***The mission of a Toastmasters District is***

 ***to build new clubs and support all clubs***

 ***in achieving excellence.***

**BUILDING NEW CLUBS**

There are three types of Toastmasters clubs: community clubs, corporate clubs and advanced/specialty clubs. Club membership may be open to all or may be limited to specific membership requirements, such as the employees of a corporation.

**All clubs must charter with a minimum of 20 members.**

When chartering new community or new corporate clubs, regardless of whether the club has open or closed membership, only **three** of the charter members may be dual members (members of another club). The remaining **17** may be new, reinstated or transfer members.

When chartering an advanced club, if the club requires dual membership, only **three** of the **20** may be transfer members, the remaining **17** must hold dual membership. If the club does not require dual membership, only **three** of the **20** may be dual members, the remaining **17** may be new, reinstated or transfer members.

**NEW CLUB CHARTER PAPERWORK**

**Form 1**-**Application to Organize a Toastmasters Club**-This form may be sent to Toastmasters International either before the remaining charter forms are sent or at the same time. The purpose of this form is to advise TI of the intent to start a new club. The form includes information such as the location of the new club, the name of the individual requesting to start the new club and the name and location of a sponsoring company if applicable. Form 1 is to be sent with the new club charter fee of $125.00 plus tax. In California the total is $135.00 including tax. Once the application to organize and new club charter fee payment are accepted by TI, a club number will be assigned and the new club kit containing 20 new member kits will be sent to the address indicated on the form. Also listed on this form are the names of the new club sponsors, mentors and sponsoring club(s). District leadership will formally assign the new club mentors and sponsors. The new club alignment does not need to be indicated if it is not known at the time of submission. If the members of the new club are paying for the new club charter fee instead of a sponsoring company, the new club charter fee may be split among all charter members. Example: 20 charter members/$135.00 new club charter fee= $6.75 per member. The amount will be less if more than 20 members.

**Form 2-Charter Payments-**Form 2 is designed to capture new member charter payments. **This form must be signed and dated by the club president and the club secretary before submission to TI.**

**Form 3-Charter Member Application-**If Form 1 is submitted with the charter applications, the club number will not be available. Please make sure each member completes the entire information section including name, mailing address, phone number and email address**. The information from this form will be used for the charter member certificates. Please make sure all names are spelled correctly. The charter member and a club officer must sign the back of the charter application.**

**Form 4-Charter Club Officer Information-**The club must elect a club president, club secretary and at least one vice president and include this information on Form 4. The club should try to elect all seven officers at this time, but only needs to fill the three positions listed above to charter the club. If the officers are new Toastmasters they will not have been assigned a membership number.

**Form 5-Club Information-**The information reflected on Form 5 specifically relates to providing TI with club type and meeting information for the charter certificate. **This page must be signed, but does not specifically state by which club officer. I have advised the club president to sign.**

**Form 6-Club Constitution-**All clubs must vote to adopt the Club Constitution/Addendum of Standard Club Options. These forms make up the guidelines under which the club will operate. **The Certificate of Club Adoption must be signed and dated by the club president and secretary. The Addendum of Standard Club Options must be signed by the club secretary and show the date of adoption by the club. Both signed pages must be included in the charter paperwork submitted to TI.**

***NEW CLUB CHARTER FEES AND DUES***

**1. New Club Charter Fee-**The new club charter fee is $125.00 plus tax. ($135.00 in CA) This fee may be paid by a company sponsor or prorated among the charter members. Payment for this fee may be made by check/money order made out to Toastmasters International or by credit card. Payment information is to be entered on Form 1, Application to Organize a Toastmasters Club.

**2.** **New Member Fee-**The new member fee is $20.00 plus tax. ($21.60 in CA) This fee may be paid by a company sponsor or the individual member. This fee covers the cost of the new member kit, which includes the Competent Communication manual and the Competent Leader manual.

**3.** **Six months advance payment of Toastmasters International dues**-$36.00 must be paid for each charter member. Membership dues may be paid by a company sponsor or the individual member.

TI recommends new club company sponsors require the individual member to pay at least a portion of the dues owed. $36.00 is due regardless of the month of charter. If the club charters in months other than April or October, the club members will be required to pay prorated TI membership dues at the next renewal period.

***Example:*** *A new club charters in February. The club members have paid TI dues six months in advance to cover February, March, April, May, June, and July. On or before April 1, each club member will need to pay a prorated amount of $12.00. This money is collected by the club Treasurer and processed through the club bank account.*

**4. Club Dues**-Club dues are optional. New clubs may vote on the amount of new club dues to be charged and if club dues will be paid at the time of charter or at the next renewal term.

**5. New Club Banking-**The recommended method of handling new club member money before the club bank account is set up, is to ask for help from a sponsoring Toastmasters club. Charter membership payment checks will be made out to the name of the sponsoring club and held for total payment until the time charter paperwork is submitted to TI. The new charter member fee and TI advance membership dues may also be paid by credit card. Payment information is to be reflected on the bottom of the charter member application. The club may also designate one of the club officers to hold payments until a club bank account is opened.

**NEW CLUB SPONSORS AND MENTORS**

Clubs working to charter may be assigned up to two new club sponsors and up to two new club mentors.

**NEW CLUB SPONSORS**-New club sponsors are assigned to a prospective club by the district governor or lt. governor marketing and work with the club through the charter process.

**The responsibilities of new club sponsors include:**

* Market the new club to prospective members
* Guide club members through the charter paperwork process
* Supervise the club officer election process
* Provide training and assistance to new club officers
* Provide training and assistance in holding club meetings, meeting job duty assignments, speech projects, etc.
* Assist in organizing a charter presentation meeting after the club charter has been approved by TI
* Set the standard and tone for the club by modeling the core values of Toastmasters International and by helping club members become familiar with and adhere to the mission of the club

**NEW CLUB MENTORS-**New club mentors are assigned by the district governor or lt. governor marketing to work with club members for at least six months to one year after the club charter has been approved by TI.

**The responsibilities of new club mentors include:**

* Assist the club president and club treasurer with opening the club bank account
* Assist club members in the planning and implementation of successful club meetings
* Assist the club with marketing and promotion
* Educate club members on the value of working the Distinguished Club Program and promote club success planning
* Encourage club members and officers to take advantage of district sponsored club officer training and networking opportunities
* Provide continuing education, training and support to new club officers
* Set the standard and tone for the club by modeling the core values of Toastmasters International and by helping club members become familiar with and adhere to the mission of the club

***After the club charter is approved, TI will email an assignment completion form to each club sponsor and mentor. This form must be signed by the club president and submitted to TI before credit towards the Advanced Leader Silver award will be given for successful completion of the assignment.***

*The Mission of the Club is to provide a supportive and positive learning experience in which members are empowered to develop communication and leadership skills, resulting in greater self-confidence and personal growth.*

**Toastmasters International Core Values**

**INTEGRITY – RESPECT-SERVICE-EXCELLENCE**