



# GAVEL CLUB

An affiliate of Toastmasters International

## CERTIFICATION CHECK LIST AND REMITTANCE NOTICE

The following forms must be submitted to certify a Gavel club:

- ▶ **Certification Check List and Remittance Notice**
- ▶ **Request for Certification** (Item 1705)
- ▶ **Club and Officer Information** (Item 1724)
- ▶ **Club Constitution and the Standard Bylaws for Gavel Clubs** (Item 1700)

To complete certification, the forms above must be accompanied by the following remittance:

- 1) **Certification fee** (One-time-only charge)..... \$50\*
- 2) **Gavel club annual fee** (Payable each November)..... \$48\*

### Please prorate the annual fee according to this schedule:

Clubs certifying in	<input type="checkbox"/> November.....	\$48	_____
	<input type="checkbox"/> December.....	\$44	_____
	<input type="checkbox"/> January.....	\$40	_____
	<input type="checkbox"/> February .....	\$36	_____
	<input type="checkbox"/> March .....	\$32	_____
	<input type="checkbox"/> April.....	\$28	_____
	<input type="checkbox"/> May .....	\$24	_____
	<input type="checkbox"/> June.....	\$20	_____
	<input type="checkbox"/> July .....	\$16	_____
	<input type="checkbox"/> August.....	\$12	_____
	<input type="checkbox"/> September.....	\$8	_____
	<input type="checkbox"/> October.....	\$4	_____
	<b>Total Due:</b>	\$	_____

### Payment Method:

☐ MasterCard ☐ Visa ☐ AMEX ☐ Discover ☐ Check \$ \_\_\_\_\_

Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Name on card \_\_\_\_\_

Signature \_\_\_\_\_

Submit all forms and fees to

**Toastmasters International** • 9127 South Jamaica St., Suite 400 • Englewood, CO 80112 • USA • +1 720-439-5050  
[www.toastmasters.org](http://www.toastmasters.org)

\*Payable only in U.S. dollars. If paying by check, check must be issued by a U.S. bank.  
©2020 Toastmasters International. All rights reserved.

Rev. 04/2020 Item XX123G



# GAVEL CLUB

An affiliate of Toastmasters International

## REQUEST FOR CERTIFICATION

TO: New Clubs  
Toastmasters International  
Englewood, Colorado

The undersigned, as duly authorized representatives of the applicant club, hereby apply for a Certificate of Affiliation with Toastmasters International, as an established and officially recognized Gavel Club, and request that a Certificate of Affiliation granting status and privileges of a Gavel Club and the use of the name shall be issued.

In support of this request, and as conditions upon which favorable action shall be based, we submit the following statements and supporting evidence.

1. This club claims qualification for acceptance as a Gavel Club because the club may not be chartered as a Toastmasters club for the following reasons:

---

---

---

2. The Representatives of Record of this club are:

President: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Secretary: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Counselor: \_\_\_\_\_

Representative of Organization or Institution

Address: \_\_\_\_\_

\_\_\_\_\_

(NOTE: The World Headquarters of Toastmasters International should be notified promptly of any changes because club correspondence can only be accepted from accredited representatives.)

3. This club has \_\_\_\_\_ members.

4. Meetings are held at \_\_\_\_\_ (time) on \_\_\_\_\_ (day of week)  
at \_\_\_\_\_ (place).

5. This club shall be known as \_\_\_\_\_

Gavel Club of \_\_\_\_\_

City

State

6. Our club has reviewed the Bylaws of Toastmasters International and we affirm that the policies and principles of our club are consistent with the principles and ideals of Toastmasters International.
7. The representative of the organization or institution who will counsel the club and encourage its continuity, stability and compliance with the policies of the institution or organization and Toastmasters International is:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

8. The club intends to use and apply the program, methods, procedures, materials and services of Toastmasters International insofar as its circumstances permit.
9. The club accepts the financial arrangements adopted to its needs and abilities and consistent with the interests of Toastmasters International, as agreed upon between Toastmasters International and this club.
10. The club has adopted a Constitution and Bylaws adapted to its circumstances and in harmony with the basic principles of Toastmasters International.
11. The club agrees to submit annual reports of its membership, activities and Representatives of Record to Toastmasters International each year. (NOTE: Since correspondence from Representatives of Record only can be accepted, the World Headquarters of Toastmasters International should be notified at once of any changes.)
12. Certification Fee of \$ \_\_\_\_\_ is transmitted herewith together with other fees for services and materials requested, in accordance with the agreement regarding them.
13. The names and addresses of club members subscribing to Toastmaster magazine (\$20.00 per year) are set forth on a list attached and are accompanied by a remittance of \$ \_\_\_\_\_ for \_\_\_\_\_ subscriptions.
14. The club agrees that failure to submit reports or to comply with the basic principles of Toastmasters International may result in cancellation of its Certificate of Affiliation.

