



# 如何组建 TOASTMASTERS 俱乐部

详细指南



打造杰出领袖  
的摇篮



# 如何组建 **TOASTMASTERS 俱乐部**

您的详细指南

**TOASTMASTERS INTERNATIONAL**

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

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# 欢迎!

那么我们所说的“领导力”到底指什么？这是一种可以展望未来、深谋远虑、未雨绸缪并借此影响他人按计划取得进展的能力。

— Ralph C. Smedley, Toastmasters International 创始人

祝贺您做出如此激动人心的决定来成立一家 Toastmasters 俱乐部。正是由于像您一样具有奉献精神的人们，每年注册并新建立的 Toastmasters 俱乐部数量超过了 1,000 家，来自世界各地数以万计的人们正在为成为更加成功的沟通者与领导者做出努力。您决定建立一家俱乐部，就是承担了一个十分重要的领导角色。Ralph Smedley 相信，只要人们定期参加 Toastmasters 俱乐部的活动，就能发现自身潜在的领导天分。

在您新建立的俱乐部中，通过学习宝贵的技巧，会员们将在自己的个人与职业生涯中获益无穷。您在鼓励之下将进行即席演讲和备稿演讲、学习如何规划、管理会议、提供和接受建设性反馈，以及参加内容全面且可自行安排进度的教育项目。

更加可喜的是，启动一家 TOASTMASTERS 俱乐部要比你想象的容易的多！使用本指南就可按部就班地建立一家成功的俱乐部。您将在此过程中将获得大量支持与资源，其中许多内容可在本指南中找到。

祝您顺利组建新的俱乐部！

## 您为什么要建立一家 Toastmasters 俱乐部？

您成立一家俱乐部也许出于许多不同的原因。例如，如果您有意建立一家企业俱乐部，这可能是因为它希望您自己和您的同事有机会共同培养沟通与领导技能。如果您有意建立一家社区俱乐部，则可能是因为它希望您帮助自己和他人发掘自信与领导潜力。在建立俱乐部之前，您需要慎重考虑的首要一项是 Toastmasters 的俱乐部使命：

“Toastmasters International 提供互助互益的学习体验，使会员提高沟通和领导技能，最终达到提高自信，促进个人成长的目标。”

您建立的俱乐部应当体现这一使命。建立 Toastmasters 俱乐部是一项重要的责任与事业。您的职责是确保所有会员都能感受到支持，并且您拥有保持并能继续提高会员数量的资源。提供一流的俱乐部体验应当是您的首要目标。如要了解成功运营俱乐部的窍门，请参见第 11 页。

## 第 1 步：了解 TOASTMASTERS 的运作方式

### 考察几个俱乐部

每个 Toastmasters 俱乐部都有自己的独特之处，因此访问几家俱乐部来思考自己希望营造什么样的俱乐部环境是个不错方法。Toastmasters 在 141 个国家中建立了 16,400 个俱乐部，拥有超过 352,000 位会员，因此在您附近找到一家俱乐部并不难。在 [www.toastmasters.org/find](http://www.toastmasters.org/find) 网址可以找到按地区划分的 Toastmasters 俱乐部最新列表



*“我在 2011 年年底的时候移居巴西，因为我想在自己的生活中寻找新的挑战。我在当地建立了通过英文交流的 VOETM 俱乐部，并且作为主席积极参与到相关工作之中。看到人们担任俱乐部干事等角色而变得更加自信，让我感到很有成就感。”*

部，并且作为主席积极参与到相关工作之中。看到人们担任俱乐部干事等角色而变得更加自信，让我感到很有成就感。”

Susan Hawkins, 杰出会员 (DTM)  
Toastmasters 市场发展专员  
VOETM 和圣保罗两家 Toastmasters 俱乐部，巴西圣保罗

## 听取经验丰富的 Toastmaster 所提供的建议

与您所在的地区参加过整个流程并且经验丰富的 Toastmaster 交流或会谈是帮您启动俱乐部的有效方法。这个人能给予您鼓励和建议，并且往往充满热情、乐于帮助。

您还可以拨打 +1 720-439-5050 或发电子邮件至 [newclubs@toastmasters.org](mailto:newclubs@toastmasters.org) 与 Toastmasters International 全球总部的“新俱乐部团队”取得联系，寻求他们的帮助来启动俱乐部。观看 [Club Experience Video](#)（仅限英文），来了解如何召开普通会议。

### ▶ 您知道吗？

与经验丰富并参加体验过整个 Toastmaster 流程的 Toastmaster 交谈沟通是帮助你组建俱乐部的有效方法。他们能给予您帮助、鼓励和建议。

## 第 2 步：您希望建立什么类型的俱乐部？

Toastmasters 俱乐部主要分为两类，基于企业的俱乐部与基于社区的俱乐部。

### 企业俱乐部

企业俱乐部由其公司担保资助，从其员工群体中吸引会员。例如，AT&T、苹果、波音公司、可口可乐公司、谷歌、索尼以及许多财富 500 强公司都在资助自己的 Toastmasters 俱乐部。有些企业俱乐部可能会决定接纳不是自身员工的会员；这种俱乐部属于“开放型”俱乐部。

如果您决定建立一家企业俱乐部，请牢记以下几点注意事项。俱乐部会议可在营业时间内现场举行，这样便于员工参加。如果您的公司选择资助您的俱乐部，则可能会通过几种方式予以支持，包括：

- ▶ 提供会议支持
- ▶ 一次性注册费用的支付
- ▶ 报销所有相关费用或一部分会费和新会员费用
- ▶ 为实现教育目标提供奖励机制
- ▶ 正式将 Toastmasters 会议整合到企业的培训项目中

如需进一步了解如何建立企业俱乐部，请发电子邮件至 [corporaterelations@toastmasters.org](mailto:corporaterelations@toastmasters.org)。本团队可让您与世界各地的志愿 Toastmasters 领导者取得联系，他们将与您的企业组织进行会谈来决定您的需求以及 Toastmasters 可以如何提供帮助。



*“加入 Toastmasters 能推动着您迎接独自不敢面对的挑战。您在项目工作中会变得更加积极、希望承担更多的责任并成为领导者。这就是我们的团队能真正成长至今的原因。”*

Sven Dejean, CC、ALB  
设备与可持续发展采购分析员，  
可口可乐公司  
Toastmasters 俱乐部 前任主席

#### ▶ 您知道吗？

企业俱乐部从组织内部员工群体中吸收会员。如果这些俱乐部选择仅接纳本组织的员工作为会员，这种俱乐部被视为“封闭型”俱乐部。企业俱乐部可选择可以接纳不光是本组织内部员工的会员；这种俱乐部属于“开放型”俱乐部。

### 社区俱乐部

社区俱乐部一般来说向所有人开放，并且不隶属于某家公司。这类俱乐部成立的目的在于聚集人民大众来提高他们的沟通与领导技能。社区俱乐部会议一般来说在本地餐厅、学校、社区中心或图书馆举行。

## 适用于所有俱乐部的要求

无论您正在建立的是社区俱乐部还是企业俱乐部，都必须满足以下要求：

- ▶ 俱乐部必须每年至少举行 12 次会议。
- ▶ 定期举行的会议必须有实人参加。
- ▶ 会员必须实人现场演讲并给出或接受口头评估。
- ▶ 俱乐部必须赋予会员发展、实践其领导技能的机会。

## 第 3 步：请求俱乐部担保人提供支持

可喜的一点是，您不会是单枪匹马地组建这个俱乐部。您可以请最多两位俱乐部担保人帮助您：

- ▶ 向潜在会员推广您的新俱乐部
- ▶ 在示范会议上进行讲解
- ▶ 填写表格

如需进一步了解俱乐部担保人，请发电子邮件至：[newclubs@toastmasters.org](mailto:newclubs@toastmasters.org)

### ▶ 您知道吗？

俱乐部担保人可帮助您完成建立新俱乐部时最为重要的一个方面——激发兴趣。他们将帮助您进行宣传并且给予鼓励和建议。

## 第 4 步：激发兴趣

### 启动您的企业俱乐部

启动企业俱乐部时，重要的一步是在您的公司内部争取到可以对组建俱乐部有决策权的人的支持。遵循这些步骤：

- ▶ 与您的人力资源总监或潜在的担保人预约会谈。利用 [www.toastmasters.org/corporatemarketingletter](http://www.toastmasters.org/corporatemarketingletter) 提供的 corporate marketing letter（企业营销函件）（仅限英文）。
- ▶ 与您的人力资源总监准备会议并准备讨论现场举行俱乐部会议能为您的组织带来什么价值。使用 Features, Benefits and Value（特色、益处与价值）（仅限英文）图表 [www.toastmasters.org/fbvchart](http://www.toastmasters.org/fbvchart) 以及 Introductory Meeting Presentation（介绍会演示文稿）（仅限英文）[www.toastmasters.org/corporatepresentation](http://www.toastmasters.org/corporatepresentation) 来深入讨论您的要点。



“我对于 Toastmasters 的激情，甚至说是钦佩，不断加深，因为我以前几乎没见过这样通过讲故事将轻松并有说服力的演讲融为一体的课程。我们都知道沟通在商场和生活中有多么重要，对许多人来说，这是多么令人生畏；而 Toastmasters 的课程提高了人们提升沟通能力的信心。”

Mike Fasulo  
总裁兼财务总监  
索尼电子



- ▶ 请求您的组织支持建立俱乐部，并适时探讨来决定您的组织将负担哪些俱乐部费用。通常，组织会承担注册费用和新会员入会费用，而会员则自行支付会费。有些组织需要支付俱乐部旗帜以及其他俱乐部材料费用或者提供会议场所。
- ▶ 规划并召开示范会议，展示 Toastmasters 为个人以及组织能带来的益处。示范会议还可说明如何进行俱乐部会议。您可以在本指南的第 12 页找到更多有关示范会议的信息。

宣传示范会议：

- ▶ 请求您的人力资源代表协助推广您的俱乐部。
- ▶ 在公司的内部网以及公告栏上发布通告。
- ▶ 邀请同事并向您公司的关键决策者发出特别邀请。
- ▶ 可访问 [www.toastmasters.org/marketing](http://www.toastmasters.org/marketing) 下载免费宣传材料（仅限英文）。您也可以购买纸质版本。

## 启动您的社区俱乐部

如果您正在与一位或多位俱乐部担保人启动一家社区俱乐部，那么您已经对接下来的工作做好了充分准备！为了注册新俱乐部，您至少需要 20 名会员，其中只有 3 名会员可以同时隶属于其他俱乐部（称之为“双重会籍”会员）。其余 17 名会员可以是新入会、恢复会籍或转会的会员。

与您的俱乐部担保人共同：

- ▶ 为您的俱乐部指定适当的会议地点，确保该地点可容易找到并且能容纳至少 20 名会员。
- ▶ 计划示范会议，强调 Toastmasters 会员可获得的益处并展示如何进行俱乐部会议。（参见第 12 页）。

接下来，宣传示范会议。

- ▶ 通过电子邮件、Facebook 等方式向同事、朋友或社区中的任何人发送个人邀请，使其能得益于更好的沟通与领导技能。
- ▶ 通过本地报纸与广播媒体发布公告。
- ▶ 在社区网站、社交媒体平台和公告板上发布通告。
- ▶ 在示范会议上，向每位来访者发放一份“注册会员申请表”（请参见第 23 页附件二）。
- ▶ 可访问 [www.toastmasters.org/marketing](http://www.toastmasters.org/marketing) 下载免费宣传材料（仅限英文）。您也可以购买纸质版本。

