



TOAST OF JAX TOASTMASTERS

Club 3397, District 47, Area 22

CLUB BY-LAWS

(updated through August 28, 2004)

1. MEMBERSHIP

- 1.1 Membership in this club is open to any person at least 18 years of age, elected by a majority vote of members present and voting at any meeting, regardless of race, color, creed, sex, national origin, sexual orientation, or physical or mental disability, so long as the individual is able to participate in this program.
- 1.2 Any member may sponsor an eligible prospective member. Application for membership shall be made on the form provided by Toastmasters International. Such application, accompanied by the applicable fees and dues, shall be returned to the Secretary who will read it to the club. The applicant will be declared elected to membership upon favorable vote of the majority of those present and voting.
- 1.3 All active members will be entitled to all rights and privileges of this club and all members share in its responsibilities. These responsibilities shall include support of its purpose and constructive contribution to its programs and activities. Any conduct not consistent with these standards will be reason for non-renewal of membership. Membership may be terminated at any time for just cause.
- 1.4 Inactive membership will be conferred by the Executive Committee on any member requesting an extended absence from club meetings and wishing to maintain club membership. A member who misses five club meetings consequently will be mailed a letter asking if he or she wants to be placed on the inactive roster. An inactive member may be restored to active membership upon request, provided there is a vacancy on the active roster. Inactive members retain their voting privileges.
- 1.5 Honorary membership may be conferred upon any person by a two-thirds vote of the total membership. Such membership will be restricted to persons whose activities and public statements are consistent with the purpose of Toastmasters International. Membership will be for one year and the honorary member will be exempt from all club dues. Honorary members have no voting privileges and will not be placed on the club's membership roster.
- 1.6 Inactive and honorary members are not eligible to serve in any office. They are not entitled to places on the regular speaker's program, but may serve as substitutes when requested by the President or Toastmaster. They may also participate in discussions and serve as evaluators.

2. FEES AND DUES

- 2.1 There will be no initiation fee for membership in this club. Each new member will be responsible to purchase then New Member Packet from Toastmaster International at a cost of \$16.00. This fee will be mailed to International with the membership dues at the time of application.
- 2.2 There will be no reinstatement fee for a former member who wishes to reinstate membership.
- 2.3 Any member in good standing who wishes to transfer to another Toastmaster Club will obtain a letter from the Secretary stating that the member's *per capita* payment to Toastmasters International is current. There will be no transfer fee for any member in good standing of another Toastmasters Club transferring to the Toast of Jax TOASTMASTERS, but proof of *per capita* payment will be required.
- 2.4 The dues of this club will be \$60.00 *per annum*, payable at the rate of \$30.00 every six months. Semiannual payments are due and payable on or before 1 April and 1 October of each year. Dues will be prorated for members who join during between the above dates at the rate of \$5.00 per month. In addition there will be a weekly fee, payable at every meeting the member attends, to cover costs of the meeting location, supplies and any refreshments, the amount of which will be periodically determined by a majority vote of members present at a business meeting.
- 2.5 A fine of 5¢ will be imposed for each "ah" or "um" noted by the Ah Counter during each meeting, with a maximum of \$0.25. A fine of 25¢ will be imposed on each member who does not wear his or her membership pin to each meeting. These fines are strictly voluntary so as not to cause a financial burden on any one member.
- 2.6 Fees and dues will be deposited in the Club's name in bank designated by the Executive Council.
- 2.7 Expenditures must be have the approval of the Executive Council prior to disbursement.
- 2.8 Both the President and the Treasurer will be on the signature card for the bank.

3. MEETINGS

- 3.1 Regular meetings will be held every Saturday at 7:30 a.m. at a location approved by a majority vote of members present at a business meeting.
- 3.2 Special meetings may be called by a majority vote at any regular meeting at which a quorum is present or by the President.
- 3.3 The Executive Council will meet on the third Tuesday of each month at 6:00 p.m. at the same location as the regular meetings.

4. CLUB OFFICERS AND THEIR ELECTION

- 4.1 The officers of this club will be a President, a Vice President of Education, a Vice President of Membership, a Vice President of Public Relations, a Secretary, a Treasurer, a Sergeant-at-Arms, and the Immediate Past President.
- 4.2 The officers will be elected, except for the office of Immediate Past President which will be filled by the President from the last preceding period of service.
- 4.3 Nominations for club officers will be made by a nominating committee appointed by the President two weeks prior to the election. The committee will consist of three active members who will present the names of active members who have agreed to serve if elected. Nominations may be made from the floor at the time of the election by any active member. All elections will be by secret ballot.
- 4.4 Election of officers will be held at the first meeting in May, with new officers taking office the first meeting in July.
- 4.5 Any officer who finds that he or she cannot complete their term of office will submit a resignation to the President stating the reason for same.
- 4.6 Any vacancy in office will be filled by a special election held at the next meeting following the announcement of the vacancy.
- 4.7 This club is entitled to representation at all Toastmasters International Annual Business Meetings and Conventions as provided in the Articles of Incorporation and Bylaws of Toastmasters International. The club will select its representatives in sufficient time for the President and Secretary to validate the proper credentials. In the event the club is not represented at the Convention by representatives selected from this club, the Executive Council will appoint and authorize a proxy with authority to act who will be an active member of a Toastmasters Club in good standing.