SUBMITTED FOR APPLICANT CLUB:

\_\_\_\_\_

President

\_\_\_\_\_

Secretary

\_\_\_\_\_

Counselor

\_\_\_\_\_  
Date of Application

\_\_\_\_\_  
Club Advisor Representing Institution or Organization

I have read the foregoing statements to which the representatives of this special group have subscribed. As the duly authorized representative, and on behalf of the institution or organization (if any) with which this special group is identified, I subscribe to the following statements:

The policies and programs of this club are consistent with the policies and regulations of the organization or institution with which this group is identified; and

As a Gavel Club, affiliated with Toastmasters International, this group has the approval of this organization or institution with which it is identified.

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Name of Institution or Organization

\_\_\_\_\_  
Date

# CLUB AND OFFICER INFORMATION

TOASTMASTERS INTERNATIONAL, INC., 9127 South Jamaica St., Suite 400 • Englewood, CO 80112

## GAVEL CLUB INFORMATION

Club Name \_\_\_\_\_ Club No. \_\_\_\_\_

Phone No. for Club Information \_\_\_\_\_  
(including Area Code)

Meets: Weekly ☐ 1st and 3rd ☐ 2nd and 4th ☐

Other \_\_\_\_\_

Day \_\_\_\_\_ Time \_\_\_\_\_ AM / PM

Sponsoring Institution \_\_\_\_\_

### OFFICER INFORMATION

Officer Installation Date \_\_\_\_\_

MONTH

Term of Office – Annual ☐ Semiannual ☐

From \_\_\_\_\_ to \_\_\_\_\_  
MONTH YEAR MONTH YEAR

Give complete names; not initials. If your club has a post office box number, use it as the address for club officers.

### PRESIDENT

NAME

ADDRESS

CITY

STATE/PROVINCE

ZIP

Phone (\_\_\_\_) \_\_\_\_\_

### VICE PRESIDENT EDUCATION

NAME

ADDRESS

CITY

STATE/PROVINCE

ZIP

Phone (\_\_\_\_) \_\_\_\_\_

### VICE PRESIDENT MEMBERSHIP

NAME

ADDRESS

CITY

STATE/PROVINCE

ZIP

Phone (\_\_\_\_) \_\_\_\_\_

### VICE PRESIDENT PUBLIC RELATIONS

NAME

ADDRESS

CITY

STATE/PROVINCE

ZIP

Phone (\_\_\_\_) \_\_\_\_\_

### SECRETARY

NAME

ADDRESS

CITY

STATE/PROVINCE

ZIP

Phone (\_\_\_\_) \_\_\_\_\_

### TREASURER

NAME

ADDRESS

CITY

STATE/PROVINCE

ZIP

Phone (\_\_\_\_) \_\_\_\_\_

### SERGEANT AT ARMS

NAME

ADDRESS

CITY

STATE/PROVINCE

ZIP

Phone (\_\_\_\_) \_\_\_\_\_

### COUNSELOR

NAME

ADDRESS

CITY

STATE/PROVINCE

ZIP

Phone (\_\_\_\_) \_\_\_\_\_

E-mail \_\_\_\_\_

SIGNATURE

CLUB CONSTITUTION  
AND  
THE STANDARD BYLAWS  
FOR  
**GAVEL CLUBS**



an affiliate of  
**TOASTMASTERS INTERNATIONAL**

# TABLE OF CONTENTS

Article	Page
<b>Club Constitution</b>	
I Purpose .....	3
II Membership .....	3
III Meetings and Notice .....	4
IV Quorum .....	5
V Officers .....	5
VI Duties of Officers .....	6
VII Committees .....	7
VIII Affiliation .....	8
IX Policy .....	9
X Amendments .....	9
<b>Club Bylaws</b>	
I Name .....	10
II Membership .....	10
III Fees and Dues .....	10
IV Meetings .....	11
V Election of Officers .....	11
VI Rules of Order .....	11
VII Amendments .....	11

---

# THE CONSTITUTION OF THE

\_\_\_\_\_  
(name)

**GAVEL CLUB** \_\_\_\_\_ **OF**  
(number)

\_\_\_\_\_  
(location)

## ARTICLE I

### Purpose

The purposes of this Gavel club shall be as follows:

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

## ARTICLE II

### Membership

**Section 1.** Any person, including those individuals who may be ineligible to join a Toastmasters club by reason of age or other condition, may become a member of a Gavel club upon election as provided in Article II, Section 9, below. No person shall be excluded from membership in, or from any program or activity of, this club because 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 may provide for other restrictions on the composition of the individual membership, e.g., to the members of a particular institution or school.

---

**Section 2.** This club may classify its members as Active, Associate, Honorary, and Inactive members, if it deems such classification advisable.