当您招募了 20 名会员后，挑选三名独立的会员来担任主席干事、副主席、秘书长/财务。然后，填写第 19 页附件二中的“组织俱乐部申请表”。

如需制作营销材料，使用可从 [www.toastmasters.org/logos](http://www.toastmasters.org/logos) 获得的标识、图像与模板。您还可以参考 *Let the World Know: Publicity and Promotion Handbook* (书目编号 1140) (仅限英文)，从中了解如何利用新闻稿向媒体宣传您的俱乐部。

#### ▶ 您知道吗？

Toastmasters International 是全球领先的沟通与领导力发展机构，在 141 个国家拥有 16,400 个俱乐部，会员人数超过 352,000 名。

## 牢记要保护 Toastmasters 品牌

当您制作任何推广材料时，重要的一点是要牢记 Toastmasters 是全球认可的品牌。保护 Toastmasters 的品牌、商标和版权不受侵犯，您需要确保在所有俱乐部场所都传达一致的讯息。而这则可以增进对 Toastmasters International 的了解与全球知名度。您的职责是通过确保您的俱乐部所使用或制作的所有 Toastmasters 材料均符合适用的版权法与商标法，从而保护 Toastmasters 品牌、商标与版权。

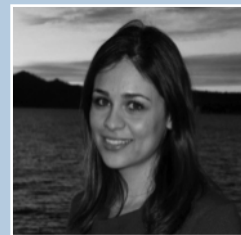
#### ▶ 您知道吗？

Toastmasters 是全球认可的品牌。当您建立新的俱乐部时，您的职责之一就是遵守所有营销与推广材料指导原则来保护 Toastmasters 品牌。

## 第 5 步：注册俱乐部并开设一个银行账户

这些是建立俱乐部的关键步骤。为了让您的俱乐部正式成为 Toastmasters 俱乐部，您必须进行注册。填写这七份表格便可完成俱乐部的注册：

1. 组建 Toastmasters 俱乐部申请表 (第 19 页)
2. 注册费用 (第 21 页)
3. 注册会员申请表 (第 23 页)
4. 注册俱乐部干事信息表 (第 27 页)
5. 俱乐部信息表 (第 28 页)
- 6A. Club Constitution for Clubs of Toastmasters International (仅限英文) (第 29 页)
- 6B. 标准俱乐部选项表附录 (第 35 页)



“我希望世界因为我的奉献而不同，我想要更有效地传达讯息来启发他人并使他们的生活达到更高的层次。如果无法有效的沟通，这一切都不可能——这是我在 Toastmasters 学到的最为重要的成果之一。”

能——这是我在 Toastmasters 学到的最为重要的成果之一。”

Sara Safari, 杰出会员  
教师、人道主义者  
尔湾 “午休时刻” Toastmasters 俱乐部, 美国加利福尼亚州尔湾市

如需开始注册流程，您应当先填写“组建 Toastmasters 俱乐部申请表”以及上述其他表格，并缴纳 125 美元的注册费。所有必填表格均在第 18 页附件二中。

**▶ 您知道吗？**

如需注册您的俱乐部，您必须填写七份表格。第 18 页附件二中的“注册表格一览表”能帮助您记录相关信息。

## 开设一个银行账户

开设一个银行账户来存入您俱乐部的会费。如需协助开设银行账户，请联系 [irsquestions@toastmasters.org](mailto:irsquestions@toastmasters.org)。如果您在美国建立一家俱乐部，请参阅第 16 页附件一。

备注：如果您的俱乐部已经收取了费用，但是尚未开设自己的银行账户，那么俱乐部可指定某一俱乐部干事负责保管已交费用，直至俱乐部开设了银行账户或费用已经交至全球总部为止。您的俱乐部可向另一家俱乐部的银行账户暂时存入费用。如有其它有关财务的问题，请联系 [financequestions@toastmasters.org](mailto:financequestions@toastmasters.org)。

**▶ 您知道吗？**

在您的俱乐部举行了第一次会议后，重要的是收取会费与其他费用。向 Toastmasters International 缴纳的所有费用必须为美元。

## 第 6 步：庆祝！

一旦您填妥并提交了所有注册表格，您的俱乐部就会收到正式的注册注册资料。现在是宣布这个好消息的时候了！展示注册资料标志着您的新 Toastmasters 俱乐部首次正式亮相。通过这个绝佳的机会，您还可以向帮助建立俱乐部以及提高俱乐部知名度的个人正式表达感谢。确保邀请以下人员加入俱乐部：

### 企业俱乐部：

- ▶ 同事
- ▶ 主管和/或经理
- ▶ 人力资源部与公司的管理层

### 社区俱乐部：

- ▶ 可为其它俱乐部作担保的现有俱乐部会员
- ▶ 新会员的朋友和亲友
- ▶ 附近 Toastmasters 俱乐部的会员
- ▶ 本地社区与企业负责人
- ▶ 大区总监与其他大区领导

此时，可能还会为您指派一位俱乐部导师。这些经验丰富的 Toastmasters 能在以下各方面帮助您：

- ▶ 在（注册后）最初的6至12个月中为您的新俱乐部提供支持
- ▶ 指导您为会员留下高品质的俱乐部体验
- ▶ 决定加入您的俱乐部

备注：在选择注册庆祝的日期之前，为接收俱乐部注册资料以及注册会员证书留出充分的时间（仅限英文）（美国与加拿大地区需要两周到六周，所有其他俱乐部所在地区需要四周到八周）。

#### ▶ 您知道吗？

当全球总部收到并处理完成所有的文件与费用后，俱乐部即告正式成立了。请参阅第 18 页附件二的注册表格一览表。

## 第一年就取得成功的窍门

所有会员都能对营造俱乐部的氛围有所贡献。在第一年中，担保人和导师会支持您的俱乐部，重要的是要营造积极、令人愉悦的环境，这样才能让现有的会员享受自己的经历，并鼓励潜在会员加入您的俱乐部。这里还有几个能帮助您的俱乐部取得成功的窍门：

1. 找一个舒适宜人的会议场所。
2. 准时开始并结束会议。
3. 确保您的接待官提前布置会议室。
4. 热烈欢迎来宾并向他人介绍来宾。
5. 请来宾填写来宾信息表或在来宾册上签到，在他们访问后，邀请他们成为会员。为每位会员和来宾提供一份会议议程。
7. 充满热情地参与会议并代替无法参加会议的人。会议计划与组织对俱乐部的成功至关重要。
8. 向会员介绍会议角色并说明每个职位涉及的职责。
9. 至少提前一周告知参会者其职责。
10. 由即兴演讲主持人（Topicsmaster）准备激发想法的即兴演讲（Table Topics®）。
11. 将项目目标和会员的个人学习需求作为演讲评估的基础。
12. 利用与 Toastmasters 品牌一致的材料来展示统一的形象与信息。

定期参阅**关键时刻俱乐部评估表**（书目编号 CS290B），确保您的俱乐部可以提供高品质的体验。**Success 101**（书目编号 1622）（仅限英文）也是丰富的资源，通过提供窍门和想法来帮助您的俱乐部和会员取得成功。

## 各就各位、预备、开始!

现在您已经准备好踏上俱乐部领导之旅了。欲了解更多可以帮助您在最初几个月中领导并发展俱乐部的窍门和工具，请访问 [www.toastmasters.org](http://www.toastmasters.org)。在 Facebook、LinkedIn、Twitter 和 Instagram 上关注 Toastmasters 来与其他会员建立联系。

## 示范会议指导原则

示范会议让您有机会从会员的角度分享 Toastmasters 带来的益处。在会议前，您将举行一次定期会议来分配俱乐部角色（如下所示）并指导潜在会员。

### Toastmasters 的会议角色如下所示：

- ▶ 演讲会主持人
- ▶ 计时员
- ▶ 哼哈官或语法官
- ▶ 总评估员
- ▶ 演讲者
- ▶ 评估员
- ▶ 即兴演讲主持人

如需了解更多有关会议角色的信息，请参阅 *Meeting Roles and Responsibilities*（书目编号 295）（仅限英文）。

### 在示范会议前以及会中，牢记以下几点：

- ▶ 选择八位或更多的 Toastmaster 会员来进行会议（不过您也可以举行人数较此更少的会议）。
- ▶ 选择一个符合听众背景特征的团队。
- ▶ 保证会议简短且没有超出之前说明的时间。您的目标是激发兴趣。
- ▶ 包括一次简短的即兴演讲环节、一次备稿演讲和一次评估。
- ▶ 选择一位能够与听众产生共鸣并且能就新俱乐部的主题进行相关演讲的演讲者。
- ▶ 如果是组建一家由企业内部资助的俱乐部，条件允许的情况下，邀请公司代表或决策者参与讨论。他们的出席会凸显会议的重要性。邀请您的社区中有影响力的成员来建立社区俱乐部。

## 会议后：

- ▶ 请会员分享 Toastmasters 的成功故事。
- ▶ 介绍有可能成为的人员俱乐部担保人和俱乐部导师，强调在俱乐部注册时，两者都提供了帮助。
- ▶ 宣布下一次会议的日期、时间与地点。
- ▶ 告知潜在会员，新会员会费为每人 20 美元，而半年会费为每人 45 美元。收取这些费用并收集决定加入俱乐部的申请人填妥并提交的申请表。
- ▶ 明确 Toastmasters 俱乐部按要求会每隔半年，即在四月和十月，支付会员会费。在九月或三月注册的俱乐部可当时缴纳续会费，从而避免在四月和十月再次向每位会员收取下半年的续会费。如需了解详细信息，请查阅表格 2 第 6 行。
- ▶ 进行简短的问答环节。

观看 [Club Experience Video](#) (仅限英文) 了解更多信息。

## 演示说明会议目标与标准议程

会议日期: \_\_\_\_\_

### 目标:

- ▶ 演示如何举行常规的 Toastmasters 会议。
- ▶ 展示成为 Toastmasters 会员能获得的益处与价值。
- ▶ 讨论注册流程。

### 会议议程:

#### 说明并分配关键会议角色

- ▶ 演讲会主持人 (姓名) :
- ▶ 计时员 (姓名) :
- ▶ 哼哈官或语法官 (姓名) :
- ▶ 总评估员 (姓名) :
- ▶ 评估员 (姓名) :
- ▶ 即兴演讲主持人 (姓名) :

#### 即兴演讲环节

##### 演讲者介绍

- ▶ 演讲者 (姓名) :
- ▶ 评估员 (姓名) :

##### 总评估

##### 讨论注册流程

- ▶ 说明 Toastmasters International 的会费结构并确定俱乐部会费。

### 其他资源:

- ▶ *一位 Toastmaster 会员的多重角色* (书目编号 CS1167D)
- ▶ Features, Benefits and Value Chart (仅限英文)
- ▶ Club Experience Video (仅限英文)

## 跟进

通常，准俱乐部在满足注册要求前需要多次召开会议。您的目标是保证每个人都充满激情并尽快完成新俱乐部的注册。

我们保持干劲，记住要：

- ▶ 向所有与会者发送一封致谢函。
- ▶ 本次会议后打电话进行跟进，然后在下一次会议前几天发送电子邮件会议提醒。
- ▶ 与临时干事和既定参加者沟通，以便确定下一次会议的职责。

## 附件一

### 拆分一家俱乐部

Toastmasters International 建议一家俱乐部应拥有 20 到 30 名成员。如果俱乐部的成员人数超过 40 人，则拆分为两个俱乐部会带来更大的益处。

当您为了从一家现有俱乐部拆分建立的俱乐部提交注册文件并交纳费用时，其中应包括一封信函说明拆分俱乐部的情形。转会会员只要在当前转出的俱乐部已经支付了当期会费，则无需再次支付会员会费或新会员费用。

