _____ (_____) _____ HOME PHONE BUSINESS PHONE</p> <p>(_____) _____ FAX NUMBER</p> <p>_____ E-MAIL</p>	<p style="text-align: center;">VICE PRESIDENT PUBLIC RELATIONS</p> <p>NAME _____ <input type="checkbox"/> CTM <input type="checkbox"/> ATM <input type="checkbox"/> DTM</p> <p>ADDRESS _____</p> <p>CITY _____ STATE / PROVINCE _____ ZIP / POSTAL CODE _____</p> <p>(_____) _____ (_____) _____ HOME PHONE BUSINESS PHONE</p> <p>(_____) _____ FAX NUMBER</p> <p>_____ E-MAIL</p>
<p style="text-align: center;">VICE PRESIDENT MEMBERSHIP</p> <p>NAME _____ <input type="checkbox"/> CTM <input type="checkbox"/> ATM <input type="checkbox"/> DTM</p> <p>ADDRESS _____</p> <p>CITY _____ STATE / PROVINCE _____ ZIP / POSTAL CODE _____</p> <p>(_____) _____ (_____) _____ HOME PHONE BUSINESS PHONE</p> <p>(_____) _____ FAX NUMBER</p> <p>_____ E-MAIL</p>	<p style="text-align: center;">SERGEANT AT ARMS</p> <p>NAME _____ <input type="checkbox"/> CTM <input type="checkbox"/> ATM <input type="checkbox"/> DTM</p> <p>ADDRESS _____</p> <p>CITY _____ STATE / PROVINCE _____ ZIP / POSTAL CODE _____</p> <p>(_____) _____ (_____) _____ HOME PHONE BUSINESS PHONE</p> <p>(_____) _____ FAX NUMBER</p> <p>_____ E-MAIL</p>

Send WHQ copy to: TOASTMASTERS INTERNATIONAL
 P.O. Box 9052 • Mission Viejo, CA 92690 U.S.A.
 FAX: (949) 858-1207

 SIGNATURE

Instructions for Completing the Charter Membership List

PLEASE READ THESE DIRECTIONS CAREFULLY. BY FOLLOWING THEM, YOU WILL ENABLE US TO CHARTER YOUR CLUB IN A TIMELY MANNER.

1. Please TYPE or PRINT FULL NAMES. Use the Charter Member Application (Page 39) to compile this list. Keep the Charter Member Applications for your club records.
2. Check with each member to obtain the mailing address he or she prefers. Most members prefer to receive their Toastmasters mail at their home.
3. Include ZIP CODE or POSTAL CODE for each member.
4. DO NOT submit Applications for Membership (Form 400) for members on this list. Use Form 400's for members joining AFTER this list has been submitted.
5. All members who are to be considered CHARTER MEMBERS must be included on this list. NEW members enrolled after submission of the list cannot be considered charter members.
6. If a charter member is a transfer or reinstated member from another club, or a dual member retaining membership in another club, be sure and indicate this as well as the previous club number in each case. Transfer members should also submit a letter from the previous club secretary stating the member is paid and in good standing. (Transfer, dual, or reinstated members do not need to pay the \$16.00 service charge unless they require educational materials.)
7. Remember: A club must have at least 20 members (17 of whom cannot belong to another club, except in the case of advanced clubs where dual membership is an optional requirement) in order to apply for a charter.

**YOUR CAREFUL ATTENTION TO THESE SUGGESTIONS WILL PREVENT DELAYS
IN THE PROCESSING OF YOUR CHARTER.**

Charter Membership Roster and Mailing List

WORLD HEADQUARTERS USE

Charter No. _____ District _____

Charter Date _____

Club Location _____

TYPE OR PRINT CLEARLY. Member's full name, mailing address, zip code, and e-mail address. Check type of member.

1	_____	<input type="checkbox"/> New	11	_____	<input type="checkbox"/> New
	_____	<input type="checkbox"/> Dual		_____	<input type="checkbox"/> Dual
2	_____	<input type="checkbox"/> Reinstated	12	_____	<input type="checkbox"/> Reinstated
	_____	<input type="checkbox"/> Transfer from Club No. _____		_____	<input type="checkbox"/> Transfer from Club No. _____
3	_____	<input type="checkbox"/> New	13	_____	<input type="checkbox"/> New
	_____	<input type="checkbox"/> Dual		_____	<input type="checkbox"/> Dual
4	_____	<input type="checkbox"/> Reinstated	14	_____	<input type="checkbox"/> Reinstated
	_____	<input type="checkbox"/> Transfer from Club No. _____		_____	<input type="checkbox"/> Transfer from Club No. _____
5	_____	<input type="checkbox"/> New	15	_____	<input type="checkbox"/> New
	_____	<input type="checkbox"/> Dual		_____	<input type="checkbox"/> Dual
6	_____	<input type="checkbox"/> Reinstated	16	_____	<input type="checkbox"/> Reinstated
	_____	<input type="checkbox"/> Transfer from Club No. _____		_____	<input type="checkbox"/> Transfer from Club No. _____
7	_____	<input type="checkbox"/> New	17	_____	<input type="checkbox"/> New
	_____	<input type="checkbox"/> Dual		_____	<input type="checkbox"/> Dual
8	_____	<input type="checkbox"/> Reinstated	18	_____	<input type="checkbox"/> Reinstated
	_____	<input type="checkbox"/> Transfer from Club No. _____		_____	<input type="checkbox"/> Transfer from Club No. _____
9	_____	<input type="checkbox"/> New	19	_____	<input type="checkbox"/> New
	_____	<input type="checkbox"/> Dual		_____	<input type="checkbox"/> Dual
10	_____	<input type="checkbox"/> Reinstated	20	_____	<input type="checkbox"/> Reinstated
	_____	<input type="checkbox"/> Transfer from Club No. _____		_____	<input type="checkbox"/> Transfer from Club No. _____

Please make 2 copies of this document. Mail one to World Headquarters, one to your District Governor, and keep the original in your Club's permanent records.

Charter Membership Roster and Mailing List

21	<input type="checkbox"/> New <input type="checkbox"/> Dual <input type="checkbox"/> Reinstated <input type="checkbox"/> Transfer from Club No. _____	31	<input type="checkbox"/> New <input type="checkbox"/> Dual <input type="checkbox"/> Reinstated <input type="checkbox"/> Transfer from Club No. _____
22	<input type="checkbox"/> New <input type="checkbox"/> Dual <input type="checkbox"/> Reinstated <input type="checkbox"/> Transfer from Club No. _____	32	<input type="checkbox"/> New <input type="checkbox"/> Dual <input type="checkbox"/> Reinstated <input type="checkbox"/> Transfer from Club No. _____
23	<input type="checkbox"/> New <input type="checkbox"/> Dual <input type="checkbox"/> Reinstated <input type="checkbox"/> Transfer from Club No. _____	33	<input type="checkbox"/> New <input type="checkbox"/> Dual <input type="checkbox"/> Reinstated <input type="checkbox"/> Transfer from Club No. _____
24	<input type="checkbox"/> New <input type="checkbox"/> Dual <input type="checkbox"/> Reinstated <input type="checkbox"/> Transfer from Club No. _____	34	<input type="checkbox"/> New <input type="checkbox"/> Dual <input type="checkbox"/> Reinstated <input type="checkbox"/> Transfer from Club No. _____
25	<input type="checkbox"/> New <input type="checkbox"/> Dual <input type="checkbox"/> Reinstated <input type="checkbox"/> Transfer from Club No. _____	35	<input type="checkbox"/> New <input type="checkbox"/> Dual <input type="checkbox"/> Reinstated <input type="checkbox"/> Transfer from Club No. _____
26	<input type="checkbox"/> New <input type="checkbox"/> Dual <input type="checkbox"/> Reinstated <input type="checkbox"/> Transfer from Club No. _____	36	<input type="checkbox"/> New <input type="checkbox"/> Dual <input type="checkbox"/> Reinstated <input type="checkbox"/> Transfer from Club No. _____
27	<input type="checkbox"/> New <input type="checkbox"/> Dual <input type="checkbox"/> Reinstated <input type="checkbox"/> Transfer from Club No. _____	37	<input type="checkbox"/> New <input type="checkbox"/> Dual <input type="checkbox"/> Reinstated <input type="checkbox"/> Transfer from Club No. _____
28	<input type="checkbox"/> New <input type="checkbox"/> Dual <input type="checkbox"/> Reinstated <input type="checkbox"/> Transfer from Club No. _____	38	<input type="checkbox"/> New <input type="checkbox"/> Dual <input type="checkbox"/> Reinstated <input type="checkbox"/> Transfer from Club No. _____
29	<input type="checkbox"/> New <input type="checkbox"/> Dual <input type="checkbox"/> Reinstated <input type="checkbox"/> Transfer from Club No. _____	39	<input type="checkbox"/> New <input type="checkbox"/> Dual <input type="checkbox"/> Reinstated <input type="checkbox"/> Transfer from Club No. _____
30	<input type="checkbox"/> New <input type="checkbox"/> Dual <input type="checkbox"/> Reinstated <input type="checkbox"/> Transfer from Club No. _____	40	<input type="checkbox"/> New <input type="checkbox"/> Dual <input type="checkbox"/> Reinstated <input type="checkbox"/> Transfer from Club No. _____