**Section 3.** Active club members attend meetings regularly and shall be entitled to all rights and privileges of the club and share in its responsibilities. These responsibilities shall include support of its purposes and constructive contribution to its program and activities.

**Section 4.** Associate members are members awaiting a vacancy in the active roster.

**Section 5.** Honorary club membership may be conferred upon a person by a two-thirds vote of the total active membership. Honorary membership is conferred on one who has distinguished himself or herself by meritorious service in the furtherance of Toastmasters ideals.

**Section 6.** Inactive members are those members not otherwise classified. An Inactive member may become an Active or Associate member upon request and the recommendation of the executive committee. He or she may become an Active member only when there is a vacancy in the club roster.

**Section 7.** Associate, Honorary, and Inactive members are not eligible to serve in any office, nor do they have voting privileges. They are not entitled to a place on the regular speakers program; however, they may serve as substitute speakers if requested to do so by the President, Vice President Education, or the Toastmaster of the meeting. They may also participate in club discussions and serve as evaluators.

**Section 8.** The executive committee may extend to any Active member, at his or her request, a short-term leave of absence. If leave of absence for an extended period is desired, the member shall be transferred to Inactive membership.

**Section 9.** This club is a private association, and membership is by invitation only. Eligible prospective members shall be sponsored by a member of the club. Application for membership shall be made on the form supplied by the club, if any. The applicant shall be declared elected upon a vote of the club membership as set forth in Article IV, Section 4, below.

**Section 10.** This club may establish, from time to time, procedures for dropping members who miss a certain number of meetings, or who fall below other minimum standards set by the club. In addition, this club may expel, suspend, or decline to renew the club membership of any member at any time, with or without notice and with or without cause, upon a vote of the club membership as set forth in Article IV, Section 4, or upon action of the club counselor. If this club does not expel a member, after written request to do so is made by the Executive Director of Toastmasters International, this club's Certificate of Affiliation may be suspended or revoked as provided in Article VIII, Section 6, below.

## **ARTICLE III**

### **Meetings and Notice**

**Section 1.** Regular meetings of this club shall be held as provided in the Bylaws of this club.



---

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

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

**Section 4.** Notice shall not 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 purpose of the meeting, but any membership business otherwise valid may be transacted at the meeting.

## ARTICLE IV

### Quorum

**Section 1.** A majority of the active 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.

**Section 2.** Each Active member shall be entitled to one vote on any matter presented to the club membership for a vote.

**Section 3.** Voting by proxy or absentee ballot shall not be permitted on any matter presented to the club membership for a vote.

**Section 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 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 V

### Officers

**Section 1.** The officers of this club shall be a President, a Vice President Education, a Vice President Membership, a Vice President Public Relations, a Secretary, a Treasurer (or a Secretary/Treasurer), and a Sergeant at Arms. A counselor is necessary for all clubs. Although the counselor is not elected, his or her name is to be reported on the club officer list.

**Section 2.** Nominations for club officers shall be made by a nominating committee appointed by the President at least two weeks prior to the election. This committee shall consist of three Active members, at least one of whom shall be a Past President of the club, if available. This committee shall report at the regular meeting immediately preceding the meeting at which the election is to take place and shall present at that time only the names of Active members who have consented to serve if elected. Further nominations may be made from the floor at that time or at the election meeting, by any Active members. All elections shall

---

be by secret ballot, unless dispensed with by a unanimous vote, with a majority vote of all Active members present and voting necessary for a choice.

**Section 3.** Elections of all officers 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 and January, respectively.

**Section 4.** 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 members present and voting at a business meeting of this club.

**Section 5.** Any vacancy in office, except for the Immediate Past Club President, shall be filled by a special election held at the next meeting following the announcement of the vacancy.

**Section 6.** 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 VI

### Duties of Officers

**Section 1.** The President shall preside at all meetings of the club and of the Executive Committee. He or she shall appoint all committees and have general supervision of the work of the club under the direct guidance of the club counselor.

**Section 2.**

- (a) The Vice President Education is responsible for planning, organizing, and directing a club program which meets the educational needs of the members. The Vice President Education chairs the education committee and shall preside over meetings in the absence of the Club President.
- (b) The Vice President Membership is responsible for planning, organizing, and directing a program that ensures member retention and growth in club membership. The Vice President Membership chairs the membership committee and shall preside in the absence of the Club President and the Vice President education.
- (c) The Vice President Public Relations is responsible for developing and directing a publicity program that informs members and the public or institution about Toastmasters International. The Vice President Public Relations chairs the public relations committee and shall preside in the absence of the Club President, the Vice President Education, and the Vice President Membership.

---

**Section 3.** The Secretary shall have custody of the club's Constitution and Bylaws and all other records and documents of the club, shall keep an accurate record of the meetings and activities of the club and of the Executive Committee, and shall transmit the same to his or her successor. He or she shall have charge of all correspondence under the supervision of the club counselor.