拆分后，每个俱乐部必须至少拥有 20 名会员。新俱乐部的所有会员可以全部为转会会员。在拆分某一俱乐部前，此俱乐部当前的会员必须同意拆分。确保平衡地为两个拆分后的俱乐部之间分配经验丰富的活跃会员。

### 高级俱乐部

有些情形下，某个团队可以选择注册一家特殊级别的俱乐部，要求此俱乐部的成员已经完成了高级 Toastmasters 教育奖、在 Toastmasters 项目的进展达到了某一水平或者担任了 Toastmasters International 某一级别的领导职位。在这些俱乐部中，会员着重发展高级技能、聆听高级主讲人的演讲并且接受其他经验丰富的会员给出的评估和反馈。

高级俱乐部必须至少有 20 名注册会员，遵守与其他俱乐部一样的注册流程。有些高级俱乐部要求会员须隶属于另一家俱乐部。这称为“双重会籍”。如果高级俱乐部决定采用这个会员资格要求，那么俱乐部的所有 20 名成员必须是双重会籍。在这些会员中，前 20 名成员中只有三名可以从他们现有其中的一个的俱乐部转到这个新的高级俱乐部；而所有的 20 名成员加入新的俱乐部后必须至少隶属两个俱乐部。（转会会员指某一会员在已经支付了一家俱乐部会费后希望将会籍转至另一家俱乐部；转会会员直到下一续费周期才需向新俱乐部缴纳会费。）在注册时，俱乐部必须在“标准俱乐部选项表附录”（表 6B）下的“会员构成”部分中说明其会员要求并说明希望被视为高级俱乐部的原因。

### 管理文件

每个俱乐部均接受整个组织的政策管理。Club Constitution for Clubs of Toastmasters International（仅限英文）是俱乐部的管理文件。



## Club Constitution for Clubs of Toastmasters International

俱乐部可修订“标准俱乐部选项表附录”的某些部分，但不可与 Club Constitution for Clubs of Toastmasters International 或整个组织的 Policies and Protocol (政策和法规，仅限英文) 冲突。如进行修订，需要三分之二的会员表决通过。请参阅 Club Constitution for Clubs of Toastmasters International, Article X: Amendments (Toastmasters International 俱乐部章程，第十条：修订，仅限英文)。通过 [www.toastmasters.org/clubcentral](http://www.toastmasters.org/clubcentral) 在线或以书面形式告知 Toastmasters International 拟定的修改。修改部分经审核与俱乐部章程没有冲突后，则予以归档。俱乐部名称、地址、会议时间或地点的更改应通过 Club Central (俱乐部中心) 进行。您也可以通过信函或发电子邮件至 [clubconstitution@toastmasters.org](mailto:clubconstitution@toastmasters.org) 向全球总部提交信息

## 在美国开设一个新的俱乐部银行账号

如需在美国开设一个新的俱乐部银行账号，您必须使用俱乐部的唯一 Employer Identification Number (雇主识别号) (EIN)。每个俱乐部可进入 Toastmasters 网站 Club Central (俱乐部中心) 中的“Update My Club Meeting Information (仅限英文)”部分获取 EIN 编号。美国税法要求所有位于美国境内的俱乐部必须拥有 EIN 编号。当您的俱乐部初步完成注册流程后，全球总部将以您的俱乐部的名义向美国国税局 (IRS) 提交 EIN 申请书。在美国国税局批准了 EIN 编号后，俱乐部即可开设自己的银行账户。一般来说，银行需要以下文件的副本：

- ▶ 美国国税局向您出具的 EIN 分配函
- ▶ 说明俱乐部授权现任干事作为银行账户签字人的俱乐部会议纪要。
- ▶ 您俱乐部的注册文件，包括 Club Constitution for Clubs of Toastmasters International 与“标准俱乐部选项附录”

## 俱乐部符合 Office of Foreign Assets Control (海外资产管理办公室) (OFAC) 要求的证明

所有俱乐部干事必须采取必要措施来确保其俱乐部和会员遵守 OFAC 颁布的政策。OFAC 是根据美国外交政策与保护国家安全进行项目管理制裁的部门。为了确保合规，请首先访问 [www.treasury.gov/resource-center/sanctions/programs](http://www.treasury.gov/resource-center/sanctions/programs) 了解您的俱乐部所在的国家是否在受制裁国家列表上。如果是，则请访问 [sdnsearch.ofac.treas.gov](http://sdnsearch.ofac.treas.gov) 并在 Specifically Designated Nationals and Blocked Persons List (特定国民和禁止来往人员名单) (SDN) 上查找会员的姓名。如果某一会员的姓名出现在 SDN 列表上或您有任何问题，请联系 [legal@toastmasters.org](mailto:legal@toastmasters.org)。

## 责任保险

您的俱乐部会议地点应设在保险承保的范围之内。符合设保要求的俱乐部，请发送电子邮件至 [tminurance@toastmasters.org](mailto:tminurance@toastmasters.org) 请求提供 Certificate of Liability Insurance (责任保险凭证，仅限英文) 的副本。如果会场需要专用保险凭证，请遵照 [www.toastmasters.org/liability-insurance](http://www.toastmasters.org/liability-insurance) 上的说明。

附件二

**表格**

## 注册表格一览表

正式注册日期为 Toastmasters International 全球总部收到所有注册表格与费用之日。访问 [www.toastmasters.org/resources/resource-library](http://www.toastmasters.org/resources/resource-library) 可进入 “Resource Library (资源库)” 下载表格。

填写并提交以下表格、支付以下费用：

- 表 1** 组建 Toastmasters 俱乐部申请表
- 表 2** 注册费用：  
125 美元：注册费与组建俱乐部申请表（如之前未能发送）  
20 美元：新会员费用  
45 美元/每人 六个月会员会费
- 表 3** 注册会员申请表（每位会员提交一份）申请表必须由申请人和俱乐部干事签名。
- 表 4** 注册俱乐部干事信息表
- 表 5** 俱乐部信息表
- 表 6A** Club Constitution for Clubs of Toastmasters International
- 表 6B** 标准俱乐部选项表附录

在九月或三月（会费续费周期的最后一个月）注册的俱乐部可按 52.50 美元/每人的标准缴纳会员会费。额外的 7.50 美元/每人将用于支付按比例分摊的会费续费。这样一来，您的俱乐部就无需在三月和四月或九月和十月向每位会员分别收取两次费用。

*请注意：所有费用必须为美元*

### 发送填妥的表格并将费用汇至：

#### **Toastmasters International New Clubs**

信件地址： 9127 South Jamaica Street, Suite 400 • Englewood, CO 80112 • USA

电子邮件： [newclubs@toastmasters.org](mailto:newclubs@toastmasters.org)

电话： +1 720-439-5050

传真： +1 303-799-7753



# Application to Organize a Toastmasters Club 组建 Toastmasters 俱乐部申请表

## 表格 1

### 发送填妥的表格并将费用汇至:

9127 South Jamaica Street, Suite 400 • Englewood, CO 80112 • USA  
电话: 1-720-439-5050 • 传真: +1 303-799-7753 • 邮件地址: newclubs@toastmasters.org

签署本表的申请俱乐部特此根据 Toastmasters International 的 Article III, Section 3, of the Articles of Incorporation and Bylaws 申请 Toastmasters International 的会员资格, 并请求准予组建一家 Toastmasters 俱乐部, 所在地区为:

City | 城市 \_\_\_\_\_ State/Province | 州/省 \_\_\_\_\_  
Postal code | 邮编 \_\_\_\_\_ Country | 国家 \_\_\_\_\_ Date (MM/DD/YYYY) | 日期(月/日/年) \_\_\_\_\_

(如果这是在线俱乐部, 请在城市旁的字段填写“在线”)。

双方了解, 此许可仅赋予此团体作为临时俱乐部从全球总部收到申请之日起十二 (12) 个月内使用 Toastmasters International 的名称、程序与资料。

双方同意, 只有在获得 Toastmasters International 许可后, 此团体才可使用 Toastmasters 标识、Toastmaster 或 Toastmasters International 名称; 如未能予以注册, 或 Toastmasters International 未来任何时候因某种理由向申请俱乐部提出要求, 则申请俱乐部应立即中止此类使用行为。Toastmasters 俱乐部同意, 如无其他实体的明确书面许可, 不得以任何形式使用其所有的商标和版权资料。这包括, 但不限于, 在俱乐部的名称、俱乐部的域名或其他资料或出版物中使用。

如需满足 Toastmasters 俱乐部注册的要求, 俱乐部必须至少拥有 20 名会员, 其中 17 名不可同时隶属于另外一家 Toastmasters 俱乐部。\*

俱乐部干事必须采取必要措施来确保其所在的俱乐部会员遵守 OFAC 实行的政策。

所有 Toastmasters 俱乐部必须符合以下最低要求: 每年至少举行十二 (12) 次会议; 由会员进行演讲并给予或接受口头评估; 并为会员提供发展、实践领导技能的机会。

Toastmasters 俱乐部的会员资格只能通过邀请才能获得, 并由俱乐部会员投票决定是否可以参加。没有人会因为年龄 (除 18 岁以下)、种族、肤色、信仰、性别、国籍或民族、性取向或生理或心理残疾而被 Toastmasters 俱乐部排除在外, 也不会在进行正式的 Toastmasters 项目时受到故意的歧视, 只要会员个人通过他或她自己的努力, 都能参加项目。

如果获得授权, 注册和会员资格可能被 Toastmasters International 撤销, 原因包括但不限于: 组建 Toastmasters 俱乐部不成功; 未能在 Toastmasters International 保持正常缴费; 或在申请过程中放弃注册申请和会员资格。

As club coordinator and on behalf of the applicant club, I agree to the terms and conditions I listed above. |  
作为俱乐部协调员, 我代表申请俱乐部同意上述条款与条件。

I acknowledge that my electronic signature on this document is legally equivalent to my handwritten signature. |  
我认可本人在本文件中的电子签名在法律效力上等同于我的手写签名。

我准许注册期间在 Toastmasters International “寻找俱乐部”网页上显示此表格中的俱乐部位置、电话和电子邮件地址。我还准许 Toastmasters International 在必要时联系我完成注册流程。  Yes | 是  No | 否

Signed | 签署 \_\_\_\_\_ Date (MM/DD/YYYY) | 日期(月/日/年) \_\_\_\_\_

**Please type or print the following information | 请打印或以正楷填写以下信息:**

Coordinator or president's name | 协调员或主席姓名 \_\_\_\_\_

Organization name (if applicable) | 组织名称 (如适用) \_\_\_\_\_

Address 1 | 地址行 1 \_\_\_\_\_

Address 2 | 地址行 2 \_\_\_\_\_

City | 城市 \_\_\_\_\_ State/Province | 州/省 \_\_\_\_\_ Country | 国家 \_\_\_\_\_ Postal code | 邮政编码 \_\_\_\_\_

Phone | 电话 \_\_\_\_\_

Email | 电子邮件 \_\_\_\_\_

\*请参阅附件一“高级俱乐部”部分

请将本文件复印一份, 然后将复印件邮寄至全球总部。  
在您的俱乐部中保留原件作为永久记录。

第 1 页 (共 2 页) —— 两页的内容均需提供, 方可处理申请表

## Payment | 付款:

注册费用 125 美元不可退还、不可转让。在收税的州召开会议的俱乐部负责按照注册费用缴纳州税费。您可以浏览“领导力中心 (Leadership Central)”中“Legal and Tax Compliance (法律与税务合规)”下面的[美国销售税网页](#), 找到您所在州的税率。在全球总部收到填妥的“组建俱乐部申请表”和 125 美元注册费之后, 俱乐部将收到一个注册资料包, 其中包括俱乐部管理资料以及新会员资料。\*

