

Amending Your Club Constitution and Bylaws



Your club's Constitution and Bylaws are in two parts:

Constitution

Clubs may not amend the club constitution. The constitution may be amended only by a majority of the votes cast at an annual business meeting or a special meeting of the voting members of Toastmasters International.

Bylaws

Clubs are encouraged to keep their bylaws as close to the Standard Bylaws as possible. However, a club may amend portions of the bylaws if the amendment does not conflict with the Toastmasters International Bylaws,

the club constitution or the policies of the organization. Amendments may be made with a two-thirds vote as outlined in Article VII of the bylaws. Notify World Headquarters in writing or online of any proposed bylaws changes. The changes will be reviewed and if not in conflict, the information will be kept on file. Changes in a club's name, location, and meeting time and place (to keep the international club directory current) may be made online or submitted to World Headquarters on the resolution form in the back of this book. Or you can simply submit the information to World Headquarters by letter or e-mail (clubbylaws@toastmasters.org).

TOASTMASTERS INTERNATIONAL®



Rancho Santa Margarita, California

Please Print or Type

RESOLUTION

Club Number _____

District _____

WHEREAS the _____ Toastmasters club of

_____, Club No. _____ District _____

has found it advisable to change the name (location) of the club appearing above because _____

WHEREAS on the _____ day of _____, _____ by at least a two-thirds vote of members present and voting at a meeting at which a quorum was present, the club has taken necessary action to notify Toastmasters International of the change: Therefore be it **RESOLVED** that from this date henceforth, the club previously identified as the

Toastmasters club shall be known as the _____

Toastmasters club of _____

On _____ Signed _____

Date

President

Secretary

You can obtain a reissue charter bearing this change if desired at a cost of \$7.00. (Check one)

Enclosed is my check or money order for \$7.00

Please charge: MasterCard VISA AMEX Discover (CIRCLE ONE)

Name _____

Address _____

City _____ State/Province _____

Country _____ Zip _____

Credit Card # _____

Expiration Date _____

Signature _____

New Meeting Information

Club Information:

Club Name _____

Club Number _____ District No. _____

Contact phone number (_____) _____

Meets: Weekly 1st & 3rd 2nd & 4th

Other _____

Day _____ Time _____ AM _____ PM

Club Web Site: _____

Club E-mail: _____

Meeting Place:

Name _____

Address _____

City _____

State/Province _____ Zip _____

Please check the box which best describes your club, and provide the additional information requested:

1. Community Club
2. Company Club _____
Name of company & division (IF APPLICABLE)
3. Government Agency _____
Level of government & name of agency
4. Military Club _____
Branch
5. Correctional Institution _____
Name and type
6. College Club _____
School
7. Church Club _____
Denomination
8. Advanced Toastmasters _____
Requirements
9. Other Institution or Specialized Club _____
Explain

Is your club:

Open to all interested persons [O]

Open only to members of a specific organization or group [C]

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