

Club Bylaws
Standing Rules???
&
Motion Basics

- ~ TM Website
- ~ search “governing documents”
- ~ in margin, click on

[Club Constitution for Clubs of Toastmasters International](#)

→ 12 Headings:

- [Article I: Purpose](#)
- [Article II: Membership](#)
- [Article III: Club Dues and New Member Fees](#)
- [Article IV: Meetings and Notice](#)
- [Article V: Quorum and Voting](#)
- [Article VI: Officers](#)
- [Article VII: Duties of Officers](#)
- [Article VIII: Committees](#)
- [Article IX: Rules of Order](#)
- [Article X: Affiliation](#)
- [Article XI: Legal Status and Dissolution](#)
- [Article XII: Amendments to Club Constitution](#)

But Wait

There Are Things

You Can Change

To The

Club Bylaws



Addendum of Standard Club Options

Review, update and print Addendum of Standard Club Options

- go to Leadership Central
- choose Club Central
- under Club Administration,
choose Addendum to Standard Club
Option
- form 6B



Addendum of Standard Club Options

Review, update and print Addendum of Standard Club Options

Addendum of Standard Club Options. Form 6B

Club Name Foothill Toastmasters Club Club Number CB-00001070 Club Location Roseville District Number District 0039

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

Last modified by required vote of club on the **10 day of November 2022.**

1. Name The name of this club is **Foothill Toastmasters Club**

2. Membership Composition

Subject to the nondiscrimination requirements set forth in the Club Constitution for Clubs of Toastmasters International, Article II, Section 1, individual membership in this club:

• **Shall have no restrictions.**

Shall be restricted to

Honorary individual membership in this club shall be conferred for a term of 1

Constitution for Clubs of Toastmasters International, Article II, Section 5 **1** year(s) and otherwise as provided in the Club

3. Membership Dues and Fees

Toastmasters International dues and fees are set forth in Policy 8.0: Dues and Fees and shall be submitted to World Headquarters in United States Dollars.

This club may also collect from its individual members club dues and fees as defined below. Club dues and fees are collected in

Check those that apply:

No club dues are collected in addition to the Toastmasters International dues.

Club dues for active individual members are **\$ 80.00** per person per **six months**

Such dues shall be payable on or before **September 30 and March 31**

This amount includes payment for Toastmasters International membership dues.

[Club dues for inactive individual members are \$ _____

Such dues shall be payable on or before

This amount includes payment for Toastmasters International membership dues.

The new member fee is \$ _____ per person for individual membership in this club

This amount includes payment for the Toastmasters International new member fee.

The reinstatement fee is \$ _____ per person for reinstatement to individual membership of a former individual member.

The transfer fee is \$ _____ per person for transfer of individual membership from another Toastmasters Member Club into this club.

4. Regular Meetings

Regular meetings of this club, which shall include any business meeting of active individual members, shall be held every **Tuesday** at **6:15 am**

• Only on-site, at the location of **1203 Gabrielli Drive Roseville, CA, USA, 95661-5400** O

___ Only online, using platforms and services as this club from time to time shall designate.

___ In a hybrid environment, both online and in person at the location of 1203 Gabrielli Drive Roseville CA

5. Executive Committee Meetings

The Executive Committee of this club shall meet at least **monthly** at such hours and places as it may determine.

6. Additional Officers

The officers and standing committees of this club shall be as provided in the Club Constitution for Clubs of Toastmasters International, Articles VI, VII and VIII, with selection, duties, and terms as provided therein. Separate from the officer roles named in the Club Constitution. this club shall have

No additional officer roles O.

___ Additional officer roles, with duties as determined by the Executive Committee of this club, named as follows:

7. Terms of Office

This club elects officers for the following terms of office:

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

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

(Clubs must meet every week throughout the entire year to choose half-year terms.)

8. Rules of Order

In accordance with the Club Constitution for Clubs of Toastmasters International, Article IX, this club shall recognize its final authority on parliamentary procedure as:

Robert's Rules of Order Newly Revised.

___ since Robert's Rules of Order Newly Revised is not a recognized authority on parliamentary procedure in the jurisdiction where this club is located.

Renton's in Australia

Last modified by required vote of club on **November 10, 2022**

Signed:

CLUB SECRETARY

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

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Building Your Club Policies

This living document caters to your unique membership.

By Laura Mishkind

All clubs have Toastmasters rules they must abide by. But what if you have a brand-new rule you want to add? That's where the Club Policies come in. Club Policies are created by club members to enhance the rules already in place. They're unique to your specific club, and allow your club to make the environment safe, welcoming, and catered to your members.

Want to have a specific dress code to better enhance the professionalism of your club? Or maybe you would

Toastmasters International. These include the expectations for admission to membership, membership responsibilities, dues, meeting rules, and more. Articles outline club expectations and keep the basic club experience consistent all over the world. It's important that a guest can walk into a Toastmasters meeting anywhere and know exactly what they're going to get—how to apply for membership, how meetings are run, key officer roles, and mutual respect.

The Club Policies allow your club to provide the positive Toastmasters learning environment that is expected around the world, but with a unique twist.

prefer that club members can only be President once they've first served in a different officer role. You can make these stipulations part of your Club Policy.

The Club Policies are a living document that the Club Secretary keeps on file; they do not have to be submitted to World Headquarters. Policies can be in paragraph or bullet form or whatever method works best for your members. There's a loss of freedom in these policies. They can be adjusted at any point during the program year, but they must remain up to date to best meet the needs of your club.

