

Newport Center Toastmasters Club 231-F Standing Rules (Revised August 2010)

MEMBERSHIP:

1. Club membership shall be limited to thirty (30) active members. Membership shall be limited to seven (7) active members from the same company.
2. There is to be no inactive member, except by approval of the board.
3. Inactive membership shall continue as long as dues are paid on time.
4. The Secretary shall maintain a list of those applicants waiting to join, and shall announce when any member resigns or goes inactive as well as announce which applicants for membership are eligible for induction. Except for returning members, to be eligible, a guest must have attended three (3) meetings. Inactive members from the club, who want to rejoin, will have preference over new members, and will not have to wait three meetings to rejoin.
5. Consistent attendance is expected from all members. A member who is absent for three meetings in a row without a reasonable excuse shall be placed on the inactive status and given notice.
6. ***If an emergency or illness causes a last minute cancellation***, a member shall notify the Toastmaster and the VP of Education by e-mail and phone as soon as possible prior to a club meeting. ***Typical reasons might include injury, hospital, illness, fear of infecting others. The Toastmaster is the most important person to contact.***
7. ***If a member is scheduled for a duty less than two weeks before the duty date, and a member finds s/he cannot fulfill that responsibility, then that member is responsible for finding his/her own replacement. Once s/he has identified another member to cover for him/her, s/he should then notify the VP of Education and the Toastmaster of the change.***
8. ***If a member is scheduled for a duty two weeks or more before the duty date, and finds s/he cannot be there for whatever reason, that member should notify the VP of Education and Secretary and asked to be shown as absent on that date.***

DUES:

1. The dues of this Club shall be twelve dollars and fifty cents (\$12.50) per month per member, payable bi-annually, or when the treasurer presents the invoice. Inactive members shall pay twenty-seven dollars (\$27) for a six (6) month period.
2. Dues shall be paid by all active, inactive members.
3. Any member whose dues are unpaid at the time of required submission to TI will be dropped from membership.

VOTING:

1. An Ice Breaker speech cannot be voted as most improved.
2. The balloteer shall cast his/her vote only in the event of a tie - his/her vote shall be used to break a tie in any category.
3. A guest shall be timed as are members and eligible to win the Table Topics competition.
4. The time limitation does not disqualify a member for Spark Plug and/or Risk Taker.
5. A speaker is disqualified as best speaker in each category if he/she speaks less than the minimum time requested or more than thirty (30) seconds than the maximum time requested.
6. At the installation/awards banquet, any member who has won the weekly trophy as "best" in any category, a total of three or more times during the past six (6) months shall be recognized.

OFFICERS:

1. Members are requested to assist the Sergeant-at-Arms in greeting guests at regular morning meetings.

2. The Vice President Education is responsible for advising the Toastmaster of the day on assigning replacements, in order to allow fairness in assignments.

3. The Educational Vice-President shall be established upon election as "President-Elect". The Educational Vice-President shall have served as a member of the Club's Executive Committee and shall have been a member in good standing of Toastmasters International for at least one year prior to election.

4. The minimum duty standards for each Club Officer shall be as stated in the latest edition of The Toastmasters International Club Management Handbook.

MEETINGS:

1. The agenda of the meeting shall be prepared by the Toastmaster of the day, based on the plans published by the VP Education.

2. All members shall confirm or deny their availability for all assignments with the VP Education. Seven days before the meeting members should confirm their role with the Toastmaster. If they are unable to fulfill their role the week before the scheduled meeting the member is responsible to find a replacement and to let both the VPE and Toastmaster know.

3. An assigned Hot Seat (HS) shall perform any impromptu duty needed at the morning meeting.

4. If necessary, the Toastmaster can choose an experienced member to give an impromptu speech.

5. When the meeting is expected to be lengthy, the Table Topics portion shall be shortened rather than the Evaluation period.

6. Members with minor duties will be called last for Table Topics to allow all members a chance to speak at every meeting.

7. Evaluations are to be fixed at two (2) minutes.

8. Speeches shall not be over eight (8) minutes, to allow everyone to participate at each meeting unless planned by the VP Education or voted on by the Club.

9. When the membership of the club is 25 or less, three speakers instead of four shall be assigned and the Grammarian and Ah Counter duties shall be combined. Any member is welcome to fill the 4th speaker position on a voluntary basis.

10. A speaker may choose to ask the Ah Counter to use the bell during his/her speech.

11. At a meeting, a member is to perform only one major duty. The major duties include: Toastmaster of the day, Speaker, Evaluator, Table Topics Master, General Evaluator. The other duties: Invocation & Pledge, Toast, Timer, Balloteer, Grammarian, Ah Counter, Joke Master, may need to be combined.

GENERAL:

1. Once a CC, a member will receive two (2) Advanced Manuals free from Toastmasters International. These are chosen by the member. Subsequent Advanced Manuals will be paid for by the club to encourage the member to continue his/her progress. The same applies to "High Performance Leadership" module.

2. A sample of all Advanced Manuals shall be kept as part of the supplies.

3. At Speech Contests, the Club shall pay the meal/registration for any active member who is a speaker in that contest and for one (1) guest of that member.

4. An amount of \$350 per year shall be set aside to defray the costs of audio/visual equipment if possible until an amount of \$1000 has been accumulated. Equipment shall be kept up to date with technology advances.

CLUB PROPERTY MANAGEMENT

The Sergeant at Arms maintains a list of current club properties and their location.

These items are maintained for the benefit of the club and its members at any of its regular or special meetings.

Members are welcome to borrow any of these items in connection with participation in Toastmaster International activities at no charge by signing them out through the Sergeant at Arms. They are expected to be available as usual 20 minutes before the next regular meeting.

Except for the custodians of the equipment, in the event that a member were to lose an item, he/she would be expected to pay in cash the value noted on the Property list or to replace the lost item with equal quality equipment.

Items not stored in the closet are stored with custodians who are expected to ensure their availability at each meeting as requested. (January 2004)

NOMINATING COMMITTEE

The Nominating Committee as per Roberts Rules consists of the immediate past President, the current President and the VP Education. This needs to be incorporated in our rules next to rule 3 which is:

“3. The Educational Vice-President shall be established upon election as ‘President-Elect’. The Educational Vice-President shall have served as a member of the Club’s Executive Committee and shall have been a member in good standing of Toastmasters International for at least one year prior to election.”

Per Toastmasters rules, the Nominating Committee is to present a list of members interested in running for office at the third meetings in November and in May. The following meeting, anyone who wants to be added to the ballot can be nominated from the floor then an election is to be held using secret ballots.

INSTALLATION OF OFFICERS

Our club has held an official installation of officers every six months. Suggestions for the site and date of the installation are to be presented to the membership three months before the event. Since the new president is the star of the event, he/she is to select the theme, and with the VP Public Relations and VP Membership, organized the details of the event. Suggestions for the site and date are to be presented to the membership shortly after the elections have been held.

ALICE HOLLMAN AWARD

At the January installation, a special plaque is presented to a member who has excelled in assisting the club. The recipient may be chosen by the president, who should seek opinions from all former recipients as convenient. This award is the Alice Hollman Award in honor of Alice who was a founder of the club and maintained the quality of the club throughout many years.