俱乐部注册费与会员会费不可使用大区资金, 或某位大区领导者的个人资金支付, 除非该大区领导者为此俱乐部的主席、副主席或财务。俱乐部注册费可由另一家俱乐部代付; 然而, 会员会费和其他费用不可代付。

**Mail check / postal money order** (U.S. funds drawn on a U.S. bank, payable to Toastmasters International)

**邮寄支票/邮政汇票** (须为美元并可在美国当地银行提取, 收款方为 Toastmasters International。)

Number | 号码 \_\_\_\_\_ Amount | 金额 \_\_\_\_\_

**Mail or fax credit card | 邮寄或传真信用卡**  Visa  MasterCard  AMEX  Discover

Card number | 卡号 \_\_\_\_\_ Expiration date | 有效日期 \_\_\_\_\_

Name as it appears on credit card | 信用卡持卡人姓名 \_\_\_\_\_

Signature | 签名 \_\_\_\_\_

I acknowledge that my electronic signature on this document is legally equivalent to my handwritten signature. |

我认可本人在本文件中的电子签名在法律效力上等同于我的手写签名。

## Club type: | 俱乐部类型:

- Community | 社区
- Company | 公司
- Government agency | 政府机构
- Correctional institution | 惩戒机构
- College or university | 学院或大学
- Religious organization | 宗教组织
- Online | 在线

Check here if this is an advance club |  
如果为高级俱乐部, 请勾选此处

## Language(s) in which meeting is held in: | 例行会议所用语言:

- 阿拉伯语 | العربية
- 简体中文
- 繁体中文 | 繁體中文
- 德语 | Deutsch
- 英语 | English
- 法语 | français
- 日本語 | 日语
- 韩语 | 한국어
- 葡萄牙语 | Português
- 西班牙语 | Español
- 泰米尔语 | தமிழ்
- \_\_\_\_\_

Check here if online attendance is accepted | 标示接受在线会议

## Sponsoring Club (up to two) | 具有担保人资格的俱乐部 (最多两个):

指协助建立申请新俱乐部的现有 Toastmasters 俱乐部。

Club number | 俱乐部编号 \_\_\_\_\_ Club number | 俱乐部编号 \_\_\_\_\_

## Individual Toastmaster Sponsors, must be assigned within 60 days of charter (up to two) |

**必须在注册许可的 60 日内指定个人 Toastmaster 赞助者 (最多两人):**

在注册获得批准前, 协助组建俱乐部的个人。

Name | 姓名 \_\_\_\_\_ Member number | 会员编号 \_\_\_\_\_

Name | 姓名 \_\_\_\_\_ Member number | 会员编号 \_\_\_\_\_

## Individual Toastmaster Mentors, must be assigned within 60 days of charter (up to two) |

**必须在注册许可的 60 日内指定个人 Toastmaster 导师 (最多两人):**

在注册获得批准后的至少六个月内协助俱乐部的个人。

Name | 姓名 \_\_\_\_\_ Member number | 会员编号 \_\_\_\_\_

Name | 姓名 \_\_\_\_\_ Member number | 会员编号 \_\_\_\_\_

New club alignment:\*\* 新俱乐部隶属区:\*\* District | 大区 \_\_\_\_\_ Division | 中区 \_\_\_\_\_ Area | 小区 \_\_\_\_\_

\*\*如果隶属区未知, 请此处留空。

第 2 页 (共 2 页) —— 两页内容均需提供, 方可处理申请表

Toastmasters International、Toastmaster 以及 Toastmasters International 标识为 Toastmasters International 在美国、加拿大以及其他许多国家注册的商标。



# Charter Payments | 注册费

## 表格 2

Submitted by | 提交者 \_\_\_\_\_ Club number | 俱乐部编号 \_\_\_\_\_  
CLUB NAME | 俱乐部名称

Toastmasters club of | Toastmasters 俱乐部 \_\_\_\_\_ District | 大区 \_\_\_\_\_  
CITY & STATE / PROVINCE | 城市 & 州/省 COUNTRY | 国家

根据 "Toastmasters International 细则" 的规定, 在此签名的上述俱乐部主席与秘书长特此证明, 当前俱乐部拥有以下所注会员人数, 并向 Toastmasters International 缴纳下方第 7 项所注明金额的费用。

**备注:** 注册 Toastmasters 俱乐部的最低要求为俱乐部至少拥有 20 名会员 (除非当前俱乐部为高级俱乐部且以双重会籍为必要前提条件, 否则其中 17 名会员不可同时隶属于其他 Toastmasters 俱乐部)。

- 1. Charter fee of US\$125 | 注册费用为 125 美元 (如之前尚未缴纳) \_\_\_\_\_
- 2. Total number of new members | 新会员总数 \_\_\_\_\_ @ 20 美元 \_\_\_\_\_  
Total number of dual members | 双重会籍会员总数 \_\_\_\_\_  
Total number of reinstated members | 恢复会籍的会员总数 \_\_\_\_\_  
Total number of transfer members | 转会会员总数 \_\_\_\_\_

**(转会会员在当前俱乐部中必须为活跃会员方可被视为转会会员。)**

- 3. If applicable: | 如有: \_\_\_\_\_  
Clubs meeting in states where tax is collected are responsible for paying the state tax on the charter fee. You can find the tax rate in your state by visiting the United States Sales Tax webpage in Leadership Central under Legal and Tax Compliance. | 在收税的州召开会议的俱乐部负责按照注册费用缴纳州税费。您可以浏览 "Leadership Central (领导力中心)" "Legal and Tax Compliance (法律与税务合规)" 下面的 **美国销售税网页**, 找到您所在州的税率。 \_\_\_\_\_

4. Total dollar amount for lines 1-2 | 1-2 行的总美元金额: \_\_\_\_\_

- 5. Total number of members paid | 会员支付总数 \_\_\_\_\_ @ 45 美元 \_\_\_\_\_  
注册会员的会费不按比例确定。  
不包括转会会员在另一家俱乐部缴纳的费用。 \_\_\_\_\_

- 6. Renewals (optional) | 续费 (可选) \_\_\_\_\_  
根据 "Toastmasters International 细则", 尽管您在注册时缴纳了 6 个月的会费, 但是 Toastmasters 俱乐部应按要求每半年一次分别在四月和十月缴纳会员费用。在九月或三月注册的俱乐部可现在缴纳续会费, 从而避免在四月和十月再次向每位会员收取下半年的续会费。如果您的俱乐部在十月到次年三月之间注册, 则您的下一次会费续费日期为 4 月 1 日。如果您的俱乐部在四月到九月之间注册, 则您的下一次会费续费日期为 10 月 1 日。根据您的俱乐部所注册的月份, 会费续费金额会有所变化。请检查 "注册会员申请表" 并确保填写正确的金额。

7. Total amount enclosed: Total of lines 3, 4, 5 and 6 | 总计金额: 第 3、4、5 和 6 行总计 \_\_\_\_\_

我确认, 每名注册会员已填写注册会员申请表并将由本俱乐部保留存档。申请表包含新会员签名和俱乐部干事签名。接到要求后, 俱乐部负责向 Toastmasters International 提供会员申请的副本。在申请上签名后, 新会员表明接受会员协议以及免责声明以及 Toastmaster 承诺。在新会员申请上签名后, 俱乐部干事证明该会员已加入俱乐部, 并将获得适当的指导和辅导。

I acknowledge that my electronic signature on this document is legally equivalent to my handwritten signature. |

我认可本人在本文件中的电子签名在法律效力上等同于我的手写签名。

Signed | 签署 \_\_\_\_\_  
PRESIDENT | 主席

Signed | 签署 \_\_\_\_\_  
SECRETARY | 秘书长

Date (DD/MM/YYYY) | 日期 (月 / 日 / 年) \_\_\_\_\_

Date (DD/MM/YYYY) | 日期 (月 / 日 / 年) \_\_\_\_\_

### Method of Payment | 付款方式

俱乐部注册费与会员会费不可使用大区资金, 或某位大区领导者的个人资金支付, 除非该大区领导者为此俱乐部的主席、副主席或财务。俱乐部注册费用可由其他俱乐部代付; 然而, 会员会费与费用不可代缴。

**Check / Postal money order** (U.S. funds drawn on a U.S. bank, payable to Toastmasters International)

**支票/邮政汇票** (须为美元并可在美国当地银行提取, 收款方为 Toastmasters International)

Number | 号码 \_\_\_\_\_ Amount | 金额美元 \_\_\_\_\_

**Credit card | 信用卡**  Visa  MasterCard  AMEX  Discover

Card number | 卡号 \_\_\_\_\_ Expiration date | 有效日期 \_\_\_\_\_

Name as it appears on credit card | 信用卡持卡人姓名 \_\_\_\_\_

PLEASE PRINT | 请以正楷填写

Signature | 签名 \_\_\_\_\_

I acknowledge that my electronic signature on this document is legally equivalent to my handwritten signature. |

我认可本人在本文件中的电子签名在法律效力上等同于我的手写签名。





# Charter Membership Application & Payment Information 注册会员申请表和付款信息

## 表格 3

潜在会员应遵循下方说明正式成为注册会员。

1. 填写并签署**注册会员申请表**。
2. 填写并签署**付款信息文件** (第 3 页)。
3. 向俱乐部协调员提交已填写并签署的文件。
4. 如果您使用辅助技术 (比如, 屏幕阅读器) 查看您的教育材料, 请勾选这里。

如有任何问题, 请发电子邮件至 [newclubs@toastmasters.org](mailto:newclubs@toastmasters.org)

### Membership application | 会员申请

Club Information | 俱乐部信息表  
这部分由俱乐部干事填写

Club number | 俱乐部编号      Club name | 俱乐部名称      Club city | 俱乐部所在城市

Applicant Information | 申请人信息  
这部分由申请人填写。

Male | 男    Female | 女    Non-binary | 非二元性别    Decline to respond | 拒绝回答

Last name/Surname | 姓/姓      First name | 名      Middle name | 中间名

Toastmaster 月刊将寄往以下地址:

Organization/In care of | 组织/转交人

Address line 1 | 地址行 1 (最多 35 个字符)

Address line 2 | 地址行 2 (最多 35 个字符)

City | 城市      State or province | 州或省

Country | 国家      Postal code | 邮政编码

Home phone number | 座机号码      Mobile phone number | 手机号码      Email address | 电子邮件地址

#### Membership Type | 会员类型

New | 新会员       Reinstated | 恢复会籍  
(按会员资格划分)

Dual | 双重会籍

Transfer | 转会 (如果申请人来自另一家俱乐部, 请填写以下四行内容。)

Previous club name | 前俱乐部名称

Date of transfer (MM/YYYY) | 转会日期 (月 / 年)

Previous club number | 前俱乐部编号

Member number | 会员编号

### Toastmasters International Dues and Fees | Toastmasters International 会费与费用

本部分内容应由申请人在俱乐部干事的帮助下填写。会费与费用为预先支付且**不可退还、不可转让**。

1. **New member fee | 新会员费用 (20 美元)**      美元 \_\_\_\_\_

仅由新会员支付, 此费用包括第一条学习路线的费用, 在线版本导航助手和手续费。

2. **Membership dues  
会员会费 (45 美元)**      美元 \_\_\_\_\_

4. **Total payment to Toastmasters International  
Toastmasters International 付款总额**      美元 \_\_\_\_\_  
1、2 和 3 总计