Application for Charter Membership

Name _____

Address _____

City _____ State/Province _____ Postal Code _____

Sex Male Female E-mail Address _____

Member Status New Dual Reinstated Transfer from Club _____

Manuals English Chinese French Spanish Japanese

Cassette Tape (visually impaired)

FEES:

New Member Fee
(New members only) \$ _____

Sales Tax; CA clubs only
add \$1.24 \$ _____

Dues \$ _____

Club New Member Fee \$ _____

Club Dues \$ _____

TOTAL \$ _____

FOR CLUB USE ONLY – PLEASE RETURN TO YOUR CLUB ORGANIZER

Application for Charter Membership

Name _____

Address _____

City _____ State/Province _____ Postal Code _____

Sex Male Female E-mail Address _____

Member Status New Dual Reinstated Transfer from Club _____

Manuals English Chinese French Spanish Japanese

Cassette Tape (visually impaired)

FEES:

New Member Fee
(New members only) \$ _____

Sales Tax; CA clubs only
add \$1.24 \$ _____

Dues \$ _____

Club New Member Fee \$ _____

Club Dues \$ _____

TOTAL \$ _____

FOR CLUB USE ONLY – PLEASE RETURN TO YOUR CLUB ORGANIZER

Application for Charter Membership

Name _____

Address _____

City _____ State/Province _____ Postal Code _____

Sex Male Female E-mail Address _____

Member Status New Dual Reinstated Transfer from Club _____

Manuals English Chinese French Spanish Japanese

Cassette Tape (visually impaired)

FEES:

New Member Fee
(New members only) \$ _____

Sales Tax; CA clubs only
add \$1.24 \$ _____

Dues \$ _____

Club New Member Fee \$ _____

Club Dues \$ _____

TOTAL \$ _____

FOR CLUB USE ONLY – PLEASE RETURN TO YOUR CLUB ORGANIZER

Your Toastmasters membership provides:

- ❖ a unique means of learning and improving your communicative abilities within an atmosphere of fellowship and fun with your fellow Toastmasters club members;
- ❖ unlimited opportunities for personal and occupational advancement based on improved abilities and expanded experience;
- ❖ experience in leadership development through training and club involvement;
- ❖ professionally prepared educational materials and resources on speaking, listening, discussion, parliamentary procedure, audio-visual techniques, and conference and meeting procedures;
- ❖ *The Toastmaster* magazine – every month *The Toastmaster* provides new insights on communication techniques, ideas, and opinions;
- ❖ continuing practice and exposure to sound communication techniques;
- ❖ increased confidence, ability to organize logical thought and present it self-assuredly, and a better understanding of human relations; and
- ❖ affiliation with an internationally renowned educational organization.

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- ❖ experience in leadership development through training and club involvement;
- ❖ professionally prepared educational materials and resources on speaking, listening, discussion, parliamentary procedure, audio-visual techniques, and conference and meeting procedures;
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- ❖ continuing practice and exposure to sound communication techniques;
- ❖ increased confidence, ability to organize logical thought and present it self-assuredly, and a better understanding of human relations; and
- ❖ affiliation with an internationally renowned educational organization.

Instructions for Completing the Constitution and Standard Bylaws for Clubs of Toastmasters International

This copy of the Club Constitution and Standard Bylaws is to be filled in where applicable and returned to World Headquarters. No other form or duplication will be accepted

Please:

- ❖ **Complete and execute the Certificate of Club Adoption on page 42.**
- ❖ **Complete the Club Bylaws on page 47.**
- ❖ **Complete and execute the Certificate of Secretary on page 48.**

Keep one copy of this document in your club's permanent files.

Please note that the Club Constitution is subject to amendment only at a convention of Toastmasters International. An individual club cannot amend the Club Constitution.

If your club wants additional copies of the standard form for distribution to either officers or members, the club may purchase them for 25¢ per copy (catalog no. 210-C) or may download them from **www.toastmasters.org**.

Toastmasters Club Constitution for Member Clubs of Toastmasters International

(Revised August 1994)

CERTIFICATE OF CLUB ADOPTION

THE UNDERSIGNED, being the validly elected and duly acting President and Secretary of the _____
_____ 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, effective upon the date that Toastmasters International issues a
Charter to this club, by the vote of at least a majority of the active individual members of this club present
and voting at a duly called and noticed club business meeting at which a quorum was at all times present.

Dated: _____, _____, _____
CLUB PRESIDENT

Dated: _____, _____, _____
CLUB SECRETARY

Article I

Mission and Purposes:

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

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

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

7. Provide opportunities and encouragement for its individual members to appear before audiences and to express their thoughts creditably.

Article II

Membership:

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

Sec. 2. This club is a private association, and membership herein shall be by invitation only. Any individual member may sponsor an eligible prospective individual member, and invite him or her to join this club, so long as the person is not currently suspended or removed from good standing with Toastmasters International under

Article III, Sec. 8, of the Bylaws of Toastmasters International. Application for individual membership shall be made on the form provided by Toastmasters International. Such application, accompanied by the initiation fee and applicable dues, shall be returned to the club Secretary who shall read it to this club.

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

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

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

- (a) Inactive individual membership in this club may be conferred by the Executive Committee of this club on any individual member requesting an extended absence from club meetings, or who wishes to maintain individual membership without regular

attendance at club meetings. An individual member may also be classified as inactive for continued absence without notice. An inactive individual member may be restored to active individual membership by the club Executive Committee upon request, provided there is a vacancy on the active roster of this club.

(b) Inactive individual members shall have no voting privileges, shall not hold office, shall not be counted toward a quorum of the club membership, and shall not participate in International Speech Contests. However, this club may count any inactive individual members toward qualification for minimum Toastmasters International standards for member clubs. Inactive individual members shall pay at least such portion of their club dues as this club pays to Toastmasters International as the per capita payment for such inactive individual member, and shall pay any additional amount specified in the Bylaws of this club. Except as provided herein, the rights, obligations, and conditions of inactive membership shall be as stated in the Bylaws of this club.

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

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

Sec. 7. This club may establish, from time

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

Article III

Initiation Fees and Dues:

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

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

Sec. 3. Any individual member in good standing desiring to transfer to another Toastmasters club may request the club Secretary to furnish a letter or card showing the date to which

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

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

Article IV

Meetings and Notice:

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

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

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

Sec. 4. No notice shall be required for regular business meetings held as provided in the Bylaws of this club. Notice of any change in the time or place of any regular meeting, and notice of all special meetings, shall be given by mail, telephone, or other reasonable means at least four (4) days in advance of such meeting to all individual members of this club. Notice of special meetings shall include a statement of the general purposes of the meeting, but any membership business otherwise valid may be transacted at the meeting.

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

Article V

Quorum and Voting:

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

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

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

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

Article VI

Officers:

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

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

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

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

Sec. 5. Nominations for Club Officers shall be made by a Club Nominating Committee

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

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

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

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

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

Article VII

Duties of Officers:

Sec. 1. The club President is the chief executive officer of this club and is responsible for fulfilling the mission of this club. The President presides at meetings of this club and the club

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

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

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

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

Sec. 5. The club Secretary is responsible for club records and correspondence. The club Secretary has custody of the club's Charter, Constitution, and Bylaws and all other records and documents of this club; keeps an accurate record of the meetings and activities of this club and of the club Executive Committee; maintains an accurate and complete roster of individual members of this club, including the address and status of each individual member; and transmits the same to the successor in office. The club

Secretary provides notices of meetings as required by this Constitution, and immediately notifies World Headquarters of Toastmasters International of any change in the roster of individual members.

Sec. 6. The club Treasurer is responsible for club financial policies, procedures, and controls. The club Treasurer receives and disburses, with the approval of this club, all club funds; pays to Toastmasters International all financial obligations of this club as they come due; and keeps an accurate account of all transactions. The club Treasurer shall make financial reports to this club and to the club Executive Committee quarterly and upon request, and shall transmit the accounts and all undistributed funds to the successor in office at the end of the club Treasurer's term.

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

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

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

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

Article VIII

Committees:

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

Sec. 2. The club Executive Committee shall consist of the Officers of this club named in this Constitution, with the club President serving as the chairman. This Committee shall have charge of all business and administrative affairs of this club and shall consider all matters concerning the welfare of this club. All actions of the Executive

Committee shall be submitted to this club at the next business meeting for ratification. Any decision of the Executive Committee which this club fails to ratify shall be null and void.

