

# **University of Toronto Toastmasters Club Constitution**



# Table of Contents

## [Certificate of Club Adoption](#)

### [Article 1: Purpose](#)

### [Article 2: Membership](#)

#### [Admission to Membership](#)

#### [Composition](#)

##### [Toastmasters International Membership](#)

##### [Standard Membership](#)

#### [Discipline/Expel/Suspend/Decline to Renew Membership](#)

### [Article 3: Club Dues and New Toastmasters International Member Fees](#)

#### [Club Dues](#)

#### [Transfer to Another Club](#)

### [Article 4: Meetings and Notice](#)

#### [Regular Meetings](#)

#### [Meetings on Amendments to Regular Meeting Procedure](#)

#### [Special Meetings](#)

#### [Club Executive Committee Meetings](#)

#### [Notice](#)

### [Article 5: Quorum and Voting](#)

#### [Quorum](#)

#### [Voting](#)

### [Article 6: Officers](#)

#### [Officers](#)

#### [Education Credit](#)

#### [Terms of Office](#)

#### [Immediate Past Club President](#)

#### [Nominations](#)

#### [Elections](#)

#### [Resignation or Removal](#)

#### [Vacancy in Office](#)

#### [Re-election](#)

### [Article 7: Duties of Officers](#)

#### [Club President](#)

#### [Vice President Education](#)

#### [Vice President Membership](#)

#### [Vice President Public Relations](#)

#### [Club Secretary](#)

[Club Treasurer](#)

[Sergeant at Arms](#)

[Immediate Past Club President](#)

[Club Ombuds](#)

[Representation on the District Council](#)

[Additional Duties](#)

[Article 9: Rules of Order](#)

[Article 10: Affiliation](#)

[International Affiliation](#)

[District Affiliation](#)

[Financial Obligations](#)

[Separate Legal Entity](#)

[Representation at Annual Business Meeting and Other Meetings](#)

[Relationship with Other Governing Documents](#)

[Article 11: Legal Status and Dissolution](#)

[Affiliation with Others and Use of Funds](#)

[Dissolution](#)

[Compliance with California Law and Local Jurisdictional Law](#)

[Article 12: Amendments to Club Constitution](#)

# Certificate of Club Adoption

The undersigned, being the validly elected and duly acting president and secretary of the University of Toronto Toastmasters club, do hereby certify that on the 29th day of February, 2024, 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.

Dated: March 6th, 2024

Signed: Adham Ragab



Club President

Dated: March 6th, 2024

Signed: Tan Lin



Tan Lin (Mar 6, 2024 12:00 EST)

Club Secretary

# Article 1: Purpose

The purpose of a Toastmasters Member 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.

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 skills and experience in the preparation and delivery of speeches
- Encourage its individual members to read and 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
- Provide leadership training for its individual members
- Provide opportunities and encouragement for its individual members to appear before audiences and to express their thoughts with credibility and confidence

## Article 2: Membership

### Admission to Membership

All individual members of this club shall be at least in their first year of undergraduate studies. No persons shall be excluded from individual membership in, or from any program or activity of, this club because of age (except those persons not in at least in their first year of undergraduate studies), race, colour, creed, gender, gender identity, gender expression, national or ethnic origin, sexual orientation, or physical or mental disability, so long as the individuals, through their own effort, are able to participate in the program.

### Composition

The individual membership of this club may be divided into two (2) classes of membership:

#### *Toastmasters International Membership*

Toastmasters International membership is conferred upon a paid member in good standing with Toastmasters International. Members attend club meetings, have voting privileges, may be elected as an officer of the club, shall be counted towards a quorum of the club membership registered with Toastmasters International, may participate in speech contests if they fulfil the other eligibility criteria, and may have a place on the regular speaker's program.

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

#### *Standard Membership*

Standard individual membership entitles a person access to:

- Regular meetings
- Regular meeting roles as defined by the club's education policies
- Club-led education initiatives
- Committees for club initiatives

- Full voting privileges
- Presenting a dry run of a speech with the intent of presenting such a speech outside of the club, provided that sufficient evidence is provided to the VP Education

Standard individual membership restricts a person from:

- Registration with Toastmasters International
- Accessing the Toastmasters International Pathways Programme
- Performing Pathways Programme Speeches and Speech Evaluation Roles
- Participating in Toastmasters International Speech Contests
- Holding an executive club role

Standard individual membership is restricted to undergraduate students attending the University of Toronto. Standard members are exempt from any dues or fees paid to Toastmasters International.