#### 3. Renewals (optional) | 续费 (可选)

根据“Toastmasters International 细则”, 尽管您在注册时缴纳了 6 个月的会费, 但是 Toastmasters 俱乐部应按要求每半年一次分别在四月和十月缴纳会员费用。在九月或三月注册的俱乐部可现在缴纳续费, 从而避免在四月和十月再次向每位会员收取下半年的续费。如果您的俱乐部在十月到次年三月之间注册, 则您的下一次会费续费日期为 4 月 1 日。如果您的俱乐部在四月到九月之间注册, 则您的下一次会费续费日期为 10 月 1 日。根据您的俱乐部所注册的月份, 每位会员的会费续费金额如下:

<input type="checkbox"/> October   十月	或 <input type="checkbox"/> April   四月	45.00 美元 _____
<input type="checkbox"/> November   十一月	或 <input type="checkbox"/> May   五月	37.50 美元 _____
<input type="checkbox"/> December   十二月	或 <input type="checkbox"/> June   六月	30.00 美元 _____
<input type="checkbox"/> January   一月	或 <input type="checkbox"/> July   七月	22.50 美元 _____
<input type="checkbox"/> February   二月	或 <input type="checkbox"/> August   八月	15.00 美元 _____
<input type="checkbox"/> March   三月	或 <input type="checkbox"/> September   九月	7.50 美元 _____

#### Club Dues and Fees Worksheet | 俱乐部会费与费用明细表

俱乐部会费必须直接付予俱乐部。全球总部无法收取俱乐部会费。

International Fees and Dues | 国际费用与会费 (参照上文第 4 行)      美元 \_\_\_\_\_

Club new member fee | 俱乐部新会员费用      \_\_\_\_\_

Club dues | 俱乐部会费      \_\_\_\_\_

Total payment to club | 应向俱乐部支付的总费用      \_\_\_\_\_

I want my membership to begin:  
我想要我的会员资格开始于: \_\_\_\_\_  
Month/Year | 月/年



## Member's Agreement and Release | 会员协议与免责声明

作为个人以及 Toastmasters 俱乐部会员, 本人出于自愿为自己的行为承担责任, 同意遵守“Toastmasters 会员承诺”中的原则以及 Toastmasters International 和我的俱乐部的管理文件和政策。我不会进行任何形式的歧视、骚扰、欺凌、诋毁、违法或不符合道德规范的行为, 并且我理解自己如果进行了上述行为, 将向 Toastmasters International、我的俱乐部或其他俱乐部以及任何其他与 Toastmasters 有关的个人赔偿因我的行为而导致的任何损害赔偿、损失或费用。本人了解 Toastmasters 项目由 Toastmasters International 或其俱乐部志愿者未能有效筛选或监督的志愿者予以实施, 特此解除和免除 Toastmasters International、其俱乐部、管理机构、干事、雇员、代理或代表为我的俱乐部或其他俱乐部的任何会员或干事、或 Toastmasters International 的任何干事的故意行为或疏忽行为承担任何责任。如果出现某种性质的争议, 我明确表示同意根据 Protocol 3.0: Ethics and Conduct 解决与 Toastmasters、大区、俱乐部和 Toastmasters 会员有关的所有争议、索赔和指控。

通过提交本申请表, 我明确同意以下事项:

- ▶ 收集、使用和处理我出于组织管理、缴纳会费以及将个人联系信息纳入会员目录的目的, 通过此会员申请向 Toastmasters 提交的个人信息, 这些信息将发给 Toastmasters 的会员和员工。另外, 通过 Toastmasters 的网站和电子通讯收集、使用和处理 Toastmasters International 收集的个人信息。
- ▶ Toastmasters 及其雇员和代理、大区领导和俱乐部干事可以获取和使用我的信息。
- ▶ 通过更新 Toastmasters International 网站 [www.toastmasters.org/login](http://www.toastmasters.org/login) 上的个人资料页面, 维护我个人联系信息的更改, 以确保其准确性和最新性。我理解, 本申请表中所要求的大部分数据对于行政管理和规划都是必要的。

我们想要不定期联系您, 告知服务详细信息、教育内容更新和组织方面的更新。如果您同意我们出于此目的联系您, 请在下面勾选可接受的联系方式:

Mail | 信件  Email | 电子邮件  Phone | 电话

如果您不想收到我们发送的这些非必要通讯, 请勾选这里

如需了解我们完整的隐私政策, 可访问 [www.toastmasters.org/footer/privacy-policy](http://www.toastmasters.org/footer/privacy-policy).

### Toastmaster 会员承诺

作为 Toastmasters International 以及我所在俱乐部的一份子, 我承诺:

- ▶ 定期参加俱乐部会议
- ▶ 基于 Toastmasters 教育项目, 全力以赴准备并完成我的各项项目
- ▶ 准备并完成会议任务
- ▶ 向其他会员提供有益、建设性的评估
- ▶ 帮助俱乐部为所有会员营造学习和成长必需的积极、友好的环境
- ▶ 遵循俱乐部的指派担任干事职务
- ▶ 对俱乐部的会员及来宾以礼相待, 尊敬友好
- ▶ 邀请来宾参加俱乐部会议体验加入 Toastmasters 的种种优点
- ▶ 遵循 Toastmasters 为所有教育和嘉奖计划制定的指导方针和规则
- ▶ 在开展所有 Toastmasters 活动时保持诚信、尊重个人、服务会员和追求卓越的 Toastmasters 核心价值观

### Verification of Applicant | 申请人认证

By my signature below, I agree to the terms of A Toastmaster's Promise and the Member's Agreement and Release stated above and certify that I am 18 years of age or older, in compliance with the Toastmasters Club Constitution for Clubs of Toastmasters International. 通过在下方签名, 本人同意上述“Toastmasters 会员承诺”和“会员协议与免责声明”的条款, 并保证我已年满 18 岁并遵守 Toastmasters Club Constitution for Clubs of Toastmasters International.

I acknowledge that my electronic signature on this document is legally equivalent to my handwritten signature.

我认可本人在本文件中的电子签名在法律效力上等同于我的手写签名。

Applicant signature | 申请人签名 Date (MM/DD/YYYY) | 日期(月/日/年)

### Verification of Club Officer | 俱乐部干事认证

I confirm that a complete membership application, including both the signature of the new member and that of a club officer, is on file with the club and will be retained by the club. 我确认完整的会员申请, 包括新会员以及俱乐部干事的签名, 在俱乐部存档, 并将由俱乐部保留。

By my signature below, I certify that this individual has joined the Toastmasters club identified. As a club, we will ensure that this member receives proper orientation and mentoring.

通过在下方签名, 我证明该人士已经加入了指定的 Toastmasters 俱乐部。作为俱乐部, 我们将确保该会员接受适当的入会指导与辅导。

I acknowledge that my electronic signature on this document is legally equivalent to my handwritten signature.

我认可本人在本文件中的电子签名在法律效力上等同于我的手写签名。

Club Officer's signature | 俱乐部干事签名 Date (MM/DD/YYYY) | 日期(月/日/年)

In order for this application to be valid, both signatures are required.  
本申请表具备双方签名方为有效。

### 俱乐部干事

请保留一份副本作为俱乐部的记录。如有任何问题请咨询新俱乐部管理部: [newclubs@toastmasters.org](mailto:newclubs@toastmasters.org).

在收悉**注册会员申请表**与**付款信息**文件后，俱乐部干事必须遵守以下指示。

1. 签署申请人的**注册会员申请表**并注明日期。
2. 向俱乐部协调员提交**注册会员申请表**与**付款信息**文件。
3. 在 Toastmasters International 收到、处理**注册会员申请表**与**付款信息**并确认后，俱乐部协调员必须：
  - a. 保留申请人的注册会员申请表与其他俱乐部注册文件。申请表应妥善保管，比如放在上锁柜子里或在保留数字副本后立刻销毁。申请的保留期限取决于您所在俱乐部或国家的隐私规定。
  - b. 通过以下方式向新俱乐部团队提交所有填妥的注册文件和付款信息：

**电子邮件：** newclubs@toastmasters.org

**传真：** +1 303-799-7753

**信件地址：** 9127 South Jamaica Street, Suite 400 • Englewood, CO 80112 • USA

## Payment Information | 付款信息

### Payment Method to Toastmasters International | 向 Toastmasters International 付款的方式

本部分由申请人填妥并且仅用于向全球总部支付费用（第 1 页第 4 行所列金额）。全球总部不收取俱乐部会费。

**MasterCard**

**Visa**

**AMEX**

**Discover**

美元

Amount | 金额

Card number | 卡号

Expiration date | 有效日期

Name on card | 持卡人姓名

Signature | 签名

I acknowledge that my electronic signature on this document is legally equivalent to my handwritten signature.

我认可本人在本文件中的电子签名在法律效力上等同于我的手写签名。

**Check box if Billing Address is the same as Shipping Address** | 若账单地址与邮寄地址相同，则勾选此复选框

Address Line 1 | 地址行 1

Address Line 2 | 地址行 2

City | 城市

State or Province | 州或省

Country | 国家

Postal Code | 邮政编码

**Check or money order | 支票或汇票**

支票和汇票须为美元并可在美国当地银行提取。

美元

Amount | 金额

Check or money order number | 支票或汇票号

**Other | 其他**

Other | 其他





# Charter Club Officer Information

## 注册俱乐部干事信息表

### 表格 4

Term of office | 干事任期 (仅勾选一项)

Annual | 全年       Semiannual | 半年

Club number | 俱乐部编号 \_\_\_\_\_ District | 大区 \_\_\_\_\_

**备注:** Club Constitution for Clubs of Toastmasters International 与标准俱乐部选项表附录规定, 俱乐部干事任期必须与上方任期表保持一致。只有每周开会的俱乐部才可以每半年进行一次干事选举。根据在线处理俱乐部事务的要求, 请为所有干事提供电子邮件地址。

**Minimum officer requirements: Clubs must indicate below at least a president, one vice president, and a secretary or secretary/treasurer, and these offices must be held by three different individuals. |**

**俱乐部干事基本要求: 俱乐部必须在下方至少指定一名主席、一名副主席以及一名秘书长或秘书长兼财务, 这些干事职位必须由三位不同的个人分别担任。**

#### President | 主席

Name | 姓名 \_\_\_\_\_

Email | 电子邮件 \_\_\_\_\_

Member number (if known) | 会员编号 (如果知道) \_\_\_\_\_

#### Vice President Education | 教育副主席

Name | 姓名 \_\_\_\_\_

Email | 电子邮件 \_\_\_\_\_

Member number (if known) | 会员编号 (如果知道) \_\_\_\_\_

#### Vice President Membership | 会员副主席

Name | 姓名 \_\_\_\_\_

Email | 电子邮件 \_\_\_\_\_

Member number (if known) | 会员编号 (如果知道) \_\_\_\_\_

#### Vice President Public Relations | 公共关系副主席

Name | 姓名 \_\_\_\_\_

Email | 电子邮件 \_\_\_\_\_

Member number (if known) | 会员编号 (如果知道) \_\_\_\_\_

#### Secretary | 秘书

Name | 姓名 \_\_\_\_\_

Email | 电子邮件 \_\_\_\_\_

Member number (if known) | 会员编号 (如果知道) \_\_\_\_\_

#### Treasurer | 财务

Name | 姓名 \_\_\_\_\_

Email | 电子邮件 \_\_\_\_\_

Member number (if known) | 会员编号 (如果知道) \_\_\_\_\_

#### Sergeant at Arms | 接待官

Name | 姓名 \_\_\_\_\_

Email | 电子邮件 \_\_\_\_\_

Member number (if known) | 会员编号 (如果知道) \_\_\_\_\_

By signing this form I confirm that I have gained the consent of all individuals listed to share their information for the sole purpose of Toastmasters International essential communications. | 签署此表格, 即表示我确认, 我已经获得列出的所有人的同意: 仅出于 Toastmasters International 必要通讯之目的共享他们信息。