5. DUTIES OF OFFICERS

- 5.1 **President.** The President is the Chief Executive Officer of the club and is responsible for fulfilling the mission of the Club. The President presides at meetings of the Club and of the Executive Council, appoints all committees, and has general supervision of the operation of the Club. The President will be an *ex officio* member of all committees of this Club (except the nominating committee), and will serve as one of the Club's representatives on the Area and District Councils. The President will transmit to the Club, for its approval or disapproval, all ideas and plans proposed by the Area and District Councils which may affect the Club or its members, and will take no action binding upon the Club without either specific prior authorization or subsequent ratification by the Club or the Executive Council. The President convenes and presides over the Executive Council meetings.

- 5.2 **Vice President of Education.** This is the second ranking club officer and is responsible for planning, organizing, and directing a club program which meets the educational needs of the members. The Vice President of Education chairs the Education Committee and is a member of the Executive Council. The Vice President of Education also serves as one of the club representatives on the Area and District Councils and shall take no action binding upon the club without specific prior authorization or subsequent ratification by the club or Executive Council.
- 5.3 **Vice President of Membership.** This is the third ranking club officer and is responsible for planning, organizing, and directing a program that insures membership retention and membership growth. The Vice President of Membership chairs the membership committee, is a member of the Executive Council, and serves as one of the club's representatives on the Area Council. He or she will take no action binding upon the club without either specific prior authorization or subsequent ratification by the club or Executive Council.
- 5.4 **Vice President for Public Relations.** This is the fourth ranking club officer and is responsible for developing and directing a publicity program that informs members and the general public about Toastmasters International. The Vice President for Public Relations chairs the Public Relations Committee and is a member of the Executive Council.
- 5.5 **Secretary.** The Secretary is responsible for club records and correspondence. The Secretary has custody of the Club's Constitution and Bylaws; all other records and documents of the club; keeps an accurate record of the meetings and activities of the club and the Executive Council; and transmits the same to the successor in office. The Secretary is a member of the Executive Council.
- 5.6 **Treasurer.** The Treasurer is responsible for the club financial policies, procedures, and controls. The Treasurer receives and disburses, with the approval of the club, all club funds; pays to Toastmasters International all financial obligations of the club as they come due; and keeps an accurate account of all transactions. The Treasurer will make weekly financial reports during club meetings and will provide an audit summary prior to leaving office. All account information and undistributed funds will be transferred to the successor in office. The Treasurer is a member of the Executive Council.
- 5.7 **Sergeant-at-Arms.** 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 and is a member of the Executive Council.

6. COMMITTEES

- 6.1 The standing committees of this club shall be the Executive Council, Education, Membership, Public Relations, and Social and Reception Committees.
- 6.2 Each committee, with the exception of the Executive Council, will consist of the chair and at least one member.
- 6.3 The Executive Council will have charge of all business affairs of the club and will consider all matters concerning the welfare of the club, and will submit all actions of the council to the club for approval. By two-thirds vote of the council present and by two-thirds vote of the club members present, the Executive Council may remove any officer and declare the office vacant.
- 6.4 The Education Committee will have charge of the general educational program of the club. It will prepare all program schedules and publish them at least three (3) weeks in advance. This committee will assist in the utilization and interpretation of program and educational materials available from Toastmasters International. It will arrange for the exchange of speakers and educational programs with other clubs and encourage speaking engagements of members before non-Toastmaster groups.
- 6.5 The Membership Committee will consider all applications for membership and report thereon to the club and will arrange for proper induction of all new members. This committee will be responsible for maintaining club membership and attendance. It will be the goal of this committee to insure that club membership is at charter strength or better at all times.
- 6.6 The Public Relations Committee will arrange the preparation and dissemination of news releases regarding the club activities and educational programs, and will promote opportunities for community participation in Toastmasters's learning programs. It will be responsible for all internal publications of the club, including the club bulletin.
- 6.7 The Social and Reception Committee will be responsible for all social functions of the club and such other duties as may be assigned to it. It shall act as a Reception Committee at all meetings.

7. RULES OF ORDER

- 7.1 The general procedure of meetings will be in harmony with the principles set forth in the Toastmasters International manual entitled "*Chairman*." Robert's Rules of Order, Newly Revised will be the final authority as to parliamentary procedure, insofar as they do not conflict with any provision of the club's constitution and bylaws.
- 7.2 A parliamentarian may be appointed at each meeting by the President.

8. LIABILITY AND DISSOLUTION

- 8.1 This club and its members will be responsible for expenses incurred at its direction in connection with its operation and activities. The use of the funds of this club will be limited to educational purposes. They may not be used for social or political purposes, or for the benefit of any individual.
- 8.2 In the event of dissolution of this club, distribution of any funds remaining after payment of any and all indebtedness, will be contributed to any educational or memorial fund maintained by a Toastmasters International club or Toastmasters International district.

9. SEMI-ANNUAL REPORTS

- 9.1 Each committee chairperson will render a written semi-annual report to the club upon leaving office.

10. GENERAL CLUB POLICIES

- 10.1 This club will operate as a not-for-profit organization.
- 10.2 Members of this club who seek election to public office will not use club meetings as a podium for political speeches.
- 10.3 Speeches will be from the communication manual, done in order, and will not be an avenue to sell a product or service of the speaker.

11. AMENDMENTS

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

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