Standard individual members may choose to run in club elections, provided that they convert their membership to Toastmasters International membership upon election. Upon choosing to do so, such members will qualify for the [Subsidy Program For Club Officers](#).

Standard members are counted towards the club quota registered with the relevant student bodies at the University of Toronto but **are not** counted towards the quota registered with Toastmasters International.

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

Toastmasters International members who fail to pay dues owed to Toastmasters International will lose active membership of the club and must pay owed dues before resuming their membership.

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

- Engages in behaviour that is discriminatory, offensive, or harmful to other members.
- Does not support this club's purposes

- 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 club or Toastmasters International Board of Directors. 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 a 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 3: Club Dues and New Toastmasters International Member Fees

## Club Dues

Club dues and fees are set forth as such:

- No club dues are collected in addition to the Toastmasters International dues. These dues do not apply to standard individual membership.
- For Toastmasters International members, membership dues payments are governed by [Article IV](#), Section 2 of the Bylaws of Toastmasters International.
- The annual dues amount for Toastmasters International members of the club is \$120 USD, payable as \$60 USD semiannually for membership terms starting April 1st and October 1st.<sup>1</sup>
- An individual who chooses to sign up for the Toastmasters International membership at a time other than April and October pays prorated dues (payable in USD) according to the following table:

Month	Dues
May or November	\$50
June or December	\$40
July or January	\$30
August or February	\$20
September or March	\$10

- The names of the members for whom dues are paid are submitted with the dues payments to Toastmasters International.
- The new member fee for each new Toastmasters International member is \$20 USD, paid to Toastmasters International. This fee is subsidized for undergraduate students at the University of Toronto who choose to sign up for Toastmasters International membership.

---

<sup>1</sup> As per the email from the International President on March 29th, 2023 announcing the increase in membership fees, an exception is to be provided for Toastmasters International members looking to renew their membership for October 1st, 2023. Members can renew at the deprecated rate (\$45 USD semi-annually) should they renew before August 1st, 2023

- The club may choose to run initiatives to subsidize fees for Toastmasters International members accordingly. However, the dues and fees paid to Toastmasters International on behalf of such members must remain consistent with the policy items outlined in this document.
- All other policy items are set forth in [Policy 8.0: Dues and Fees](#). For policy items that conflict, the policy items outlined in this constitution take precedence.

## Subsidy Program for Club Officers

Club Officers can choose to enter an optional subsidy program, which will see up to  $\frac{2}{3}$  of the membership fee covered should they choose to convert from standard individual membership upon election. This will see their annual due reduced to \$40 USD, payable as \$20 USD semiannually for membership terms starting April 1st and October 1st.

## Transfer to Another Club

Any individual Toastmasters International member in good standing desiring to transfer to another Toastmasters club may request a club officer to furnish documentation showing the date to which the individual's membership payment to Toastmasters International is paid. When an applicant for individual Toastmasters International membership in this club transfers from another Toastmasters club and presents documentation from said club showing 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 to Toastmasters International. Standard members are not eligible for club transfer.

# Article 4: Meetings and Notice

## Regular Meetings

Regular meetings of this club, which shall include any business meeting of active individual members, shall be held every week, the day is determined by a vote of all members, from 6-8 pm EST. Such meetings shall be held in a hybrid environment, both online and in-person at a location within the University of Toronto's St. George Campus.

## Meetings on Amendments to Regular Meeting Procedure

Meetings on amendments to regular meetings procedure may be called by a majority vote of the active members present and voting at any regular meeting at which a quorum is present, or called by the Club Executive Committee, Club Vice President Education, or Club President.

## Special Meetings

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

## Club Executive Committee Meetings

The Executive Committee of this club shall meet at least weekly, at such hours and places as it may determine.