Signed | 签名 \_\_\_\_\_

Date (DD/MM/YYYY) | 日期 (月 / 日 / 年) \_\_\_\_\_



# Club Information | 俱乐部信息表

## 表格 5

请按照您希望在俱乐部注册证书上体现的信息打印或以正楷清晰、准确填写。

Club name | 俱乐部名称: \_\_\_\_\_ Club number | 俱乐部编号 \_\_\_\_\_ District | 大区 \_\_\_\_\_

### Contact Information | 联系信息:

Club contact phone number | 俱乐部联系电话: \_\_\_\_\_

Club contact email | 俱乐部联系电子邮件: \_\_\_\_\_

Club website | 俱乐部网站: \_\_\_\_\_

Club Meeting Information | 俱乐部会议信息:  Weekly | 每周  1st & 3rd | 第一和第三个星期  2nd & 4th | 第二次和第四次

Meeting day | 会议日期 \_\_\_\_\_ Meeting time | 第二和第四个星期: \_\_\_\_\_

Meeting place | 会议地点: \_\_\_\_\_

Facility (if applicable) | 场所 (如适用): \_\_\_\_\_

Address | 地址: \_\_\_\_\_

City | 城市: \_\_\_\_\_ State/Province | 州/省: \_\_\_\_\_

Country | 国家: \_\_\_\_\_ Postal code | 邮政编码: \_\_\_\_\_

如果这是在线俱乐部,请在会议地点字段中填写“在线”。

Please check the box that best describes your club: |

请勾选可以最准确地形容您的

#### 俱乐部的选项:

- Community | 社区
- Company | 公司
- Government agency | 政府机构
- Correctional institution | 惩戒机构
- College or university | 学院或大学
- Religious organization | 宗教组织
- Online | 在线

Is your club supported by a sponsoring organization? |

是否有愿意担保您俱乐部的公司组织?

- Yes | 是  No | 否

If yes, please check all that apply:

如果是,请勾选所有适用的选项:

- Organization pays dues and new member fees | 组织支付会费与新会员费用
- Organization pays dues only | 组织仅支付会费
- Organization pays new member fees only | 组织仅支付新会员费用
- Organization pays club charter fee | 组织支付俱乐部注册费用
- Organization provides meeting location | 组织提供会议场所

Language meeting is held in: |

例行会议所使用语言:

- 阿拉伯语 | العربية
- 简体中文
- 繁体中文 | 繁體中文
- 德语 | Deutsch
- 英语 | English
- 法语 | français
- 日语 | 日本語
- 韩语 | 한국어
- 葡萄牙语 | Português
- 西班牙语 | Español
- 泰米尔语 | தமிழ்
- \_\_\_\_\_

Check here if this is an advanced club | 如果为高级俱乐部,请勾选

Online Attendance Accepted | 接受在线出席

Is your club | 您的俱乐部是否:  open to all interested persons | 开放予所有感兴趣的人  open only to members of a specific organization or group | 仅特定组织或团体的成员

### Sponsoring Organization Information | 担保单位的信息:

担保人组织可支付会费、注册费用、新会员费用和/或提供会议场所。此外,如适用,请提供母公司的名称。例如: X 公司。请勿填写分支机构名称。范例: 加利福尼亚州 X 公司。

Organization name | 组织名称 \_\_\_\_\_ Organization contact | 组织联系人 \_\_\_\_\_

Website | 网站 \_\_\_\_\_ Phone number | 电话号码 \_\_\_\_\_

Address line 1 | 地址行 1 \_\_\_\_\_

Address line 2 | 地址行 2 \_\_\_\_\_

City | 城市 \_\_\_\_\_ State/Province | 州/省 \_\_\_\_\_ Country | 国家 \_\_\_\_\_ Postal code | 邮政编码 \_\_\_\_\_

Industry | 行业 \_\_\_\_\_

### GROUP EXEMPTION AUTHORIZATION | 团体免税授权书 将本授权书与注册申请表 (仅限位于美国的俱乐部) 提交给 Toastmasters International

You are authorized to include this Toastmasters club | 特此授权您将本 Toastmasters 俱乐部包括在:

in the application for group exemption filed with the Internal Revenue Service. |

向美国国税局提交的团体免税申请书。

I acknowledge that my electronic signature on this document is legally equivalent to my handwritten signature. |

我认可本人在本文件中的电子签名在法律效力上等同于我的手写签名。

Signed | 签署 \_\_\_\_\_ Date (DD/MM/YYYY) | 日期 (月 / 日 / 年) \_\_\_\_\_

CLUB OFFICER | 俱乐部干事



# Club Constitution for Clubs of Toastmasters International

表格 6A

(As Amended August 24, 2013) | (2013 年 8 月 24 日修改)

## Certificate of Club Adoption | 俱乐部决议声明

The undersigned, being the validly elected and duly acting president and secretary of the \_\_\_\_\_ Toastmasters club of \_\_\_\_\_, do hereby certify that on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, this club adopted and agreed to be bound by the terms of this constitution, including the addendum of standard club options, effective upon the date that Toastmasters International issues a charter to this club, by the vote of at least a majority of the active individual members of this club present and voting at a duly called and noticed club business meeting at which a quorum was at all times present.

签署人, \_\_\_\_\_ Toastmasters 俱乐部通过有效选举并正式就职的主席与秘书, 特此证明, 于 \_\_\_\_\_ 月 \_\_\_\_\_ 日, 经在正式召开并通知且与会成员始终达到法定人数的俱乐部事务会议上表决, 由本俱乐部当前活跃个人会员至少多数票通过, 本俱乐部同意采纳并受本章程 (包括“标准俱乐部选项表附录”) 条款的约束, 自 Toastmasters International 向本俱乐部出具注册证书之日起生效。

I acknowledge that my electronic signature on this document is legally equivalent to my handwritten signature. |

我认可本人在本文件中的电子签名在法律效力上等同于我的手写签名。

Dated (DD/MM/YYYY) | 日期 (日 / 月 / 年): \_\_\_\_\_ CLUB PRESIDENT | 俱乐部主席

Dated (DD/MM/YYYY) | 日期 (日 / 月 / 年): \_\_\_\_\_ CLUB SECRETARY | 俱乐部秘书

## ARTICLE I:

### Purpose

The mission of a Toastmasters club is to provide a mutually supportive and positive learning environment in which every individual member has the opportunity to develop oral communication and leadership skills, which in turn foster self-confidence and personal growth.

In order to carry out this purpose, this club shall:

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

## ARTICLE II:

### Membership

#### Composition

##### Section 1

All individual members of this club shall be at least 18 years of age. No person shall be excluded from individual membership in, or from any program or activity of, this club because of age (except those persons under 18 years 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 addendum of standard club options (hereafter referred to as the "Addendum") under the constitution may provide for other restrictions on the composition of the individual membership, e.g., to the employees of a particular company or agency, residents of a specific community, or people sharing a special interest.

#### Admission to Membership

##### Section 2

This club is a private association, and membership herein shall be by invitation only. Any individual member may sponsor an eligible prospective individual member, and invite him or her to join this club, so long as the person is not currently suspended or removed from good standing with Toastmasters International under Article III, Section 8, of the Bylaws of Toastmasters International. Application for individual membership shall be made on the form provided by Toastmasters International. Such application, accompanied by the new member fee and applicable dues, shall be returned to the club secretary who shall read it to this club. The applicant shall be declared elected to individual membership upon the favorable vote of at least a majority of the active individual members of this club present and voting at a business meeting of the club membership. The individual membership of this club may be divided into three classifications: active, inactive, and honorary.

#### Member Responsibilities

##### Section 3

All active individual members shall be entitled to all rights and privileges of this club, and all individual members shall share in its responsibilities. These responsibilities shall include support of its purposes and constructive contribution to its program and activities.

#### Inactive and Honorary Membership

##### Section 4

Inactive individual membership is provided for as follows:

- Inactive individual membership in this club may be conferred by the executive committee of this club on any individual member requesting an extended absence from club meetings, or who wishes to maintain individual membership without regular attendance at club meetings. An individual member may also be classified as inactive for continued absence without

notice. An inactive individual member may be restored to active individual membership by the Club Executive Committee upon request, provided there is a vacancy on the active roster of this club.

- (b) Inactive individual members shall have no voting privileges, shall not hold office, shall not be counted toward a quorum of the club membership, and shall not participate in International Speech Contests. However, this club may count any inactive individual members toward qualification for minimum Toastmasters International standards for member clubs. Inactive individual members shall pay at least such portion of their club dues as this club pays to Toastmasters International as the membership payment for such inactive individual member, and shall pay any additional amount specified in the Addendum.

#### **Section 5**

Honorary individual membership may be conferred upon any qualified person by the favorable vote of at least two-thirds of the active individual members of this club at a club business meeting. Such membership shall be restricted to persons whose activities and public statements are consistent with the purposes of Toastmasters International. Honorary individual members have no voting privileges, shall not hold office, shall not be counted toward a quorum of the club membership, and shall not participate in speech contests. Honorary individual members shall be exempt from all club fees and dues, and their membership payments to Toastmasters International shall be paid by this club. Except as provided herein, the rights, obligations, and conditions of honorary membership shall be as stated in the Addendum.

#### **Section 6**

Inactive and honorary individual members are not eligible to serve in any club office. They are not entitled to places on the regular speakers' program but may serve as substitutes when requested by the Club President or the Toastmasters of the meeting. They may also participate in club discussions and serve as evaluators.

#### **Discipline/Expel/Suspend/Decline to Renew Membership**

##### **Section 7**

This club may establish, from time to time, routine procedures for dropping individual members who fail to pay club dues, who miss a certain number of meetings, or who fall below other minimum standards as determined by the club or Toastmasters International.

This club may discipline, expel, suspend, or decline to renew club membership of any individual member

- ▶ Who does not support this club's purposes
- ▶ Who does not constructively contribute to this club's program and activities
- ▶ Who acts in a manner inconsistent with standards of conduct set by this club or by Toastmasters International
- ▶ For other just cause

Such standards include ethical, political, and other standards of conduct that may be established or modified by the Toastmasters International Board of Directors from time to time. This club shall follow such policy and protocol as may be adopted by Toastmasters International, containing standards and procedures for the continuation of individual members.

If this club does not expel an individual member for violations of Toastmasters International standards of conduct, after written request to do so is made by the International President, this club may be expelled from Toastmasters International unless its failure to act can be justified to the satisfaction of the Board of Directors.

## **ARTICLE III:**

### **New Member Fees and Dues**

#### **New Member Fee**

##### **Section 1**

The new member fee for individual membership in this club shall be as stated in the Addendum. Such fee shall be payable when an individual membership

application is filed with the Club Secretary. The fee shall be returned if the application is not accepted. Immediately upon acceptance of a new individual member, the Club Secretary shall notify World Headquarters of Toastmasters International, and each new individual member, on payment of this fee and applicable dues, and being received into this club, shall be presented with a new member kit as may be provided for new individual members by Toastmasters International.

#### **Reinstatement Fee**

##### **Section 2**

Any fee for reinstatement of a former individual member shall be stated in the Addendum.