**Section 4.** The club treasurer shall receive and disburse, with the approval of the club, all club funds, and shall keep accurate account of the same. He or she shall make a financial report to the club or to the Executive Committee upon request and shall transmit the accounts and all undistributed funds to his or her successor. He or she shall pay to Toastmasters International all financial obligations of this club as such obligations become due, unless otherwise provided for.

**Section 5.** The Sergeant at Arms is chair of the Social and Reception Committee and is responsible for club property management, meeting room preparation, and hospitality.

## ARTICLE VII

### Committees

**Section 1.** The standing committees of this club shall be the Executive, Education, Membership, Public Relations, and Social and Reception Committees.

**Section 2.** The Executive Committee shall consist of the President, the Vice Presidents, Secretary, Treasurer, Sergeant at Arms, and the Immediate Past President of the club. This committee, of which the President is chair, shall have charge of all business affairs of the club and shall consider all matters concerning the welfare of the 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. All actions are under the supervision of the club counselor.

**Section 3.** The Education Committee shall have charge of the general educational program of the club. It shall prepare, or cause to be prepared, all speaking schedules of the club and determine assignments in advance of the meeting.

**Section 4.** The Membership Committee shall consider all applications for membership and shall arrange for proper induction of all new members. This committee shall be responsible for maintaining club membership and attendance.

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

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

---

## ARTICLE VIII

### Affiliation

**Section 1.** Any group desiring admission as a Gavel club shall apply to Toastmasters International on forms provided by World Headquarters. Subject to standards and procedures stated in the Policies of Toastmasters International, the Executive Director of Toastmasters International has sole discretion to issue a Certificate of Affiliation to a Gavel club.

**Section 2.** Upon issuance of a Certificate of Affiliation to this club, and so long as this club remains in good standing with Toastmasters International, this club is entitled to all the rights and powers and is subject to all the duties and requirements of Gavel clubs as may be stated from time to time in the Articles of Incorporation and Bylaws of Toastmasters International, in this Constitution, and in policies, procedures, manuals, and other materials issued by Toastmasters International.

**Section 3.** The admission of this club to affiliation with Toastmasters International and the continued affiliation and operation of this club as a Gavel club are subject at all times to the approval of the institution sponsoring this club. Such institution shall designate an individual to serve as counselor to this club; that person shall exercise the rights and powers of a counselor set forth in this Constitution and shall act as the agent and representative of the sponsoring institution in all matters regarding this club and Toastmasters International.

**Section 4.** This club is an independent legal entity, separate from Toastmasters International and member clubs of Toastmasters International, subject to the terms and conditions of affiliation referred to in Article VIII, Section 2, above. As such, this club is fully responsible for its own debts, liabilities, acts, omissions, and other obligations; and any creditor of this club shall look only to this club for payment, and not to Toastmasters International, nor to any member club of Toastmasters International, nor to any member of this club.

**Section 5.** This club's use of the intellectual property of Toastmasters International, including but not limited to collective membership marks and copyrights, shall be limited to and governed by the Certificate of Affiliation issued to this club and the applicable policies of Toastmasters International.

**Section 6.** If this club is suspended or in any way rendered permanently inactive by authority of its sponsoring institution, expressed in writing by this club's counselor, or upon action of the Executive Director of Toastmasters International, in his or her sole discretion, this club's Certificate of Affiliation may be suspended or revoked at any time, with or without notice and with or without cause.

**Section 7.** This club is an unincorporated association formed solely for the purpose of privately educating its members, and this club shall not be used for any political purpose nor for the benefit, monetary gain, or profit of any individual. In the event of dissolution of this club, for any reason, distribution of any club funds, after payment of any indebtedness, shall be made to Toastmasters International or to a member club of Toastmasters International.

---

## **ARTICLE IX**

### **Policy**

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

## **ARTICLE X**

### **Amendments**

Amendments to this Constitution shall be made only by majority vote of the Board of Directors of Toastmasters International. The Constitution of this club shall be identical to the Constitution for all other Gavel clubs of Toastmasters International.

---

# BYLAWS OF THE

\_\_\_\_\_

(name)

**GAVEL CLUB** \_\_\_\_\_ **OF**

(number)

\_\_\_\_\_

(location)

## ARTICLE I

### Name

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

## ARTICLE II

### Membership

**Section 1.** Subject to the nondiscrimination requirements set forth in Section 1 of Article II of the club Constitution, membership in this club shall be restricted to \_\_\_\_\_

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

## ARTICLE III

### Fees and Dues

**Section 1.** The initiation fee for this club shall be \_\_\_\_\_. (If the club desires, it may charge this fee; if not, place a zero on the line.)