## Notice

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, meetings on amendments to regular meeting procedure, and notice of all special meetings shall be given in writing (in compliance with Article XIII, Section 9, of the Bylaws of Toastmasters International) at least three (3) days in advance of such meeting(s) to all individual Toastmasters International 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.

If this club shall permanently change the time or place of regular meetings, the club secretary shall immediately provide notice of such change to World Headquarters.

## Penalty System for Speech Dropouts

To mitigate the effect of disruptions to regular meetings caused by unforeseen role and speech cancellations, the following system is in place for Toastmaster roles, prepared speeches, and speech evaluator roles that are cancelled within the notice period mentioned above:

- 1st offence: Verbal warning and reminder to cancel ahead of the 72 hour notice period will be issued to the offending member
- 2nd offence: The offending member will be prohibited from scheduling a Toastmaster, prepared speech, or speech evaluator role for the following meeting.
- 3rd offence: The offending member will be prohibited from scheduling a Toastmasters, prepared speech, or speech evaluator role for the following 3 meetings.
- 4th offence: The offending member will be prohibited from scheduling a Toastmasters, prepared speech, or speech evaluator role for the remainder of the term, with terms being from January 1st-June 30th, and July 1st-December 31st.

These penalties will reset each term. Penalties will be evaluated on a case-by-case basis by the President and VP Education. Should there be a conflict of interest with either the President or VP Education, the Club Ombuds will step in to replace the conflicted party. Extenuating circumstances that can be justified will be granted an exemption from receiving a penalty.

# Article 5: Quorum and Voting

## Quorum

A majority of all members shall constitute a quorum for all special meetings of this club. A majority of all members shall constitute a quorum for all regular and business meetings, and meetings on amendments to regular meeting procedure. A majority of the Club Executive Committee shall constitute a quorum for the transaction of the committee's business.

## Voting

Each active individual member shall be entitled to one (1) vote on any matter presented to the club membership for a vote.

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

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 6: Officers

## Officers

The officers of this club shall include, to the extent possible, a Club President, a Vice President Education, a Vice President Membership, a Vice President Public Relations, Vice President Internal, a Club Secretary, a Club Treasurer, a Sergeant at Arms, the Immediate Past Club President, and a Club Ombuds.

All positions should be filled if possible. However, a club must have a minimum of three (3) officers: the Club President, a Vice President (either Education, Membership, or Public Relations), and the Club Secretary, and each of these offices must be held by a different person.

In addition, the Club President and the Treasurer cannot be the same person.

All club officers, with the exception of the Immediate Past President and Club Ombuds, must be registered students of the University of Toronto.

## Education Credit

In addition to the officers provided in this constitution, this club may have such other officers as may be specified, but Toastmasters International credit toward any educational award is limited to service as Club President, Vice President Education, Vice President Membership, Vice President Public Relations, Club Secretary, Club Treasurer, Sergeant at Arms, and the Immediate Past Club President.

## Terms of Office

Officers shall serve for half-year terms. The terms of officers shall either commence at midnight on July 1 and end on December 31 at 11:59 p.m., or commence at midnight on January 1 and end on June 30 at 11:59 p.m.

## Immediate Past Club President

Except for the Immediate Past Club President, the officers of this club shall be elected by the active 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**

Nominations for club officers shall be submitted by nominees to the Club Executive Committee at least three (3) days prior to the election. The election chair 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 election shall be the Immediate Past Club President, unless this position is vacant or the best interests of the club require otherwise.

## **Elections**

Elections shall be held at the last club meetings before the final examination period in December and April in each year.

## **Resignation or Removal**

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 cause, by majority vote of all members present and voting at a business meeting at which quorum is present.

## **Vacancy in Office**

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**

Club Presidents may be re-elected for one successive term.

# Article 7: Duties of Officers

## Club President

The Club President is the chief executive officer of this club and is responsible for fulfilling the mission of this club. The Club President chairs meetings of this club and the Club Executive Committee, appoints all committees, and has general supervision of the operation of this club. The Club President shall be an ex-officio member of all committees of this club except the Club Leadership Committee and shall serve as one of this club's representatives on the Area and District Councils. The Club 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. The Club President must be an undergraduate student at the University of Toronto.