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

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

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

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

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

Article IX

Rules of Order:

Sec. 1. Insofar as they do not conflict with the Articles of Incorporation or Bylaws of Toastmasters International, policies or procedures adopted by the Toastmasters International Board

of Directors, this Club Constitution, the Bylaws of this club, or laws applicable to nonprofit corporations, Robert's Rules of Order Newly Revised shall be the final authority as to parliamentary procedure, provided that if this club is located in a jurisdiction where Robert's Rules are not a recognized authority on parliamentary procedure, the Bylaws of this club shall specify in place of Robert's Rules the name of the recognized authority in the jurisdiction where this club is located.

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

Article X

Affiliation:

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

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

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

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

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

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

Article XI

Legal Status and Dissolution:

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

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

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

Article XII

Amendments to Club Constitution:

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

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

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

- (a) The Board of Directors votes to place the proposed amendment before the voting membership; or
- (b) The amendment is proposed by at least

one percent (1%) of all the votes held by the voting membership of Toastmasters International, including member clubs and Delegates at Large; or

(c) (1) the proponent(s) of the amendment agree to bear the full reasonable administrative cost to Toastmasters International of submitting the proposed amendment to the voting membership for a vote; and (2) no other club Constitution amendment proposed by any proponent of the amendment shall be placed before the voting membership at the same meeting; and (3) if an amendment on substantially the same subject has been voted on by the voting membership within five (5) calendar years before the meeting at which the amendment will be submitted, such prior proposed amendment shall have received no less than thirty percent (30%) of the votes cast; provided that no proposed amendment shall be placed before the voting members if it has been rendered moot; substantially duplicates or is encompassed by another proposed amendment at the same meeting; is illegal; is designed to further a personal claim, grievance, or interest; is beyond the power of Toastmasters International to effectuate; or is not a proper subject for this Constitution under California law.

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

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

Bylaws

of the _____
CLUB NAME

Toastmasters Club

of _____
CITY & STATE/PROVINCE COUNTRY

Club No. _____ District No. _____

Article I

Name:

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

Article II

Membership:

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

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

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

Article III

Fees and Dues:

Sec. 1. The initiation fee for individual membership in this club shall be \$ _____, payable as provided in the Club Constitution. *(The dues collected from a new individual member in addition to the initiation fee shall include the new individual member fee and per capita payment to Toastmasters International, plus any club dues.)*

Sec. 2. The dues of this club for active individual members shall be \$ _____ per person per _____. Such dues shall be payable in advance on or before _____. *(club dues shall include the amount of the Toastmasters International per capita payment.)*

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

(The reinstatement fee is optional and, if collected,

is retained by the club. If the club does not charge a reinstatement fee, place a "0" on the line above.)

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

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

Sec. 5. The dues of this club for inactive individual members shall be \$ _____ per person per _____. Such dues shall be payable in advance on or before _____. *(The club may set the dues for inactive individual members at any amount up to the amount of dues for active individual members, provided that inactive individual member dues must include the per capita payment required of this club to Toastmasters International attributable to such inactive individual member, as provided in the Club Constitution.)*

Article IV

Meetings:

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

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

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

Article V

Election of Officers:

Sec. 1. The Officers of this club shall be as provided in the Club Constitution, with selection,

duties, and terms as provided therein. In addition, this club shall have as Officers

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

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

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

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

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

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

Article VI

Rules of Order:

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

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

Article VII

Amendments:

Sec. 1. Subject to the review of Toastmasters International, and provided the proposed amendment

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

Sec. 2. The scope of these Bylaws, and any amendments to these Bylaws, is limited to the matters specifically placed within the discretion of this club by the Club Constitution or by a policy of the Board of Directors of Toastmasters International. This club shall not have the power to amend any reference in these Bylaws to the Club Constitution.

Sec. 3. Upon its adoption by this club, the club Secretary shall immediately mail a copy of any Bylaws amendment to the Executive Director at World Headquarters of Toastmasters

International for review. If Toastmasters International finds that the amendment does not exceed the scope of permitted amendments to the Bylaws of this club and is not otherwise improper, the amendment shall be filed in the records of Toastmasters International. If Toastmasters International determines that the amendment exceeds the scope of permitted amendments or is otherwise improper, Toastmasters International shall so notify this club, and the amendment shall be null, void, and of no effect.

CERTIFICATE OF SECRETARY

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

Dated: _____, _____

CLUB SECRETARY

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

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

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

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

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

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

CHARTER: A document issued by World Headquarters and signed by the International President and the Executive Director that commences

membership in Toastmasters International of a member club.

CLUBS OR MEMBER CLUBS: Groups which have subscribed to the purposes and ideals of Toastmasters International and have been granted a Charter and continue to function in compliance with the conditions set forth in the Articles of Incorporation, the Bylaws, the Club Constitution, the policies established by the Board of Directors, and the decisions of the Board and its authorized agents and representatives. Clubs are unincorporated associations, existing as legal entities separate from, but affiliated with, Toastmasters International.

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

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

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

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

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

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

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

Divisions. Districts are governed by the District Administrative Bylaws.

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

EXECUTIVE COMMITTEE: Depending on the context, any of the following: (1) The Executive Committee of the Board of Directors, which exercises the power of the Board in some circumstances, and consists of the International President, the three Vice Presidents, the Immediate Past International President, and the Executive Director as an ex officio member without voting rights; or (2) the Executive Committee of a District of Toastmasters International, consisting of the District Governor, the Lieutenant Governor Education and Training, the Lieutenant Governor Marketing, the Public Relations Officer, the District Secretary, the District Treasurer, the Area Governors, and any Division Governors, together with the Immediate Past District Governor; or (3) the Executive Committee of a member club, consisting of the Officers of the club named in the club's Constitution; i.e., a club President, a Vice President Education, a Vice President Membership, a Vice President Public Relations, a club Secretary, a club Treasurer, (or a club Secretary/Treasurer) a Sergeant at Arms, and the Immediate Past Club President.

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

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

from good standing with Toastmasters International by action of the Board of Directors.

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

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

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

OFFICERS: Depending on the context, the Officers of: (1) Toastmasters International, who are the International President, the Senior Vice President, the Second and Third Vice Presidents, the Immediate Past International President, the 17 International Directors, the Secretary-Treasurer, the Executive Director, and the District Governor for each District of Toastmasters International; or (2) a District of Toastmasters International, who are the District Officers, consisting of the District Governor, the Lieutenant Governor Education and Training, the Lieutenant Governor Marketing, the Public Relations Officer, the District Secretary, the District Treasurer, Area Governors, and possibly including Division Governors at the discretion of

the District Council (each Past District Governor shall be an ex officio Officer of the District); or (3) a member club of Toastmasters International, who are a club President, a Vice President Education, a Vice President Membership, a Vice President Public Relations, a club Secretary, a club Treasurer (or a club Secretary/Treasurer), a Sergeant at Arms, and the Immediate Past club President.

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

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

STANDING COMMITTEES: Depending on the context, any of the following: (1) the Executive

Committee, the Nominating Committee, the Advisory Committee of Past Presidents, the Education Committee, the Policy and Administrative Review Committee, and the District Administration and Programming Committee of Toastmasters International, and such other Committees as the Board from time to time may establish (except for the Executive Committee, these Committees are advisory and do not exercise the power of the Board of Directors); or (2) the Executive Committee, Education and Training Committee, Marketing Committee, Public Relations Committee, Nominating Committee, and Audit Committee of a District of Toastmasters International; or (3) the Executive, Education, Membership, Public Relations, and Social and Reception Committees of a member club of Toastmasters International.

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

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

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

Instructions for Completing Charter Remittance Notice

PLEASE READ THESE DIRECTIONS CAREFULLY. ISSUANCE OF THE CHARTER WILL BE DELAYED IF THE AMOUNT REMITTED IS NOT CORRECT.

1. Refer to the Membership Roster (Part B) to compute your membership totals.
2. All members new to Toastmasters must pay the \$16.00 service charge. Only members paying the service charge are entitled to receive educational materials. If dual, reinstated, or transfer members require educational materials, they should also pay the \$16.00 service charge.
3. All new, reinstated, and dual members pay six months' dues in advance. The club dues are then prorated at the next semiannual period. For example, if a club chartered in August, each member would be billed \$6.00 in October to cover the remainder of the October-March semiannual period. See Appendix D for the Worksheet for the Prorated Semiannual Report.
4. Transfer members do not have to pay additional fees at this time providing they are in good standing with their previous club for the current semiannual period. A letter from the club Secretary of the previous club should be submitted to this effect. If a transfer member is not in good standing, the per capita fee should be paid.
5. Incorrect calculation of charter fees can delay the issuance of your charter. Please have the President, Secretary, and Treasurer double-check all figures.
6. We suggest that the remittance check(s) be submitted with the charter forms rather than as a separate mailing. Sending checks separately will delay processing.