**Section 2.** The dues for this club shall be \_\_\_\_\_. (The club may charge dues if it is possible for it to do so.) Dues shall be paid on \_\_\_\_\_. Only Honorary members shall be exempt from club fees and dues.

**Section 3.** Annual fees shall be paid to Toastmasters International within thirty days of receipt of the annual billing. Orders for educational materials must be accompanied by payment.

---

## ARTICLE IV

### Meetings

**Section 1.** Regular meetings of the club shall be held every \_\_\_\_\_, at such hour and place as this club, from time to time, shall designate.

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

**Section 3.** The Executive Committee of this club shall meet at least once every \_\_\_\_\_.

## ARTICLE V

### Election of Officers

**Section 1.** The 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

## ARTICLE VI

### Rules of Order

**Section 1.** *Robert's Rules of Order Newly Revised* shall be the final authority as to parliamentary procedure, insofar as they do not conflict with provisions of this club's Constitution and these Bylaws. If Robert's Rules is not a recognized authority on parliamentary procedure in the jurisdiction where this club is located, \_\_\_\_\_ shall be deemed substituted for Robert's Rules. Robert's Rules, or other recognized authority, shall apply only to parliamentary procedure and any other material appearing in such authority, such as disciplinary procedures, shall not apply to this club. (Complete this blank only if this club is located in a jurisdiction where *Robert's Rules of Order Newly Revised* is not recognized parliamentary authority.)

**Section 2.** The President may appoint a parliamentarian for his or her term of office.

## ARTICLE VII

### Amendments

**Section 1.** Subject to the review and approval of Toastmasters International, and provided the proposed amendment is within the scope of permitted amendments, these Bylaws may be amended by a vote of the club membership as set forth in Article II, Section 9 of the Gavel club Constitution.

---

**Section 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.

**Section 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 for review and approval. If the Executive Director does not approve the amendment, it shall be null, void, and of no effect.



**TOASTMASTERS  
INTERNATIONAL**

9127 South Jamaica St., Suite 400 • Englewood, CO 80112 • USA

Phone: 720-439-5050 • Fax: 303-799-7753

[www.toastmasters.org](http://www.toastmasters.org)

© 2020 Toastmasters International. All rights reserved. Toastmasters International, the Toastmasters International logo, and all other Toastmasters International trademarks and copyrights are the sole property of Toastmasters International and may be used only with permission.





# GAVEL CLUB

An affiliate of Toastmasters International

## GAVEL CLUBS POLICY FOR SPECIAL GROUPS

The following "Policy for Special Groups" was adopted March 18, 1967, by the Board of Directors of Toastmasters International.

It is the policy of Toastmasters International to encourage the acceptance of its principles and the use of its materials, methods, and services among groups which may be ineligible for regular Toastmasters membership, except that no such group shall be formed of employed adults. Such groups, called Gavel clubs, may exist in or be formed in rehabilitational institutions, hospitals, high schools, colleges, and elsewhere and may be excluded from full participation in the general activities of this organization by reason of age or other conditions.

Recognizing the value of Toastmasters training for those belonging to Gavel clubs, especially if it provides an opportunity for community service by Toastmasters members or clubs, Toastmasters International will make as much of its materials, methods, and services available to such groups as is practical. The functioning of Gavel clubs must not, however, be in basic conflict with the basic instruments, purposes, and policies governing Toastmasters clubs and Districts.

The program for Gavel clubs shall be administered by World Headquarters under procedures and regulations established by the Board of Directors. The Toastmasters unit working most closely with an established Gavel club or a club being formed, shall appoint a coordinator, if needed. World Headquarters will not participate in the actual operation of a Gavel club except in the absence of a working relationship between such a group and a Toastmasters club, Area, or District.

The Gavel clubs are individual clubs affiliated with Toastmasters International and directly responsible to it. With the approval of the Board of Directors, necessary steps have been taken to protect the name "Gavel clubs" and the official insignia of Gavel clubs.

The following Procedural Rules and Regulations were approved and are made available hereinafter for the guidance of groups seeking affiliation with Toastmasters International through the establishment of Gavel clubs.

Inquiries regarding the organization of a Gavel club or affiliation with Toastmasters International as to Gavel clubs should be directed to:

Toastmasters International  
New Clubs Department  
9127 South Jamaica St., Suite 400 • Englewood, CO 80112, USA  
Phone: +1 720-439-5050 • Fax: +1 303-799-7753  
[www.toastmasters.org](http://www.toastmasters.org)

---

## PROCEDURAL RULES AND REGULATIONS

### Eligibility

For the purpose of this policy, a Special Group is one which is unable to comply with provisions of the Bylaws of Toastmasters International and with the standard Toastmasters club Bylaws provisions requiring the following:

- a) Toastmasters club membership shall be composed of persons 18 years of age or older.
- b) Toastmasters clubs shall have a minimum of 20 members to charter.
- c) Toastmasters club members, to be in good standing, shall pay prescribed fee and dues.
- d) Lines of communication shall be available for visitations by District leaders. It is desirable the club members are able to participate in Area and District programs and events.