## Vice President Education

The Vice President Education is the second-ranking club officer and is responsible for planning, organising, and directing a club program which meets the educational needs of the individual members. 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

The Vice President Membership is the third-ranking club officer and is responsible for planning, organising, and directing a program that ensures individual member retention and growth in club individual membership. 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**

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 the club and Toastmasters International. The Vice President Public Relations is also responsible for managing communications surrounding workshops, collaborations, and potential sponsorships with external entities.

## **Vice President Internal**

The Vice President Internal is responsible for managing internal club communication infrastructure, including meeting announcements and club server. The Vice President Internal is also responsible for social media and website management under the advisement of the Vice President Public Relations.

## **Club Secretary**

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 any change in the roster of individual members.

## **Club Treasurer**

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**

The Sergeant at Arms is responsible for club property management, meeting room preparation, and hospitality. The Sergeant at Arms is also responsible for organising one (1) club social event per term.

## **Immediate Past Club President**

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

## **Club Ombuds**

The Club Ombuds serves as an impartial arbiter on disputes within the Club Executive Team and complaints made by a club member, and provides recommendations on their resolution. The Club Ombuds shall also serve as the chair of all hearings under the club's [appeals process](#).

## **Representation on the District Council**

This club's representatives on the District Council are the Club President and Vice President Education. This club is entitled to two (2) votes, and the club can determine whether the Club President or the Vice President Education, holding two (2) votes, or both representatives, with one (1) vote each, will act as voting members of the District Council.

## **Additional Duties**

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, Bylaws of Toastmasters International, District Administrative Bylaws, Policy and Protocol, manuals, or other directives of Toastmasters International, or as assigned by this club.

## **Article 8: Rules of Order**

Insofar as they do not conflict with the Articles of Incorporation, Bylaws of Toastmasters International, Policy and Protocol adopted by Toastmasters International, The Club Constitution, or laws applicable to nonprofit corporations, Robert's Rules of Order Newly Revised shall be the final authority as to parliamentary procedure

### **Appeals Process**

Club members can appeal all disciplinary decision made by submitting an official appeal to the Club Ombuds within 2 weeks of the decision being made. The Club Ombuds will provide an official review on a case-by-case basis, hearing evidence from all parties. Such review shall take no longer than 1 month, unless extenuating circumstances necessitate the prolonging of the investigation.

The Club Ombuds will provide a recommendation on a decision that shall be voted on at a special meeting held at the earliest possible convenience. Notice for such meeting will abide by the policy on notice periods for meeting announcements.

## **Article 9: Affiliation**

### **International Affiliation**

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 in the Articles of Incorporation, Bylaws of Toastmasters International, District Administrative Bylaws, in the Club Constitution, and Policy and Protocol issued by Toastmasters International.

### **District Affiliation**

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**

This club shall make membership payments and other payments for all individual members as required by Toastmasters International. The amount of the international dues is set by the Board of Directors and shall remain in place until such time as the Board changes that amount and notifies the membership.

### **Separate Legal Entity**

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**

This club is entitled to representation at the 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 proxy holders for the Annual Business Meeting or other meetings of the voting members of Toastmasters International 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 proxy holders selected from this club, the executive committee of this club shall appoint and authorize a proxy holder 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.

## **Relationship with Other Governing Documents**

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

# Article 10: Legal Status and Dissolution

## Affiliation with Others and Use of Funds

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 and social events designed to promote membership engagement. They may not be used for political purposes or for the benefit of any individual.

## Dissolution

In the event of dissolution of this club, distribution of any funds, after payment of any indebtedness, shall be made either by contribution to the Ralph C. Smedley Memorial Fund® or any other fund maintained by Toastmasters International, or by contribution to another Toastmasters Member Club or to a Toastmasters District.

## Compliance with California Law and Local Jurisdictional Law

The Club Constitution and the club's 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 authorising such modification specifically for that jurisdiction, this constitution shall be deemed modified accordingly.

## **Article 11: Amendments to Club Constitution**

An annual meeting shall be held after the first regular meeting after the April examination period to ratify this constitution. All proposals to amend the club's constitution shall be presented at this meeting by any member. A quorum of all members is required to ratify any amendment to the club's constitution.