Charter Membership Certificate and Remittance Notice (For Clubs Assigned to Districts)

Submitted by _____
CLUB NAME

Toastmasters Club of _____
CITY & STATE/PROVINCE COUNTRY

WHQ USE ONLY
Charter No. _____ District _____

TO: The Board of Directors
Toastmasters International

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 9 below.

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

1. Number of *new* members listed on Membership Roster (Part B) _____.
2. Number of *dual or reinstated* members (also include transfer members if they are not presently in good standing with former club) _____.
- 2a. Number of *dual, reinstated, or transfer* members who require educational materials (must pay \$16.00 service charge) _____.
3. Total (add item 1 to item 2) _____.
4. Charter Fee (if not previously paid) _____ **\$95.00**
5. Service Charge: Number of members shown in item 1 and 2a @ \$16.00 _____
6. Sub Total: add lines 4 and 5 _____
7. California clubs add 7.75% sales tax: Line 6 x .0775 _____
8. Per Capita: Total number of members shown in item 3 @ \$18.00 _____
9. TOTAL AMOUNT ENCLOSED: Add lines 6, 7 and 8 _____

METHOD OF PAYMENT

Check Credit Card MC Visa American Express Discover (CIRCLE ONE)

No. _____ Expiration Date _____ Signature _____

NOTE: Pursuant to the Bylaws of Toastmasters International, Toastmasters clubs are required to remit per capita payments semiannually in April and October. At the next reporting period (April or October), the club will be required to submit a prorated per capita payment for the period beginning with the end of the initial six months advance payment to either March 31 or September 30, whichever occurs first. Forms for this report when due, will be sent to the club Secretary by World Headquarters.

If only the charter fee has been paid, remittance must be made for items 5 & 8 above when application forms are submitted. The charter kit which is provided upon receipt of the charter fee, contains educational materials for 20 members. Materials for additional members over 20 are provided only upon submission of the per capita and service charge payments and all charter forms.

Signed _____
PRESIDENT

Signed _____
SECRETARY

Date _____

Date _____

Please make 2 copies of this document. Mail one to World Headquarters, one to your District Governor, and keep the original in your club's permanent records.

Instructions for Completing Charter Remittance

PLEASE READ THESE DIRECTIONS CAREFULLY. ISSUANCE OF THE CHARTER WILL BE DELAYED IF THE AMOUNT REMITTED IS NOT CORRECT.

1. Refer to the Membership Roster (Part B) to compute your membership totals.
2. All members new to Toastmasters must pay the \$16.00 service charge. Only members paying the service charge are entitled to receive educational materials. If dual, reinstated, or transfer members require educational materials, they should also pay the \$16.00 service charge.
3. All new, reinstated and dual members pay six months' dues in advance. The club dues are then prorated at the next semiannual period. For example, if a club chartered in August, each member would be billed \$4.50 in October to cover the remainder of the October-March semi-annual period. See Appendix D for the Worksheet for the Prorated Semiannual Report.
4. Transfer members do not have to pay additional fees at this time providing they are in good standing with their previous club for the current semiannual period. A letter from the club Secretary of the previous club should be submitted to this effect. If a transfer member is not in good standing, the per capita fee should be paid.
5. Incorrect calculation of charter fees can delay the issuance of your charter. Please have the President, Secretary, and Treasurer double-check all figures.
6. We suggest that the remittance check(s) be submitted with the charter forms rather than as a separate mailing. Sending checks separately will delay processing.

Group Exemption Authorization

Return with Charter Application Forms (U.S. Clubs Only)

TO: TOASTMASTERS INTERNATIONAL

You are authorized to include the Toastmasters club of:

CITY STATE / PROVINCE COUNTRY

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

Signed _____

Date _____

Club No. _____
District _____
(To be completed by WHQ)



Important

Your club is required by law and Toastmasters International By-Laws to obtain an Employer Identification Number (EIN) from the Internal Revenue Service even though your club will not have to file any federal income tax returns or pay any federal income taxes. You will need this number to be covered by Toastmaster International's tax-exempt status, and to open a bank account in the club's name. Please note that all new clubs in the U.S. must obtain an Employer Identification Number.

By filling out the enclosed Form SS-4 and submitting it to the Internal Revenue Office designated for your state you will obtain the required EIN. You may also apply by telephone. The attached instructions have the appropriate address and phone number

Most of the information required by Form SS-4 has already been filled in. It is only necessary to complete lines 1, 3, 4a-6, and 10. The club president or other officer, must sign and date the form.

When you have received your EIN from the IRS, please mail or fax a copy of the notification to World Headquarters as soon as possible. Enter the EIN in the box in the upper right hand corner of Form SS-4 if the EIN was obtained by telephone. World Headquarters needs your EIN to insure that the IRS includes your club under our group tax exemption number.

If you have any questions, please contact World Headquarters.

Application for Employer Identification Number

(For use by employers, corporations, partnerships, trusts, estates, churches, government agencies, Indian tribal entities, certain individuals, and others.)

▶ See separate instructions for each line. ▶ Keep a copy for your records.

EIN
OMB No. 1545-0003

Type or print clearly.	1 Legal name of entity (or individual) for whom the EIN is being requested	
	2 Trade name of business (if different from name on line 1) N/A	3 Executor, trustee, "care of" name
	4a Mailing address (room, apt., suite no. and street, or P.O. box)	5a Street address (if different) (Do not enter a P.O. box.)
	4b City, state, and ZIP code	5b City, state, and ZIP code
	6 County and state where principal business is located	
	7a Name of principal officer, general partner, grantor, owner, or trustor	7b SSN, ITIN, or EIN

8a Type of entity (check only one box)

<input type="checkbox"/> Sole proprietor (SSN) _____	<input type="checkbox"/> Estate (SSN of decedent) _____
<input type="checkbox"/> Partnership	<input type="checkbox"/> Plan administrator (SSN) _____
<input type="checkbox"/> Corporation (enter form number to be filed) ▶ _____	<input type="checkbox"/> Trust (SSN of grantor) _____
<input type="checkbox"/> Personal service corp.	<input type="checkbox"/> National Guard <input type="checkbox"/> State/local government
<input type="checkbox"/> Church or church-controlled organization	<input type="checkbox"/> Farmers' cooperative <input type="checkbox"/> Federal government/military
<input checked="" type="checkbox"/> Other nonprofit organization (specify) ▶ <u>EDUCATION</u>	<input type="checkbox"/> REMIC <input type="checkbox"/> Indian tribal governments/enterprises
<input type="checkbox"/> Other (specify) ▶ _____	Group Exemption Number (GEN) ▶ <u>0820</u>

8b If a corporation, name the state or foreign country (if applicable) where incorporated

State	Foreign country
N/A	

9 Reason for applying (check only one box)

<input type="checkbox"/> Started new business (specify type) ▶ _____	<input type="checkbox"/> Banking purpose (specify purpose) ▶ _____
<input type="checkbox"/> Hired employees (Check the box and see line 12.)	<input type="checkbox"/> Changed type of organization (specify new type) ▶ _____
<input type="checkbox"/> Compliance with IRS withholding regulations	<input type="checkbox"/> Purchased going business
<input checked="" type="checkbox"/> Other (specify) ▶ <u>NEW CLUB</u>	<input type="checkbox"/> Created a trust (specify type) ▶ _____
	<input type="checkbox"/> Created a pension plan (specify type) ▶ _____

10 Date business started or acquired (month, day, year)

11 Closing month of accounting year

JUNE

12 First date wages or annuities were paid or will be paid (month, day, year). *Note: If applicant is a withholding agent, enter date income will first be paid to nonresident alien. (month, day, year)*

N/A

13 Highest number of employees expected in the next 12 months. *Note: If the applicant does not expect to have any employees during the period, enter "-0-."*

Agricultural	Household	Other
0	0	0

14 Check **one** box that best describes the principal activity of your business.

<input type="checkbox"/> Construction	<input type="checkbox"/> Rental & leasing	<input type="checkbox"/> Transportation & warehousing	<input type="checkbox"/> Accommodation & food service	<input type="checkbox"/> Wholesale-agent/broker	<input type="checkbox"/> Wholesale-other	<input type="checkbox"/> Retail
<input type="checkbox"/> Health care & social assistance	<input type="checkbox"/> Real estate	<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Finance & insurance	<input checked="" type="checkbox"/> Other (specify) <u>EDUCATION</u>		

15 Indicate principal line of merchandise sold; specific construction work done; products produced; or services provided.