### Request for Certification

A Special Group, subject to any of the limitations rendering it ineligible for chartering as a Toastmasters club, may apply to this organization for a Certificate of Affiliation with Toastmasters International upon accepting the following principles and conditions and complying with the following procedures:

- a) In every case, the policies and procedures of the club shall be consistent with the policies and regulations of the institution or organization, if any, of which the club members are a part and with the principles and ideals of Toastmasters International.
  - b) If at any time the policies or operation of the institution, organization, or club are in conflict with the basic principles of Toastmasters International or with the functions of a Toastmasters club or other unit, the Certificate of Affiliation is subject to cancellation by Toastmasters International.
  - c) The club shall submit a Request for Certification setting forth the following:
    - 1. It is ineligible for chartering a Toastmasters club.
    - 2. There is no conflict between the basic policies of the club, the institution, or organization and Toastmasters International; and the group subscribes to the principles of Toastmasters International.
    - 3. The club has the approval and endorsement of its institution or organization; a representative of the institution or organization will counsel the club and assume responsibility for its continuity, stability, and compliance with the policies of the institution or organization and Toastmasters International.
    - 4. The club intends to use and apply the program, methods, procedures, materials, and services of Toastmasters International insofar as its circumstances permit.
    - 5. The club accepts the financial arrangements adapted to its needs and abilities and consistent with the interests of Toastmasters International, as agreed upon between the Executive Director of Toastmasters International and the club with the approval of the institution or organization.
    - 6. The club has adopted a Constitution and Bylaws adapted to its circumstances and in harmony with the basic principles of Toastmasters International and submit a copy to Toastmasters International.
-

- 
7. The club agrees to submit an annual report and appropriate dues as requested by Toastmasters International.
  8. Failure to submit such reports or to comply with the basic principles of Toastmasters International may, in the discretion of the Executive Director of this organization, result in cancellation of its Certificate of Affiliation. Upon receipt of written notice of cancellation, the club may submit to the Board of Directors of Toastmasters International a written appeal for its decision.
  9. The club desires to be known as “\_\_\_\_\_” Gavel club, an affiliate of Toastmasters International.”
- d) 1. In or adjacent to a locality where there is a Toastmasters club, a Gavel club shall not be established except upon notice to the District Director or his or her representative. With the approval of the institution or organization, if any, local Toastmasters clubs, Areas, or Districts shall be encouraged to assist in the formation and to work with Gavel clubs within their geographic jurisdiction as an opportunity for public service.
2. Upon completion of a Youth Leadership program, establishment of a Gavel club is encouraged where there is evidence that there is a need for a continuing program and that the organization or institution would support the group on a continuing basis.

### **Certificate of Affiliation**

Upon issuance of a Certificate of Affiliation, which shall constitute a grant of authority to it, the club shall be authorized to do the following:

- a) Use the name issued to it
- b) Proclaim its affiliation with Toastmasters International
- c) Possess, display, and use Special Group emblems and insignia owned by Toastmasters International and authorized for its affiliated groups
- d) Receive and use such educational materials, methods, and services of Toastmasters International as are made available to affiliated clubs, subject to terms and condition agreed upon between authorized representatives of the proposed affiliated club and the Executive Director on behalf of Toastmasters International, within policies established and subject to review by the Board of Directors

With the approval of the World Headquarters of Toastmasters International and the institution or organization of which it is a part, relations with duly chartered Toastmasters clubs and affiliated clubs may be established and maintained as long as they are deemed to be mutually beneficial.

If the affiliated club is suspended or in any way rendered inactive by authority of the institution or organization of which it is part, or if the club or its institution or organization ceases to cooperate with Toastmasters International, in the interests of Toastmasters International, the Executive Director may suspend or cancel its Certificate of Affiliation.

---

---

# THE MISSION OF TOASTMASTERS INTERNATIONAL

Toastmasters International is the leading movement devoted to making effective oral communication a worldwide reality.

Through its member clubs, Toastmasters International helps men and women learn the arts of speaking, listening, and thinking—vital skills that promote self-actualization, enhance leadership potential, foster human understanding, and contribute to the betterment of mankind.

It is basic to this mission that Toastmasters International continually expand its worldwide network of member clubs, thereby offering ever-greater numbers of people the opportunity to benefit from its programs.



**TOASTMASTERS  
INTERNATIONAL**

9127 South Jamaica St., Suite 400 • Englewood, CO 80112 • USA

Phone: 720-439-5050 • Fax: 303-799-7753

[www.toastmasters.org](http://www.toastmasters.org)

© 2020 Toastmasters International. All rights reserved. Toastmasters International, the Toastmasters International logo, and all other Toastmasters International trademarks and copyrights are the sole property of Toastmasters International and may be used only with permission.