How does this differ from the Club Constitution? The Constitution has articles that must be followed by all Toastmasters clubs—they're the Rules and Regulations all clubs agree to follow to be part of

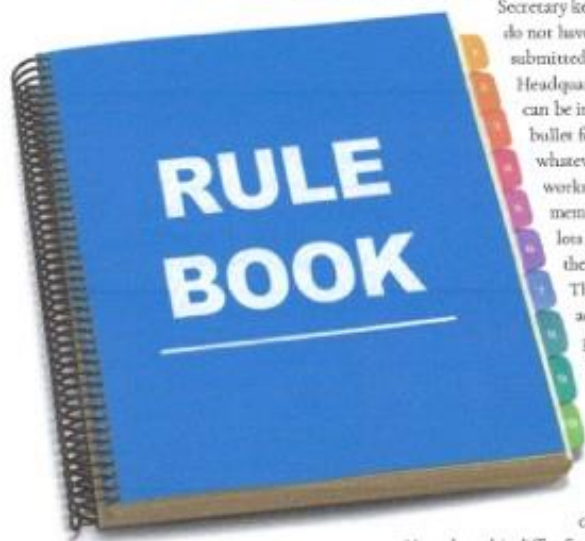
Club Policies cannot contradict any rules or regulations in the Toastmasters International governing documents, but there is quite a bit of flexibility—as long as the majority of members are in agreement.

To adopt a new policy or amend an existing one, there must be a club vote with quorum (a required minimum of members) during a business meeting, including Toastmasters meetings. As a reminder, it's important that the Club Policies are kept up to date to ensure they meet the needs of your specific members and consider the state of the world around you. Your Club Policies must follow local and federal laws.

An up-to-date Club Policy allows your club to provide the positive Toastmasters learning environment that is expected around the world, but with a unique twist that matches your membership. Consider what could improve your fellow members' club experience, discuss it with the club, and bring a few ideas to a vote. Whether it's the decision to have club officers only serve in one club each program year or simply a new way to greet one another, your club will know what policies will best meet the needs of your membership.

If you or your club members have further questions on how to create, amend, or maintain the Club Policies, please email clubquality@toastmasters.org.

Laura Mishkind is assistant editor for the *Toastmaster* magazine.



PROCEDURE FOR HANDLING A MAIN MOTION

- I. Obtaining and assigning the floor
 - A. A member rises when no one else has the floor and addresses the chair.
“Mr./Madam President,” “Mr./Madam Chairman,” or by other proper title.
 1. In a large assembly, the member give his name and identification.
 2. The member remains standing and awaits recognition by the chair.
 - B. The chair recognizes the member by announcing his name or title, or in a small assembly, by nodding to him.
- II. How the motion is brought before the assembly
 - A. The member makes the motion: “I move that (or “to”)...” and resumes his seat.
 - B. Another member, without rising, seconds the motion: “I second the motion” or “I second it” or, even, “Second.”
 - C. The chair states the question on the motion: “It is moved and seconded that (or “to”)... Are you ready for the question?”
- III. Consideration of the motion
 - A. Members can debate the motion.
 1. Before speaking in debate, members obtain the floor as in I above.
 2. The maker of the motion has first right to the floor if he claims it promptly.
 3. All remarks must be addressed to the chair.
 4. Debate must be confined to the merits of the motion.
 5. Debate can be closed only by order of the assembly (2/3 vote) or by the chair if no one seeks the floor for further debate.
 - B. The chair puts the question (puts it to vote).
 1. The chair asks: “Are you ready for the question?” If no one then rises to claim the floor, the chair proceeds to put the question.
 2. The chair says: “The question is on the adoption of the motion that (or “to”)...Those in favor of the motion, say **Aye**. (Pause for response) Those opposed, say **No**.” (Pause for response)
 - C. The chair announces the result of the vote.
 1. “The **ayes** have it, the motion is adopted, and... (indicating the effect of the vote or ordering its execution).” (or)
 2. “The **noes** have it and the motion is lost.”

THE
Amateur
CHAIRMAN

By Ralph C. Smedley





RESOURCE HANDOUT

PROCEDURE FOR HANDLING A MAIN MOTION

- I. Obtaining and assigning the floor
 - A. A member rises when no one else has the floor and addresses the chair. "Mr./Madam President," "Mr./Madam Chairman," or by other proper title.
 1. In a large assembly, the member give his name and identification.
 2. The member remains standing and awaits recognition by the chair.
 - B. The chair recognizes the member by announcing his name or title, or in a small assembly, by nodding to him.
- II. How the motion is brought before the assembly
 - A. The member makes the motion: "I move that (or "to")... " and resumes his seat.
 - B. Another member, without rising, seconds the motion: "I second the motion" or "I second it" or, even, "Second."
 - C. The chair states the question on the motion: "It is moved and seconded that (or "to")... Are you ready for the question?"
- III. Consideration of the motion
 - A. Members can debate the motion.
 1. Before speaking in debate, members obtain the floor as in I above.
 2. The maker of the motion has first right to the floor if he claims it promptly.
 3. All remarks must be addressed to the chair.
 4. Debate must be confined to the merits of the motion.
 5. Debate can be closed only by order of the assembly (2/3 vote) or by the chair if no one seeks the floor for further debate.
 - B. The chair puts the question (puts it to vote).
 1. The chair asks: "Are you ready for the question?" If no one then rises to claim the floor, the chair proceeds to put the question.
 2. The chair says: "The question is on the adoption of the motion that (or "to")... Those in favor of the motion, say **Aye**. (Pause for response) Those opposed, say **No**." (Pause for response)
 - C. The chair announces the result of the vote.
 1. "The **ayes** have it, the motion is adopted, and... (indicating the effect of the vote or ordering its execution)." (or)
 2. "The **noes** have it and the motion is lost."