TRAINING IN THE ART OF PUBLIC SPEAKING AND LEADERSHIP

16a Has the applicant ever applied for an employer identification number for this or any other business? Yes No

Note: If "Yes," please complete lines 16b and 16c.

16b If you checked "Yes" on line 16a, give applicant's legal name and trade name shown on prior application if different from line 1 or 2 above.

Legal name ▶ N/A Trade name ▶

16c Approximate date when, and city and state where, the application was filed. Enter previous employer identification number if known.

Approximate date when filed (mo., day, year)	City and state where filed	Previous EIN
N/A		

Complete this section only if you want to authorize the named individual to receive the entity's EIN and answer questions about the completion of this form.

Third Party Designee	Designee's name	Designee's telephone number (include area code)
	Address and ZIP code	Designee's fax number (include area code)
	TOASTMASTERS INTERNATIONAL	(949) 858-8255
	PO BOX 9052, MISSION VIEJO, CA 92690-9052	(949) 858-1207

Under penalties of perjury, I declare that I have examined this application, and to the best of my knowledge and belief, it is true, correct, and complete.

Name and title (type or print clearly) ▶

Signature ▶ Date ▶

Applicant's telephone number (include area code) ()

Applicant's fax number (include area code) ()

Do I Need an EIN?

File Form SS-4 if the applicant entity does not already have an EIN but is required to show an EIN on any return, statement, or other document.¹ **See also the separate instructions for each line on Form SS-4.**

IF the applicant...	AND...	THEN...
Started a new business	Does not currently have (nor expect to have) employees	Complete lines 1, 2, 4a-6, 8a, and 9-16c.
Hired (or will hire) employees, including household employees	Does not already have an EIN	Complete lines 1, 2, 4a-6, 7a-b (if applicable), 8a, 8b (if applicable), and 9-16c.
Opened a bank account	Needs an EIN for banking purposes only	Complete lines 1-5b, 7a-b (if applicable), 8a, 9, and 16a-c.
Changed type of organization	Either the legal character of the organization or its ownership changed (e.g., you incorporate a sole proprietorship or form a partnership) ²	Complete lines 1-16c (as applicable).
Purchased a going business ³	Does not already have an EIN	Complete lines 1-16c (as applicable).
Created a trust	The trust is other than a grantor trust or an IRA trust ⁴	Complete lines 1-16c (as applicable).
Created a pension plan as a plan administrator ⁵	Needs an EIN for reporting purposes	Complete lines 1, 2, 4a-6, 8a, 9, and 16a-c.
Is a foreign person needing an EIN to comply with IRS withholding regulations	Needs an EIN to complete a Form W-8 (other than Form W-8ECI), avoid withholding on portfolio assets, or claim tax treaty benefits ⁶	Complete lines 1-5b, 7a-b (SSN or ITIN optional), 8a-9, and 16a-c.
Is administering an estate	Needs an EIN to report estate income on Form 1041	Complete lines 1, 3, 4a-b, 8a, 9, and 16a-c.
Is a withholding agent for taxes on non-wage income paid to an alien (i.e., individual, corporation, or partnership, etc.)	Is an agent, broker, fiduciary, manager, tenant, or spouse who is required to file Form 1042 , Annual Withholding Tax Return for U.S. Source Income of Foreign Persons	Complete lines 1, 2, 3 (if applicable), 4a-5b, 7a-b (if applicable), 8a, 9, and 16a-c.
Is a state or local agency	Serves as a tax reporting agent for public assistance recipients under Rev. Proc. 80-4, 1980-1 C.B. 581 ⁷	Complete lines 1, 2, 4a-5b, 8a, 9, and 16a-c.
Is a single-member LLC	Needs an EIN to file Form 8832 , Classification Election, for filing employment tax returns, or for state reporting purposes ⁸	Complete lines 1-16c (as applicable).
Is an S corporation	Needs an EIN to file Form 2553 , Election by a Small Business Corporation ⁹	Complete lines 1-16c (as applicable).

¹ For example, a sole proprietorship or self-employed farmer who establishes a qualified retirement plan, or is required to file excise, employment, alcohol, tobacco, or firearms returns, must have an EIN. **A partnership, corporation, REMIC (real estate mortgage investment conduit), nonprofit organization (church, club, etc.), or farmers' cooperative must use an EIN for any tax-related purpose even if the entity does not have employees.**

² However, **do not** apply for a new EIN if the existing entity only **(a)** changed its business name, **(b)** elected on Form 8832 to change the way it is taxed (or is covered by the default rules), or **(c)** terminated its partnership status because at least 50% of the total interests in partnership capital and profits were sold or exchanged within a 12-month period. (The EIN of the terminated partnership should continue to be used. See Regulations section 301.6109-1(d)(2)(iii).)

³ Do not use the EIN of the prior business unless you became the "owner" of a corporation by acquiring its stock.

⁴ However, IRA trusts that are required to file **Form 990-T**, Exempt Organization Business Income Tax Return, must have an EIN.

⁵ A plan administrator is the person or group of persons specified as the administrator by the instrument under which the plan is operated.

⁶ Entities applying to be a Qualified Intermediary (QI) need a QI-EIN even if they already have an EIN. **See Rev. Proc. 2000-12.**

⁷ See also *Household employer* on page 4. (**Note:** State or local agencies may need an EIN for other reasons, e.g., hired employees.)

⁸ Most LLCs **do not** need to file Form 8832. See **Limited liability company (LLC)** on page 4 for details on completing Form SS-4 for an LLC.

⁹ An existing corporation that is electing or revoking S corporation status should use its previously-assigned EIN.



Instructions for Form SS-4



Department of the Treasury
Internal Revenue Service

(Rev. December 2001)

Application for Employer Identification Number

Section references are to the Internal Revenue Code unless otherwise noted.

General Instructions

Use these instructions to complete **Form SS-4**, Application for Employer Identification Number. Also see **Do I Need an EIN?** on page 2 of Form SS-4.

Purpose of Form

Use Form SS-4 to apply for an employer identification number (EIN). An EIN is a nine-digit number (for example, 12-3456789) assigned to sole proprietors, corporations, partnerships, estates, trusts, and other entities for tax filing and reporting purposes. The information you provide on this form will establish your business tax account.



*An EIN is for use in connection with your business activities only. Do **not** use your EIN in place of your social security number (SSN).*

File only one Form SS-4. Generally, a sole proprietor should file only one Form SS-4 and needs only one EIN, regardless of the number of businesses operated as a sole proprietorship or trade names under which a business operates. However, if the proprietorship incorporates or enters into a partnership, a new EIN is required. Also, each corporation in an affiliated group must have its own EIN.

EIN applied for, but not received. If you do not have an EIN by the time a **return** is due, write "Applied For" and the date you applied in the space shown for the number. **Do not** show your social security number (SSN) as an EIN on returns.

If you do not have an EIN by the time a **tax deposit** is due, send your payment to the Internal Revenue Service Center for your filing area as shown in the instructions for the form that you are filing. Make your check or money order payable to the "**United States Treasury**" and show your name (as shown on Form SS-4), address, type of tax, period covered, and date you applied for an EIN.

Related Forms and Publications

The following **forms** and **instructions** may be useful to filers of Form SS-4:

- **Form 990-T**, Exempt Organization Business Income Tax Return
- **Instructions for Form 990-T**
- **Schedule C (Form 1040)**, Profit or Loss From Business
- **Schedule F (Form 1040)**, Profit or Loss From Farming
- **Instructions for Form 1041 and Schedules A, B, D, G, I, J, and K-1**, U.S. Income Tax Return for Estates and Trusts

- **Form 1042**, Annual Withholding Tax Return for U.S. Source Income of Foreign Persons
 - **Instructions for Form 1065**, U.S. Return of Partnership Income
 - **Instructions for Form 1066**, U.S. Real Estate Mortgage Investment Conduit (REMIC) Income Tax Return
 - **Instructions for Forms 1120 and 1120-A**
 - **Form 2553**, Election by a Small Business Corporation
 - **Form 2848**, Power of Attorney and Declaration of Representative
 - **Form 8821**, Tax Information Authorization
 - **Form 8832**, Entity Classification Election
- For more **information** about filing Form SS-4 and related issues, see:
- **Circular A**, Agricultural Employer's Tax Guide (Pub. 51)
 - **Circular E**, Employer's Tax Guide (Pub. 15)
 - **Pub. 538**, Accounting Periods and Methods
 - **Pub. 542**, Corporations
 - **Pub. 557**, Exempt Status for Your Organization
 - **Pub. 583**, Starting a Business and Keeping Records
 - **Pub. 966**, EFTPS: Now a Full Range of Electronic Choices to Pay All Your Federal Taxes
 - **Pub. 1635**, Understanding Your EIN
 - **Package 1023**, Application for Recognition of Exemption
 - **Package 1024**, Application for Recognition of Exemption Under Section 501(a)

How To Get Forms and Publications

Phone. You can order forms, instructions, and publications by phone 24 hours a day, 7 days a week. Just call 1-800-TAX-FORM (1-800-829-3676). You should receive your order or notification of its status within 10 workdays.