#### **Transfer to Other Club**

##### **Section 3**

Any individual member in good standing desiring to transfer to another Toastmasters club may request the Club Secretary to furnish a letter or card showing the date to which the individual's membership payment to Toastmasters International is paid. When an applicant for individual membership in this club transfers from another Toastmasters club and presents a letter or card from said club showing individual membership in good standing and that their membership payment to Toastmasters International is paid for the current period, the applicant may be elected to individual membership without payment of the new member fee, and upon payment of any transfer fee stated in the Addendum.

#### **Club Dues**

##### **Section 4**

The dues of this club for active and inactive individual members shall be as stated in the Addendum. Such dues shall be payable in advance at such time as this club shall designate. Dues shall be paid by all individual members and by the dates specified to maintain individual membership in this club.

## **ARTICLE IV:**

### **Meetings and Notice**

#### **Regular Meetings**

##### **Section 1**

Regular meetings of this club, which shall include any business meeting of active individual members, shall be held as provided in the Addendum.

#### **Special Meetings**

##### **Section 2**

Special business meetings of this club may be called by a majority vote of the active individual members present and voting at any regular meeting at which a quorum is present, or by the Club Executive Committee or Club President.

#### **Club Executive Committee Meetings**

##### **Section 3**

Meetings of the Club Executive Committee shall be held as provided in the Addendum.

#### **Notice**

##### **Section 4**

No notice shall be required for regular business meetings held as provided in the Addendum. Notice of any change in the date, time or place of any regular meeting, and notice of all special meetings, shall be given by first-class mail, telephone, (including voice messaging system) facsimile transmission or other electronic transmission such as email, personal delivery 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 purposes of the meeting, but any membership business otherwise valid may be transacted at the meeting.

##### **Section 5**

If this club shall permanently change the time or place of regular meetings as provided in the Addendum, the Club Secretary shall immediately provide notice of such change to World Headquarters.

## **ARTICLE V: Quorum and Voting**

### **Quorum**

#### **Section 1**

A majority of the active individual 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.

### **Voting**

#### **Section 2**

Each active individual member shall be entitled to one vote on any matter presented to the club membership for a vote.

#### **Section 3**

No voting by proxy or absentee ballot shall be permitted on any matter presented to the club membership for a vote.

#### **Section 4**

Unless a greater vote is required by this constitution in a particular matter, the affirmative vote of at least a majority of those active individual 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 VI: Officers**

### **Officers**

#### **Section 1**

The officers of this club shall be a Club President, a Vice President Education, a Vice President Membership, a Vice President Public Relations, a Club Secretary, a Club Treasurer (or a Club Secretary-Treasurer), a Sergeant at Arms, and the Immediate Past Club President.

### **Education Credit**

#### **Section 2**

In addition to the officers provided in this constitution, this club may have such other officers as may be provided in the Addendum, but Toastmasters International credit toward any educational award is limited to service as a club officer named in this constitution.

### **Term of Office**

#### **Section 3**

Officers shall serve for terms of one (1) year, provided that if, and only if, this club meets weekly throughout the year, this club may provide in the Addendum that officers shall serve for half-year terms. The terms of officers serving an annual term shall commence at 12:01 a.m. on July 1 and end on June 30 at midnight. The terms of officers serving a half-year term shall either commence at 12:01 a.m. on July 1 and end on December 31 at midnight, or commence at 12:01 a.m. on January 1 and end on June 30 at midnight.

### **Immediate Past President**

#### **Section 4**

Except for the Immediate Past Club President, the officers of this club shall be elected by the active individual members of this club. If the office of Immediate Past Club President is vacated for any reason, it shall stay vacant for the remainder of the term.

### **Nominations**

#### **Section 5**

Nominations for club officers shall be made by a club nominating committee appointed by the Club President at least two (2) weeks prior to the election. This committee shall consist of three (3) active individual members, when practicable. This committee shall present its report at the regular business meeting immediately preceding the business meeting at which the election is to take place, and shall present only the names of active individual members who have consented to serve if elected. Further nominations may be made from the floor at the time of the election by any active individual member. All elections shall be by secret ballot, unless a secret ballot is dispensed with by unanimous vote, with a majority vote of all active individual members present and voting necessary to elect each

officer. The chair of the Club Nominating Committee shall be the Immediate Past Club President, unless the best interests of the club require otherwise.

### **Term of Office**

#### **Section 6**

For officers who serve terms of one (1) year, elections shall be held at the first meeting in May in each year, when practicable, 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, when practicable, to take office the following July or January, respectively.

### **Resignation or Removal**

#### **Section 7**

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 individual members present and voting at a business meeting of this club.

### **Vacancy in Office**

#### **Section 8**

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

### **Re-election**

#### **Section 9**

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 VII: Duties of Officers**

### **Club President**

#### **Section 1**

The Club President is the Chief Executive Officer of this club and is responsible for fulfilling the mission of this club. The president presides at meetings of this club and the Club Executive Committee, appoints all committees, and has general supervision of the operation of this club. The president shall be an ex officio member of all committees of this club except the Club Nominating Committee and shall serve as one of this club's representatives on the Area and District councils. The president shall transmit to this club for its approval or disapproval all ideas and plans proposed by the Area and District Councils which may affect this club or its individual members; and shall take no action binding upon this club without either specific prior authorization or subsequent ratification by this club.

### **Vice President Education**

#### **Section 2**

The Vice President Education is the second ranking club officer and is responsible for planning, organizing, and directing a club program which meets the educational needs of the individual members. The Vice President Education chairs the Education Committee. The Vice President Education also serves as one of this club's representatives on the area and District Councils and shall take no action binding upon this club without either specific prior authorization or subsequent ratification by this club.

### **Vice President Membership**

#### **Section 3**

The Vice President Membership is the third ranking club officer and is responsible for planning, organizing, and directing a program that ensures individual member retention and growth in club individual membership. The Vice President Membership chairs the Membership Committee. The Vice President Membership serves as one of this club's representatives on the Area Council and shall take no action binding upon this club without either specific prior authorization or subsequent ratification by this club.



## **Vice President Public Relations**

### **Section 4**

The Vice President Public Relations is the fourth ranking club officer and is responsible for developing and directing a publicity program that informs individual members and the general public about Toastmasters International. The Vice President Public Relations chairs the Public Relations Committee.

## **Club Secretary**

### **Section 5**

The Club Secretary is responsible for club records and correspondence. The Club Secretary has custody of the club's charter, constitution, and addendum and all other records and documents of this club; keeps an accurate record of the meetings and activities of this club and of the Club Executive Committee; maintains an accurate and complete roster of individual members of this club, including the address and status of each individual member and transmits the same to the successor in office. The Club Secretary provides notices of meetings as required by this constitution, and immediately notifies World Headquarters of Toastmasters International of any change in the roster of individual members.

## **Club Treasurer**

### **Section 6**

The Club Treasurer is responsible for club financial policies, procedures, and controls. The Club Treasurer receives and disburses, with the approval of this club, all club funds; pays to Toastmasters International all financial obligations of this club as they come due; and keeps an accurate account of all transactions. The Club Treasurer shall make financial reports to this club and to the Club Executive Committee quarterly and upon request, and shall transmit the accounts and all undistributed funds to the successor in office at the end of the Club Treasurer's term.

## **Sergeant at Arms**

### **Section 7**

The Club Sergeant at Arms is responsible for club property management, meeting room preparation, and hospitality. The Sergeant at Arms chairs the Social and Reception Committee.

## **Immediate Past Club President**

### **Section 8**

The Immediate Past Club President provides advice and counsel as requested by the Club President.

## **Council Representatives**

### **Section 9**

In the event the Club President and/or Vice President Education shall be unable to attend a meeting of the District Council, they shall certify the proxy credentials of the official representative or representatives of this club attending said district council meeting. Such representative(s) shall be active individual members of this club.

## **Additional Duties**

### **Section 10**

In addition to the duties stated in this constitution, each of the officers of this club shall have such duties and responsibilities as may be provided in the Articles of Incorporation, and Bylaws of Toastmasters International, District Administrative Bylaws, Policy and Protocol, manuals, or other directives of Toastmasters International, or as may be set forth in Addendum or as assigned by this club.

## **ARTICLE VIII:**

### **Committees**

#### **Standing**

##### **Section 1**

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

#### **Club Executive**

##### **Section 2**

The Club Executive Committee shall consist of the officers of this club named in this constitution, with the Club President serving as the chair. This committee

shall have charge of all business and administrative affairs of this club and shall consider all matters concerning the welfare of this 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.

## **Education**

### **Section 3**

The Education Committee shall have charge of the general educational program of this club. It shall prepare, or cause to be prepared, all program schedules of this club and shall publish the assignments at least three (3) weeks in advance, when practicable. This committee shall assist in the utilization and interpretation of program and educational materials available from Toastmasters International. It shall arrange for the exchange of speakers and educational programs with other clubs and encourage speaking engagements of individual members before non-Toastmasters groups.

## **Membership**

### **Section 4**

The Membership Committee shall consider all applications for individual membership and report thereon to this club, and shall arrange for proper induction of all new individual members. This committee shall be responsible for maintaining club individual membership and attendance. It shall be the goal of this committee to ensure that the individual membership of this club is at all times at charter strength or better.

## **Public Relations**

### **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 also promote opportunities for community participation in Toastmasters International's learning programs. It shall also be responsible for all internal publications of this club, including the club website, social media, and newsletter.

## **Social and Reception**

### **Section 6**

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

## **Additional Duties**

### **Section 7**

In addition to the duties stated in this constitution, each of the committees of this club shall have such duties and responsibilities as may be provided in the Articles of Incorporation and Bylaws of Toastmasters International, District Administrative Bylaws, Policy and Protocol, manuals or other directives of Toastmasters International, or as may be set forth in this club's bylaws or as assigned by this club.

## **ARTICLE IX:**

### **Rules of Order**

#### **Parliamentary Authority**

##### **Section 1**

Insofar as they do not conflict with the Articles of Incorporation or Bylaws of Toastmasters International, Policy and Protocol adopted by Toastmasters International, this Club Constitution, and Addendum, or laws applicable to nonprofit corporations, *Robert's Rules of Order Newly Revised* shall be the final authority as to parliamentary procedure, provided that if this club is located in a jurisdiction where Robert's Rules are not a recognized authority on parliamentary procedure, the Addendum shall specify in place of Robert's Rules the name of the recognized authority in the jurisdiction where this club is located.

#### **Parliamentarian**

##### **Section 2**

A parliamentarian may be appointed at each meeting by the Club President.

## ARTICLE X:

### Affiliation

#### International Affiliation

##### Section 1

Upon receiving a charter from Toastmasters International, and so long as this club remains in good standing with Toastmasters International, this club shall be a member of Toastmasters International, entitled to all the rights and powers, and subject to all the duties and requirements, of member clubs as may be stated from time to time in the Articles of Incorporation and Bylaws of Toastmasters International, in the District Administrative Bylaws, in this constitution, and in Policy and Protocol issued by Toastmasters International.

#### District Affiliation

##### Section 2

This club shall also be affiliated with such district of Toastmasters International as the Board of Directors may designate, and shall be represented on that District Council as provided in the District Administrative Bylaws.

#### Financial Obligations

##### Section 3

This club shall make membership payments and other payments on all individual members as required by Toastmasters International. No change in the member club's financial obligations to Toastmasters International shall be effective until the earlier of the date of publication in the *Toastmaster* magazine or the date of posting on the Toastmasters' website.