# GAVEL CLUB

An affiliate of Toastmasters International

## GAVEL CLUB FINANCIAL POLICIES AND PROCEDURES

1. A schedule of fees and charges for Gavel clubs is enclosed.
2. **General Policy:** Fees, service charges, and prices for educational materials and pins are standard for all Gavel clubs.

Gavel club costs fall into two categories:

- a) **Certification Fee and Annual Fees:** These charges, set forth on the standard fees sheet, cover the costs of administration and service to each club. Once paid, clubs will receive club officer materials, club program aids, and educational materials. Certification and annual fees must be paid and annual reports must be submitted promptly for a club to maintain its affiliation with Toastmasters International.
  - b) **Optional Costs:** Additional training aids for new members, subscriptions to the *Toastmaster* magazine, educational materials, and Gavel club pins are available through the online store ([www.toastmasters.org/shop](http://www.toastmasters.org/shop)). Gavel club representatives of record may order these at any time on behalf of the club members. Trophies and jewelry bearing the Toastmasters insignia are not available for Gavel club use.
3. **Certification Fee and Procedure:** A Certificate of Affiliation will be issued upon receipt and approval of the executed Request for Certification, accompanied by a check or credit card information (MasterCard, Visa, Discover, American Express). Additional training aids for new members and other optional purchases also may be included.  
  
Be sure to enclose a statement of the items and quantities covered by the payment.
  4. **Payment:** Payment must accompany Requests for Certification and orders for purchases. These communications should be sent only by representatives of record. All checks should be made payable to Toastmasters International. To avoid confusion, however, please write "for Gavel club account" on the bottom of each check. Clubs associated with institutions or others requiring invoices before making payment should inform World Headquarters as soon as possible, and the clubs will be billed on a 30-day basis. No open accounts can be carried.
  5. **Time for Reporting and Billing:** Clubs may apply for certification at any time during the year. Annual report forms will be mailed to the club on or around November 1 for the annual report period beginning November 1. The report and fees are due and payable prior to November 30.

### TOASTMASTERS INTERNATIONAL

9127 South Jamaica St., Suite 400 • Englewood, CO 80112 • USA

Phone: 720-439-5050 • Fax: 303-799-7753

[www.toastmasters.org](http://www.toastmasters.org)

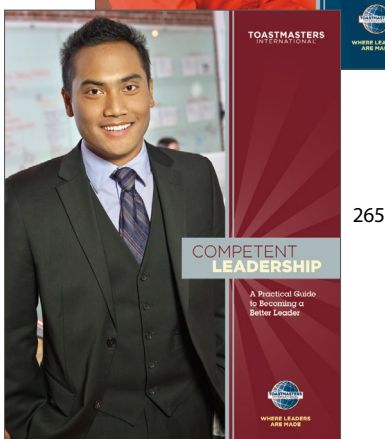
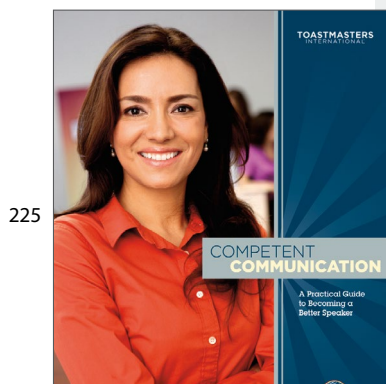


# GAVEL CLUB

## Standard Fees and Materials

ITEM	PRICE
<b>Fees</b>	
<b>Certification fee</b>	\$50
This fee covers the issuance of a Certificate of Affiliation, a gavel, membership cards, club administration aids and 20 training aids for new members.	
<b>Annual club fee</b> (due November 1)	\$48
Clubs that certify mid-year pay a pro-rated fee of \$4 per month. See Certification Checklist and Remittance Notice for schedule.	
<b>Club Materials</b>	
1310 Club Leadership Handbook	\$3
1700 Club Constitution and the Standard Bylaws for Gavel Clubs	\$.75
1706 Gavel Club Policy for Special Groups	free
1711 Gavel Club Financial Policies and Procedures	free
1735 Gavel Club New Member Training Aid	\$20
This item includes Competent Communication (Item 225), Competent Leadership (Item 265), and one issue of the Toastmaster magazine.	
1722 Gavel Club Membership Cards (set of 50)	\$2.25
<b>Recognition Materials</b>	
1726 Gavel Club Blank Certificate	\$.60
1756 Gavel Club Member Badge	\$8
1750 Gavel Club Pin	\$6
<b>Educational Materials</b>	
225 Competent Communication	\$8
265 Competent Leadership	\$8
226A The Entertaining Speaker	\$6
226B Speaking to Inform	\$6
226C Public Relations	\$6
226D Facilitating Discussion	\$6
226E Specialty Speeches	\$6
226F Speeches by Management	\$6
226G The Professional Speaker	\$6
226H Technical Presentations	\$6
226I Persuasive Speaking	\$6
226J Communicating on Video	\$6
226K Storytelling	\$6
226L Interpretive Reading	\$6
226M Interpersonal Communication	\$6
226N Special Occasion Speeches	\$6
226O Humorously Speaking	\$6
226Z Advanced Communication Library Set	\$75