Personal computer. With your personal computer and modem, you can get the forms and information you need using the IRS Web Site at www.irs.gov or File Transfer Protocol at [ftp.irs.gov](ftp://ftp.irs.gov).

CD-ROM. For small businesses, return preparers, or others who may frequently need tax forms or publications, a CD-ROM containing over 2,000 tax products (including many prior year forms) can be purchased from the National Technical Information Service (NTIS).

To order **Pub. 1796**, Federal Tax Products on CD-ROM, call **1-877-CDFORMS** (1-877-233-6767) toll free or connect to www.irs.gov/cdorders.

Tax Help for Your Business

IRS-sponsored Small Business Workshops provide information about your Federal and state tax obligations. For information about workshops in your area, call 1-800-829-1040 and ask for your Taxpayer Education Coordinator.

How To Apply

You can apply for an EIN by telephone, fax, or mail depending on how soon you need to use the EIN.

Application by Tele-TIN. Under the Tele-TIN program, you can receive your EIN by telephone and use it immediately to file a return or make a payment. To receive an EIN by telephone, IRS suggests that you complete Form SS-4 so that you will have all relevant information available. Then call the Tele-TIN number at 1-866-816-2065. (International applicants must call 215-516-6999.) Tele-TIN hours of operation are 7:30 a.m. to 5:30 p.m. The person making the call must be authorized to sign the form or be an authorized designee. See **Signature** and **Third Party Designee** on page 6. Also see the **TIP** below.

An IRS representative will use the information from the Form SS-4 to establish your account and assign you an EIN. Write the number you are given on the upper right corner of the form and sign and date it. Keep this copy for your records.

If requested by an IRS representative, mail or fax (facsimile) the signed Form SS-4 (including any Third Party Designee authorization) **within 24 hours** to the Tele-TIN Unit at the service center address provided by the IRS representative.



*Taxpayer representatives can use Tele-TIN to apply for an EIN on behalf of their client and request that the EIN be faxed to their **client** on the same day. (Note: By utilizing this procedure, you are authorizing the IRS to fax the EIN without a cover sheet.)*

Application by Fax-TIN. Under the Fax-TIN program, you can receive your EIN by fax within 4 business days. Complete and fax Form SS-4 to the IRS using the Fax-TIN number listed below for your state. A long-distance charge to callers outside of the local calling area will apply. Fax-TIN numbers can only be used to apply for an EIN. **The numbers may change without notice.** Fax-TIN is available 24 hours a day, 7 days a week.

Be sure to provide your fax number so that IRS can fax the EIN back to you. (Note: By utilizing this procedure, you are authorizing the IRS to fax the EIN without a cover sheet.)

Do not call Tele-TIN for the same entity because duplicate EINs may be issued. See **Third Party Designee** on page 6.

Application by mail. Complete Form SS-4 at least 4 to 5 weeks before you will need an EIN. Sign and date the application and mail it to the service center address for your state. You will receive your EIN in the mail in approximately 4 weeks. See also **Third Party Designee** on page 6.

Call 1-800-829-1040 to verify a number or to ask about the status of an application by mail.

If your principal business, office or agency, or legal residence in the case of an individual, is located in:	Call the Tele-TIN or Fax-TIN number shown or file with the "Internal Revenue Service Center" at:
Connecticut, Delaware, District of Columbia, Florida, Georgia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Rhode Island, South Carolina, Vermont, Virginia, West Virginia	Attn: EIN Operation Holtsville, NY 00501 Tele-TIN 866-816-2065 Fax-TIN 631-447-8960
Illinois, Indiana, Kentucky, Michigan	Attn: EIN Operation Cincinnati, OH 45999 Tele-TIN 866-816-2065 Fax-TIN 859-669-5760
Alabama, Alaska, Arizona, Arkansas, California, Colorado, Hawaii, Idaho, Iowa, Kansas, Louisiana, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, Puerto Rico, South Dakota, Tennessee, Texas, Utah, Washington, Wisconsin, Wyoming	Attn: EIN Operation Philadelphia, PA 19255 Tele-TIN 866-816-2065 Fax-TIN 215-516-3990
If you have no legal residence, principal place of business, or principal office or agency in any state:	Attn: EIN Operation Philadelphia, PA 19255 Tele-TIN 215-516-6999 Fax-TIN 215-516-3990

Specific Instructions

Print or type all entries on Form SS-4. Follow the instructions for each line to expedite processing and to avoid unnecessary IRS requests for additional information. Enter "N/A" (nonapplicable) on the lines that do not apply.

Line 1—Legal name of entity (or individual) for whom the EIN is being requested. Enter the legal name of the entity (or individual) applying for the EIN exactly as it appears on the social security card, charter, or other applicable legal document.

Individuals. Enter your first name, middle initial, and last name. If you are a sole proprietor, enter your individual name, not your business name. Enter your business name on line 2. Do not use abbreviations or nicknames on line 1.

Trusts. Enter the name of the trust.

Estate of a decedent. Enter the name of the estate.

Partnerships. Enter the legal name of the partnership as it appears in the partnership agreement.

Corporations. Enter the corporate name as it appears in the corporation charter or other legal document creating it.

Plan administrators. Enter the name of the plan administrator. A plan administrator who already has an EIN should use that number.

Line 2—Trade name of business. Enter the trade name of the business if different from the legal name. The trade name is the “doing business as” (DBA) name.



Use the full legal name shown on line 1 on all tax returns filed for the entity. (However, if you enter a trade name on line 2 and choose to use the trade name instead of the legal name, enter the trade name on all returns you file.) To prevent processing delays and errors, always use the legal name only (or the trade name only) on all tax returns.

Line 3—Executor, trustee, “care of” name. Trusts enter the name of the trustee. Estates enter the name of the executor, administrator, or other fiduciary. If the entity applying has a designated person to receive tax information, enter that person’s name as the “care of” person. Enter the individual’s first name, middle initial, and last name.

Lines 4a-b—Mailing address. Enter the mailing address for the entity’s correspondence. If line 3 is completed, enter the address for the executor, trustee or “care of” person. Generally, this address will be used on all tax returns.



File Form 8822, Change of Address, to report any subsequent changes to the entity’s mailing address.

Lines 5a-b—Street address. Provide the entity’s physical address **only** if different from its mailing address shown in lines 4a-b. **Do not** enter a P.O. box number here.

Line 6—County and state where principal business is located. Enter the entity’s primary physical location.

Lines 7a-b—Name of principal officer, general partner, grantor, owner, or trustor. Enter the first name, middle initial, last name, and SSN of (a) the principal officer if the business is a corporation, (b) a general partner if a partnership, (c) the owner of an entity that is disregarded as separate from its owner (disregarded entities owned by a corporation enter the corporation’s name and EIN), or (d) a grantor, owner, or trustor if a trust.

If the person in question is an **alien individual** with a previously assigned individual taxpayer identification number (ITIN), enter the ITIN in the space provided and submit a copy of an official identifying document. If necessary, complete **Form W-7**, Application for IRS Individual Taxpayer Identification Number, to obtain an ITIN.

You are **required** to enter an SSN, ITIN, or EIN unless the only reason you are applying for an EIN is to make an entity classification election (see Regulations section 301.7701-1 through 301.7701-3) and you are a nonresident alien with no effectively connected income from sources within the United States.

Line 8a—Type of entity. Check the box that best describes the type of entity applying for the EIN. If you are an alien individual with an ITIN previously assigned to you, enter the ITIN in place of a requested SSN.



This is not an election for a tax classification of an entity. See “Limited liability company (LLC)” on page 4.

Other. If not specifically mentioned, check the “Other” box, enter the type of entity and the type of return, if any, that will be filed (for example, “Common Trust Fund, Form 1065” or “Created a Pension Plan”). Do not enter “N/A.” If you are an alien individual applying for an EIN, see the **Lines 7a-b** instructions above.

• **Household employer.** If you are an individual, check the “Other” box and enter “Household Employer” and your SSN. If you are a state or local agency serving as a tax reporting agent for public assistance recipients who become household employers, check the “Other” box and enter “Household Employer Agent.” If you are a trust that qualifies as a household employer, you do not need a separate EIN for reporting tax information relating to household employees; use the EIN of the trust.

• **QSub.** For a qualified subchapter S subsidiary (QSub) check the “Other” box and specify “QSub.”

• **Withholding agent.** If you are a withholding agent required to file Form 1042, check the “Other” box and enter “Withholding Agent.”