#### Separate Legal Entity

##### Section 4

This club is an independent legal entity, separate from Toastmasters International and every other member club of Toastmasters International, subject only to the express terms and conditions of affiliation stated in this constitution and in the Toastmasters International documents identified in Section 1 of this article. As such, this club is fully responsible for its own debts, liabilities, and other obligations, and any creditor of this club shall look only to the assets of this club for payment, and not to Toastmasters International, nor to any other member club of Toastmasters International, nor to any individual member of this club.

#### Representation at Annual Business Meeting and Other Meetings

##### Section 5

This club is entitled to representation at all Toastmasters International Annual Business Meetings as provided in the Bylaws of Toastmasters International, and at any other meetings of the voting members of Toastmasters International, and at District and Area Council meetings. This club shall select its representatives in sufficient time for the Club President or Club Secretary to validate the proper credentials for them. In the event this club is not represented at the Annual Business Meeting by personal representatives selected from this club, the Executive Committee of this club shall appoint and authorize a proxy with authority to act under Article X, Section 2 of the Bylaws of Toastmasters International. Such selection shall be submitted to this club at the next business meeting for ratification. Proxies for District Council meetings shall be selected as set forth in Article VII, Section 9, above. Such representative or proxy must be in good standing with Toastmasters International under Article III, Section 8, of the Bylaws of Toastmasters International.

#### Relationship with Other Governing Documents

##### Section 6

The Articles of Incorporation and Bylaws of Toastmasters International, as they may be amended by their terms from time to time, and this constitution, as it may be amended from time to time as provided in Article XII below, shall govern this club and all other Toastmasters clubs affiliated with Toastmasters International. This club shall adopt no policy and shall take no action in conflict with the Articles of Incorporation and Bylaws of Toastmasters International, with this constitution, or with any Policy and Protocol of Toastmasters International as they may be amended from time to time.

#### Addendum of Standard Club Options

##### Section 7

This club shall, upon adoption of this constitution and from time to time thereafter as appropriate, complete the Addendum of Standard Club Options attached to this constitution in order to specify the detailed choices it has made to govern the operations of the club. The Addendum shall be adopted and modified by a vote of at least a majority of the active individual members of the club present and voting at a duly called an noticed club business meeting at which a quorum was at all time present.

## ARTICLE XI:

### Legal Status and Dissolution

#### Affiliation with Others and Use of Funds

##### Section 1

This club is an unincorporated association formed solely for the purpose of privately educating its individual members. This club is not legally affiliated with any company, agency, or special interest group from which this club may draw its individual members. The use of the funds of this club shall be limited to educational purposes. They may not be used for social or political purposes, or for the benefit of any individual.

#### Dissolution

##### Section 2

In the event of dissolution of this club, distribution of any funds, after payment of any indebtedness, shall be made either by contribution to any educational research or memorial fund maintained by Toastmasters International, or by contribution to another Toastmasters club or to a Toastmasters district.

#### Compliance with California Law and Local Jurisdictional Law

##### Section 3

The constitution of this club and the Addendum shall be governed by and interpreted in accordance with the laws of the State of California, where Toastmasters International is incorporated, regardless of the location of this club. However, in jurisdictions where some modification of this constitution is necessary in order for this club to function legally within that jurisdiction, and Toastmasters International has issued a Policy or Protocol authorizing such modification specifically for that jurisdiction, this constitution shall be deemed modified accordingly.

## ARTICLE XII:

### Amendments to Club Constitution

#### How Amended

##### Section 1

This constitution may be amended only by a majority of the votes cast at an Annual Business Meeting or a special meeting of the voting membership of Toastmasters International.

#### Proposals from International Board

##### Section 2

Proposed amendments may be submitted by the Board of Directors to the voting membership of Toastmasters International at any time up to sixty (60) days before the membership meeting at which they will be considered.

#### Proposals from Clubs

##### Section 3

Proposed amendments may also be submitted by Toastmasters clubs to the Annual Business Meeting of Toastmasters International as follows: Proposed amendments must be presented in writing to and received by the Board of Directors no later than December 31 before the Annual Business Meeting at which they are to be submitted. The proposing club, or each proposing club if there is more than one, shall have approved the proposed amendment by the vote of at least two-thirds of the active individual members of the club present and voting at a club business meeting at which a quorum is present; such approval shall be evidenced by a certificate stating the proposed amendment signed by all the active individual club members who voted to approve the proposed amendment. Each proposing club shall submit such a certificate to the Board of Directors no later than the December 31 deadline. The proposed

amendment shall be placed before the voting members of Toastmasters International only if the proposed amendment and certificate(s) are presented to and received by the Board no later than December 31 and one of the following conditions is met:

- (a) the Board of Directors votes to place the proposed amendment before the voting membership or
- (b) the amendment is proposed by at least one percent (1%) of all the votes held by the voting membership of Toastmasters International, including member clubs and delegates at large or
- (c) (1) the proponent(s) of the amendment agree to bear the full reasonable administrative cost to Toastmasters International of submitting the proposed amendment to the voting membership for a vote and
- (2) no other club constitution amendment proposed by any proponent of the amendment shall be placed before the voting membership at the same meeting and
- (3) if an amendment on substantially the same subject has been voted on by the voting membership within five (5) calendar years before the meeting at which the amendment will be submitted, such prior proposed amendment shall have received no less than thirty percent (30%) of the votes cast.

Provided that no proposed amendment shall be placed before the voting members if it has been rendered moot; substantially duplicates or is encompassed by another proposed amendment at the same meeting; is illegal; is designed to further a personal claim, grievance, or interest; is beyond the power of Toastmasters International to effectuate; or is not a proper subject for this constitution under California law.

#### **Notice Section 4**

Notice of any proposed amendments to be submitted to the voting membership of Toastmasters International for a vote shall be mailed by the Executive Director to each voting member at least sixty (60) days before the meeting, together with any recommendation of the Board of Directors thereon. Any such recommendation shall also be presented to the voting members at the meeting before the vote is taken on the proposed amendments. No amendments to the proposed amendment may be made during the meeting, nor at any time after sixty (60) days prior to the meeting.

#### **Conflicting Proposals Section 5**

In the event of two or more club constitution amendment proposals presented to the same meeting of members, which the Board determines to be in conflict with each other, only the proposal receiving the highest majority of votes cast shall be adopted.



# Addendum of Standard Club Options | 标准俱乐部选项表附录

## 表格 6B

Club Name | 俱乐部名称 \_\_\_\_\_ Club Number | 俱乐部编号 \_\_\_\_\_

Club Location | 俱乐部地点 \_\_\_\_\_ District Number | 大区编号 \_\_\_\_\_

本俱乐部应在采纳本章程并在此之后按需填写本“标准俱乐部选项表附录”，明确其就管理运营所作出的详细决策。如有任何变更，俱乐部必须召集当前活跃个人会员参加正式召开的俱乐部事务会议，会议全程由达到法定人数的会员参加并多数表决通过相关变更决议。

### 1. Name | 名称

本俱乐部的名称与地址如上所示。此名称与地址可根据俱乐部章程第 7 节第 10 条通过修改本附录进行变更。

### 2. Membership Composition | 会员构成

根据 Club Constitution（俱乐部章程，仅限英文）的第一节第 2 条规定的非歧视要求，本俱乐部的个人会员应仅限于

（如果对本俱乐部的会员资格没有限制，则在上方横线处填写“无限制”。）

### 3. Membership Composition | 会员构成

本俱乐部的荣誉会员资格可授予任期为 \_\_\_\_\_ 年，否则以 Club Constitution 规定为准。

### 4. New Member Fee | 新会员费用

本俱乐部个人会员资格的新会员费用应为 \_\_\_\_\_ 美元，应根据 Club Constitution 的规定予以支付。

（向新加入个人会员收取的会费与新会员费用应包括向 Toastmasters International 支付的会员费用以及任何俱乐部会费。）

### 5. Club Dues | 俱乐部会费

本俱乐部活跃个人会员的会费应为 \_\_\_\_\_ 美元/每人/每 \_\_\_\_\_。这些费用应在 \_\_\_\_\_ 之前或之时支付。

（俱乐部会费应包括用于支付 Toastmasters International 会员费用的金额。）

### 6. Reinstatement Fee | 恢复会籍费用

前个人会员恢复个人会员资格需要支付 \_\_\_\_\_ 美元的恢复会籍费用。

（恢复会籍费用为非强制费用，如收取此费用，应由俱乐部自行处理。如俱乐部不收取恢复会籍费用，则在上方横线处填写“0”。）

### 7. Transfer Fee | 转会费用

另一家 Toastmasters International 俱乐部的个人会员转会到本俱乐部的费用应为 \_\_\_\_\_ 美元。向本俱乐部转会的其他条件应在 Club Constitution 中予以明确规定。

（转会费用为非强制费用，如收取此费用，应由俱乐部自行处理。如俱乐部不收取转会费用，则在上方横线处填写“0”。）

## 8. Inactive Member Dues | 非活跃会员会费

本俱乐部不活跃个人会员的会费应为 \_\_\_\_\_ 美元/每人/每 \_\_\_\_\_。这些费用应在 \_\_\_\_\_ 之前或之时支付。

(俱乐部可将非活跃个人会员会费定为不高于活跃个人会员会费的任何金额, 根据 Club Constitution 该非活跃会员会费必须包含了向 Toastmasters International 缴纳的会员费用。)

## 9. Regular Meetings | 定期会议

本俱乐部定期会议 (包括活跃个人会员的事务会议), 应在以下地点每 \_\_\_\_\_ 点举行: 或 由本俱乐部不时指定。

## 10. Executive Committee Meetings | 执行委员会会议

本俱乐部的执行委员会应至少 \_\_\_\_\_ 举行一次会议, 会议时间与地点可由其自行决定。

## 11. Additional Officers | 其他干事

Club Constitution 应对本俱乐部的干事进行规定, 包括选任、职责以及任期等内容。此外,

本俱乐部所任命的干事 \_\_\_\_\_

应承担以下职责: \_\_\_\_\_

\_\_\_\_\_。  
(如果本俱乐部不希望选任其他干事, 则在上方空白处填写“无”。)

## 12. Terms of Office | 任期

本俱乐部选任的干事应遵守以下任期 (选择一项):

\_\_\_\_\_ Half-year terms, from July 1 to December 31 and from January 1 to June 30. | 半年任期, 从 7 月 1 日至 12 月 31 日, 并从 1 月 1 日至 6 月 30 日。

\_\_\_\_\_ Full-year terms, from July 1 to June 30. | 全年任期, 从 7 月 1 日至次年 6 月 30 日。

(全年中的每周都举办俱乐部会议的俱乐部可选择半年任期; 所有其他俱乐部必须选择全年任期。任期起始与结束时间应符合

Club Constitution 的第三节第 6 条的规定。)

## 13. Rules of Order | 议事规则

由于俱乐部所处的管辖区并不认可《罗伯特议事规则》为标准议事规则, \_\_\_\_\_

\_\_\_\_\_ 根据 Club Constitution 的第一节第 9 条本俱乐部可被认作受《罗伯特议事规则》制约。

(如果本俱乐部位于不受《罗伯特议事规则》(最新修订版) 标准议事规则制约的司法管辖区, 则需填写本条。)

Last modified by required vote of club on | 最后根据俱乐部投票修改 \_\_\_\_\_, 20 \_\_\_\_\_

Signed | 签名: \_\_\_\_\_

CLUB SECRETARY | 俱乐部秘书

I acknowledge that my electronic signature on this document is legally equivalent to my handwritten signature. |

俱乐部秘书我认可本人在本文件中的电子签名在法律效力上等同于我的手写签名。



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