In addition to the materials listed here, all products on the Toastmasters Online Store that may be purchased by nonmembers are available to Gavel clubs. To order, contact the Supply Orders team by phone at 720-439-5050 or by email at [supplyorders@toastmasters.org](mailto:supplyorders@toastmasters.org). To view item weights, descriptions and images, please visit [www.toastmasters.org/shop](http://www.toastmasters.org/shop).



# GAVEL CLUB ORDER FORM

Order online at  
[www.toastmasters.org/shop](http://www.toastmasters.org/shop)



Please print or type all information clearly. Include gavel club number and postal code on all correspondence. Date \_\_\_\_\_

Gavel Club Number \_\_\_\_\_ Club Name \_\_\_\_\_ Club Counselor Name \_\_\_\_\_

Daytime Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

## Shipping Address:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Company Name/Other

\_\_\_\_\_  
Number and Street

\_\_\_\_\_  
City State and Country Postal Code

## Billing Address:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Company Name/Other

\_\_\_\_\_  
Number and Street

\_\_\_\_\_  
City State and Country Postal Code

## SHIPPING METHOD

### United States Clubs:

- ☐ Standard (1-10 business days) ☐ 1-Day Courier (1 business day) ☐ 2-Day Courier (2 business days)

### Non-United States Clubs:

- ☐ Airmail (7-21 business days) ☐ Courier (2-4 business days)

## PROCESSING AND HANDLING

- ☐ **Standard (up to 10 business days)** Orders received during peak order periods (August, September, October) and those requiring customization may require more than 10 days.
- ☐ **Express (\$15 + shipping charges)** Orders received by 12 p.m. PST will be processed and shipped the same day. Orders received after 12 p.m. PST will be processed and shipped within eight working hours (not available for orders containing items to be customized).

	Item Number	Description	Weight	Quantity	Unit Price	Total Price
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

If your calculations are incorrect, you will be charged the correct amount. To ensure proper charges and credits, we suggest that you pay by Visa, MasterCard, AMEX, or Discover. All information must be complete and payment in U.S. dollars must be included or the order will be returned to you. All telephone, email or Web orders must be paid by credit card. Prices, availability, appearance of all items and postage charges are subject to change without notice. Any duties and taxes incurred are the responsibility of the person placing the order. For current weights and pricing, go to [www.toastmasters.org/shop](http://www.toastmasters.org/shop).

\*Please fill out the customization chart on the following page.

Subtotal (without customization charges) \_\_\_\_\_  
 Customization Charges: 20¢ per character\* \_\_\_\_\_  
 California Residents: Add 8% sales tax \_\_\_\_\_  
 Colorado Residents: Add 2.9% sales tax \_\_\_\_\_  
 Shipping\* \_\_\_\_\_  
 Express Handling \_\_\_\_\_  
**TOTAL AMOUNT: \$** \_\_\_\_\_

## PAYMENT MUST ACCOMPANY ORDER

**Payment Method (U.S. Funds):** ☐ MasterCard ☐ Visa ☐ AMEX ☐ Discover ☐ Check \$ \_\_\_\_\_

Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_ Purchase Order Number (include copy) \_\_\_\_\_

Signature \_\_\_\_\_ Gift Certificate Number \_\_\_\_\_

Toastmasters International • 9127 South Jamaica St., Suite 400 • Englewood, CO 80112 USA • P: 720-439-5050 • F: 303-799-7753

# CUSTOMIZATION INFORMATION

Please review line and characterization limits for each item, available by visiting [www.toastmasters.org](http://www.toastmasters.org), by contacting the supply orders team at 720-439-5050 or by emailing [supplyorders@toastmasters.org](mailto:supplyorders@toastmasters.org).

	Item Number:	Total Count
Line 1		
Line 2		
Line 3		
Line 4		
Line 5		
Line 6		
Line 7		
Total characters (including spaces)		

	Item Number:	Total Count
Line 1		
Line 2		
Line 3		
Line 4		
Line 5		
Line 6		
Line 7		
Total characters (including spaces)		

	Item Number:	Total Count
Line 1		
Line 2		
Line 3		
Line 4		
Line 5		
Line 6		
Line 7		
Total characters (including spaces)		

	Item Number:	Total Count
Line 1		
Line 2		
Line 3		
Line 4		
Line 5		
Line 6		
Line 7		
Total characters (including spaces)		