Sole proprietor. Check this box if you file Schedule C, C-EZ, or F (Form 1040) and have a qualified plan, or are required to file excise, employment, or alcohol, tobacco, or firearms returns, or are a payer of gambling winnings. Enter your SSN (or ITIN) in the space provided. If you are a nonresident alien with no effectively connected income from sources within the United States, you do not need to enter an SSN or ITIN.

Corporation. This box is for any corporation **other than a personal service corporation.** If you check this box, enter the income tax form number to be filed by the entity in the space provided.



*If you entered “1120S” after the “Corporation” checkbox, the corporation **must** file Form 2553 no later than the 15th day of the 3rd month of the tax year the election is to take effect. Until Form 2553 has been received and approved, you will be considered a Form 1120 filer. See the Instructions for Form 2553.*

Personal service corp. Check this box if the entity is a personal service corporation. An entity is a personal service corporation for a tax year only if:

• The principal activity of the entity during the testing period (prior tax year) for the tax year is the performance of personal services substantially by employee-owners, and

• The employee-owners own at least 10% of the fair market value of the outstanding stock in the entity on the last day of the testing period.

Personal services include performance of services in such fields as health, law, accounting, or consulting. For more information about personal service corporations,

see the Instructions for Forms 1120 and 1120-A and Pub. 542.

Other nonprofit organization. Check this box if the nonprofit organization is other than a church or church-controlled organization and specify the type of nonprofit organization (for example, an educational organization).



*If the organization also seeks tax-exempt status, you **must** file either Package 1023 or Package 1024. See Pub. 557 for more information.*

If the organization is covered by a group exemption letter, enter the four-digit **group exemption number (GEN)**. (Do not confuse the GEN with the nine-digit EIN.) If you do not know the GEN, contact the parent organization. Get Pub. 557 for more information about group exemption numbers.

Plan administrator. If the plan administrator is an individual, enter the plan administrator's SSN in the space provided.

REMIC. Check this box if the entity has elected to be treated as a real estate mortgage investment conduit (REMIC). See the Instructions for Form 1066 for more information.

Limited liability company (LLC). An LLC is an entity organized under the laws of a state or foreign country as a limited liability company. For Federal tax purposes, an LLC may be treated as a partnership or corporation or be disregarded as an entity separate from its owner.

By **default**, a domestic LLC with only one member is **disregarded** as an entity separate from its owner and must include all of its income and expenses on the owner's tax return (e.g., **Schedule C (Form 1040)**). Also by default, a domestic LLC with two or more members is treated as a partnership. A domestic LLC may file Form 8832 to avoid either default classification and elect to be classified as an association taxable as a corporation. For more information on entity classifications (including the rules for foreign entities), see the instructions for Form 8832.



Do not** file Form 8832 if the LLC accepts the default classifications above. **However, if the LLC will be electing S Corporation status, it must timely file both Form 8832 and Form 2553.

Complete Form SS-4 for LLCs as follows:

- A single-member, domestic LLC that accepts the default classification (above) does not need an EIN and generally should not file Form SS-4. Generally, the LLC should use the name and EIN of its **owner** for all Federal tax purposes. However, the reporting and payment of employment taxes for employees of the LLC may be made using the name and EIN or **either** the owner or the LLC as explained in Notice 99-6, 1999-1 C.B. 321. You can find Notice 99-6 on page 12 of Internal Revenue Bulletin 1999-3 at www.irs.gov. (**Note:** If the LLC-applicant indicates in box 13 that it has employees or expects to have employees, the owner (whether an individual or other entity) of a single-member domestic LLC will also be assigned its own EIN (if it does not

already have one) even if the LLC will be filing the employment tax returns.)

- A single-member, domestic LLC that accepts the default classification (above) and wants an EIN for filing employment tax returns (see above) or non-Federal purposes, such as a state requirement, must check the "Other" box and write "Disregarded Entity" or, when applicable, "Disregarded Entity—Sole Proprietorship" in the space provided.
- A multi-member, domestic LLC that accepts the default classification (above) must check the "Partnership" box.
- A domestic LLC that will be filing Form 8832 to elect corporate status must check the "Corporation" box and write in "Single-Member" or "Multi-Member" immediately below the "form number" entry line.

Line 9—Reason for applying. Check only **one** box. Do not enter "N/A."

Started new business. Check this box if you are starting a new business that requires an EIN. If you check this box, enter the type of business being started. **Do not** apply if you already have an EIN and are only adding another place of business.

Hired employees. Check this box if the existing business is requesting an EIN because it has hired or is hiring employees and is therefore required to file employment tax returns. **Do not** apply if you already have an EIN and are only hiring employees. For information on employment taxes (e.g., for family members), see Circular E.



You may be required to make electronic deposits of all depository taxes (such as employment tax, excise tax, and corporate income tax) using the Electronic Federal Tax Payment System (EFTPS). See section 11, Depositing Taxes, of Circular E and Pub. 966.

Created a pension plan. Check this box if you have created a pension plan and need an EIN for reporting purposes. Also, enter the type of plan in the space provided.



Check this box if you are applying for a trust EIN when a new pension plan is established. In addition, check the "Other" box in line 8a and write "Created a Pension Plan" in the space provided.

Banking purpose. Check this box if you are requesting an EIN for banking purposes only, and enter the banking purpose (for example, a bowling league for depositing dues or an investment club for dividend and interest reporting).

Changed type of organization. Check this box if the business is changing its type of organization for example, the business was a sole proprietorship and has been incorporated or has become a partnership. If you check this box, specify in the space provided (including available space immediately below) the type of change made. For example, "From Sole Proprietorship to Partnership."

Purchased going business. Check this box if you purchased an existing business. **Do not** use the former owner's EIN unless you became the "owner" of a corporation by acquiring its stock.

Created a trust. Check this box if you created a trust, and enter the type of trust created. For example, indicate if the trust is a nonexempt charitable trust or a split-interest trust.

Exception. Do **not** file this form for certain grantor-type trusts. The trustee does not need an EIN for the trust if the trustee furnishes the name and TIN of the grantor/owner and the address of the trust to all payors. See the Instructions for Form 1041 for more information.



Do not check this box if you are applying for a trust EIN when a new pension plan is established. Check "Created a pension plan."

Other. Check this box if you are requesting an EIN for any other reason; and enter the reason. For example, a newly-formed state government entity should enter "Newly-Formed State Government Entity" in the space provided.

Line 10—Date business started or acquired. If you are starting a new business, enter the starting date of the business. If the business you acquired is already operating, enter the date you acquired the business. Trusts should enter the date the trust was legally created. Estates should enter the date of death of the decedent whose name appears on line 1 or the date when the estate was legally funded.

Line 11—Closing month of accounting year. Enter the last month of your accounting year or tax year. An accounting or tax year is usually 12 consecutive months, either a calendar year or a fiscal year (including a period of 52 or 53 weeks). A calendar year is 12 consecutive months ending on December 31. A fiscal year is either 12 consecutive months ending on the last day of any month other than December or a 52-53 week year. For more information on accounting periods, see Pub. 538.

Individuals. Your tax year generally will be a calendar year.

Partnerships. Partnerships must adopt one of the following tax years:

- The tax year of the majority of its partners,
- The tax year common to all of its principal partners,
- The tax year that results in the least aggregate deferral of income, or
- In certain cases, some other tax year.

See the Instructions for Form 1065 for more information.

REMICs. REMICs must have a calendar year as their tax year.

Personal service corporations. A personal service corporation generally must adopt a calendar year unless:

- It can establish a business purpose for having a different tax year, or
- It elects under section 444 to have a tax year other than a calendar year.

Trusts. Generally, a trust must adopt a calendar year except for the following:

- Tax-exempt trusts,
- Charitable trusts, and
- Grantor-owned trusts.

Line 12—First date wages or annuities were paid or will be paid. If the business has or will have employees, enter the date on which the business began or will begin to pay wages. If the business does not plan to have employees, enter "N/A."

Withholding agent. Enter the date you began or will begin to pay income (including annuities) to a nonresident alien. This also applies to individuals who are required to file Form 1042 to report alimony paid to a nonresident alien.

Line 13—Highest number of employees expected in the next 12 months. Complete each box by entering the number (including zero ("-0-")) of "Agricultural," "Household," or "Other" employees expected by the applicant in the next 12 months. For a definition of agricultural labor (farmwork), see Circular A.

Lines 14 and 15. Check the **one** box in line 14 that best describes the principal activity of the applicant's business. Check the "Other" box (and specify the applicant's principal activity) if none of the listed boxes applies.

Use line 15 to describe the applicant's principal line of business in more detail. For example, if you checked the "Construction" box in line 14, enter additional detail such as "General contractor for residential buildings" in line 15.



Do not complete lines 14 and 15 if you entered zero ("-0-") in line 13.

Construction. Check this box if the applicant is engaged in erecting buildings or other structures, (e.g., streets, highways, bridges, tunnels). The term "Construction" also includes special trade contractors, (e.g., plumbing, HVAC, electrical, carpentry, concrete, excavation, etc. contractors).

Real estate. Check this box if the applicant is engaged in renting or leasing real estate to others; managing, selling, buying or renting real estate for others; or providing related real estate services (e.g., appraisal services).

Rental and leasing. Check this box if the applicant is engaged in providing tangible goods such as autos, computers, consumer goods, or industrial machinery and equipment to customers in return for a periodic rental or lease payment.

Manufacturing. Check this box if the applicant is engaged in the mechanical, physical, or chemical transformation of materials, substances, or components into new products. The assembling of component parts of manufactured products is also considered to be manufacturing.

Transportation & warehousing. Check this box if the applicant provides transportation of passengers or cargo; warehousing or storage of goods; scenic or sight-seeing transportation; or support activities related to these modes of transportation.

Finance & insurance. Check this box if the applicant is engaged in transactions involving the creation, liquidation, or change of ownership of financial assets and/or facilitating such financial transactions;

underwriting annuities/insurance policies; facilitating such underwriting by selling insurance policies; or by providing other insurance or employee-benefit related services.

Health care and social assistance. Check this box if the applicant is engaged in providing physical, medical, or psychiatric care using licensed health care professionals or providing social assistance activities such as youth centers, adoption agencies, individual/family services, temporary shelters, etc.

Accommodation & food services. Check this box if the applicant is engaged in providing customers with lodging, meal preparation, snacks, or beverages for immediate consumption.

Wholesale-agent/broker. Check this box if the applicant is engaged in arranging for the purchase or sale of goods owned by others or purchasing goods on a commission basis for goods traded in the wholesale market, usually between businesses.

Wholesale-other. Check this box if the applicant is engaged in selling goods in the wholesale market generally to other businesses for resale on their own account.

Retail. Check this box if the applicant is engaged in selling merchandise to the general public from a fixed store; by direct, mail-order, or electronic sales; or by using vending machines.

Other. Check this box if the applicant is engaged in an activity not described above. Describe the applicant's principal business activity in the space provided.

Lines 16a-c. Check the applicable box in line 16a to indicate whether or not the entity (or individual) applying for an EIN was issued one previously. Complete lines 16b and 16c **only** if the "Yes" box in line 16a is checked. If the applicant previously applied for **more than one** EIN, write "See Attached" in the empty space in line 16a and attach a separate sheet providing the line 16b and 16c information for each EIN previously requested.

Third Party Designee. Complete this section **only** if you want to authorize the named individual to receive the entity's EIN and answer questions about the completion of Form SS-4. The designee's authority terminates at the time the EIN is assigned and released to the designee.

You must complete the signature area for the authorization to be valid.

Signature. When required, the application must be signed by **(a)** the individual, if the applicant is an individual, **(b)** the president, vice president, or other principal officer, if the applicant is a corporation, **(c)** a responsible and duly authorized member or officer having knowledge of its affairs, if the applicant is a partnership, government entity, or other unincorporated organization, or **(d)** the fiduciary, if the applicant is a trust or an estate. Foreign applicants may have any duly-authorized person, (e.g., division manager), sign Form SS-4.

Privacy Act and Paperwork Reduction Act Notice.

We ask for the information on this form to carry out the Internal Revenue laws of the United States. We need it to comply with section 6109 and the regulations thereunder which generally require the inclusion of an employer identification number (EIN) on certain returns, statements, or other documents filed with the Internal Revenue Service. If your entity is required to obtain an EIN, you are required to provide all of the information requested on this form. Information on this form may be used to determine which Federal tax returns you are required to file and to provide you with related forms and publications.

We disclose this form to the Social Security Administration for their use in determining compliance with applicable laws. We may give this information to the Department of Justice for use in civil and criminal litigation, and to the cities, states, and the District of Columbia for use in administering their tax laws. We may also disclose this information to Federal, state, or local agencies that investigate or respond to acts or threats of terrorism or participate in intelligence or counterintelligence activities concerning terrorism.

We will be unable to issue an EIN to you unless you provide all of the requested information which applies to your entity. Providing false information could subject you to penalties.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by section 6103.

The time needed to complete and file this form will vary depending on individual circumstances. The estimated average time is:

Recordkeeping	6 min.
Learning about the law or the form	22 min.
Preparing the form	46 min.
Copying, assembling, and sending the form to the IRS	20 min.

If you have comments concerning the accuracy of these time estimates or suggestions for making this form simpler, we would be happy to hear from you. You can write to the Tax Forms Committee, Western Area Distribution Center, Rancho Cordova, CA 95743-0001. **Do not** send the form to this address. Instead, see **How To Apply** on page 2.

Appendix D

Contents of Charter Kit #1

(Sent to Provisional Club when Application to Organize a Toastmasters Club form and \$95.00 Charter Fee have been received.)

Catalog #	Description	Quantity
37	Dues Receipt Book	1
81	Cash Receipts and Disbursement Journal	1
82	Membership Roster & Record of Dues Paid	1
163	Ballots & Brief Evaluations	250
167	Evaluation Kit. Contains 25 each of the following: #160 Speech Evaluation (Panel Discussion) #161 Speech Evaluation (Speakers Profile) #165 Individual Speech Evaluation Form #1323 Critique of the Critic	1
169	Parliamentary Procedure in Action Card	1
210-C	Club Constitution and Standard Bylaws	5
216-V or 216-P	Meeting Excellence Video (PAL Format - Non-North American Clubs)	1
227	Member Program Progress Chart	1
231	Guest Badge/Visitor's card	1
344	Guest Invitation card	1
403	Member Interest Survey	1
904	Visitor's card	1
1156	Your Club Newsletter	1
1167-D	A Toastmaster Wears Many Hats	20
1310-H	Club Officer Handbooks	1
1314	Patterns in Programming	1
1325	New Member Record Sheet	1
1326	Member Sponsorship Progress Charts	1
1327	Prospective Member Follow-up	1 Sheet
1328	Member Achievement Record	1 Form
	New Member Kits	20

Contents of Charter Kit #2

(Sent to club once it has been chartered by Toastmasters International.)

Catalog #	Description	Quantity
220	Put on a Good Show – Meeting Planners Guidebook	1
360	3 1/2" Toastmasters Emblem Decal	1
375	Gavel	1
400	Application for Membership Forms	20
901	Cardboard Timer	1
902**	Request for Change of Mailing Address	5
1111	Distinguished Club Program/Club Success Plan	1
1140	Let the World Know	1
1160	Membership Building Kit	1
1162	New Member Orientation Kit for Clubs	1
1173	Speech Contest Manual	1
1205	Supply Catalog and Supplement	1
1205-A	Order Forms	10
1211	Spirit of Success Package	1
1312	Master Your Meetings <i>The Toastmaster</i>	1 per member
	New Members Kits	1 per each new member over 20

** 902 not mailed to non-U.S. clubs

Appendix E

Suggested Materials for New Clubs

All new clubs need certain materials that aren't included in Charter Kits #1 and #2. You should keep in mind the necessity for ordering supplies when you collect money from prospective members. It is definitely easier to build the cost of materials into the overall structure than to solicit funds from members whenever materials are needed.

Here are some of the items that newly chartered clubs should obtain (check current Supply Catalog for prices and ordering procedures):

- Club Banner (Catalog No. 234)
- Portable Lectern (Catalog No. 379)
- Club Meeting Plaque (Catalog No. 384 or 1979)
- Club Officer Badges (Catalog No. 393 or 393-A)
- Extra copies of the Communication and Leadership Program (Catalog No. 225)
- Club Reference File (Catalog No. 1550)
- Large Membership Pins (Catalog No. 5754)
- Club Officer Pins (Catalog No. 5802-5807)
- Trophies (see color insert in Toastmasters International Supply Catalog)
- Robert's Rules of Order (Catalog No. B-30)
- Membership Growth Manual (Catalog No. 1159)
- Application for Membership (Catalog No. 400)
- Yes, You Need Toastmasters (Catalog No. 99)
- Talk. Still the Most Effective Means of Communication (Catalog No. 101)
- Posters (Catalog No. 367)
- From Prospect to Guest to Member (Catalog No. 108)
- Ballots and Brief Evaluations (Catalog No. 163)
- Club Administration Materials Kit (Catalog No. 1324)
- Think Fast!...Table Topics Handbook (Catalog No. 1315)

When ordering an initial supply of materials for a new club, carefully review the Supply Catalog for additional items the club may need. The Supply Catalog is included in Charter Kit #2

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CATALOG NO. 121