



# 如何創立 TOASTMASTERS 分會

循序漸進指南



領袖的搖籃



## 如何創立 **TOASTMASTERS 分會**

您的循序漸進指南

**TOASTMASTERS INTERNATIONAL**

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

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**領袖的搖籃**



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# 歡迎您!

我們所說的領導能力到底指什麼？可能是展望未來、深謀遠慮、未雨綢繆，以及激勵他人執行計畫的能力。

— Ralph C. Smedley, 創始人, Toastmasters International

恭喜您做出創立 Toastmasters 分會這個令人振奮的抉擇。正因為有像您一樣積極付出的人，每年至少有 1,000 個 Toastmasters 新分會創立，造就全球數十萬人成為更成功的溝通者與領導者。一旦決定創立新分會，您已經承擔了一項重要的領導角色。

Ralph Smedley 深信只要參與 Toastmasters 分會定期的活動，人們便能發掘自己身為領導者的潛能。

在您的新分會中，會員將學習到有助於個人與專業領域上的各項寶貴技巧。您將在鼓勵之下發表即席與備稿演講、學習如何計畫與主持會議、給予並接受建設性的回饋，並參與內容廣泛、可以自己調整學習步調的教育課程。

可喜的是，創立新分會比您想像還來得容易太多了！參閱本指南內容並遵照相關步驟執行，就能創立一個成功的分會。過程中，您將獲得豐富的支持與資源，當中絕大部分內容可在本手冊中找到。

在此祝您新分會運作順利、社運昌隆！

## 您為何想創立 Toastmasters 分會?

您或許有很多想創立分會的理由。比方說，若您有興趣創立一個企業分會，可能因為您想給自己與同仁增進溝通與領導技巧的機會。若您有興趣成立一個社區分會，可能因為您想要幫助自己與他人建立自信並激發領導潛能。在您創立分會之前，要思考的最重要事情之一就是 Toastmasters 的分會使命：

「Toastmasters International 提供會員互助互利、積極向上的學習環境，所有會員都可從中鍛鍊溝通與領導技巧，進而增強自信並促進個人成長。」

您創立的分會必須體現這個使命。創立 Toastmasters 分會是一份重要的責任與承擔。您的職責是確保所有會員都覺得受到支持，同時您必須有能夠維持並增加會員人數的資源。帶給眾人優質的分會體驗是您的首要目標。欲了解經營成功分會的秘訣，請參閱第 11 頁內容。

## 第一步：了解 TOASTMASTERS 運作方式

### 實地參訪一些分會

每個 Toastmasters 分會各具特色，因此多拜訪分會以學習他人經驗，有助於營造您心中所想的分會環境。Toastmasters 在 141 個國家擁有超過 16,400 個分會，會員人數更逾 352,000 人，讓您可以很方便地就近找到分會。您可以在 [www.toastmasters.org/find](http://www.toastmasters.org/find) 找到依地理區域劃分的最新 Toastmasters 分會列表。

### 向資深 Toastmasters 會員汲取建議

與您所在區域、具創立分會經驗的資深 Toastmasters 會員見面或交換意見，對您踏出創會第一步有很大裨益。資深會員鼓勵您並針對相關事項給予建議，而且通常樂於提供協助。

您也可連絡 Toastmasters International 世界總會總部的新分會團隊，電話為 +1 720-439-5050 或寫電子郵件至 [newclubs@toastmasters.org](mailto:newclubs@toastmasters.org) 來取得創立分會的相關協助。觀看 [Club Experience Video](#)（目前僅有英文版）來了解典型例會運作方式。

#### ▶ 您知道嗎？

與具創立分會經驗的資深 Toastmasters 會員見面，對您踏出創會第一步有很大裨益。他們能提供您協助、鼓勵與建議。



「我在 2011 年底搬到巴西，因為我想給人生新的挑戰。我創立 VOETM 英語分會，同時全心投入會長工作。看到幹部在執行幹

部角色的時候越來越有信心，我覺得一切都值得。」

Susan Hawkins, DTM  
Toastmasters 市場開發專家  
VOETM 與 São Paulo Toastmasters 分會，  
巴西聖保羅。

## 第二步：您想創立什麼類型的分會？

Toastmasters 分會—主要分為企業型與社區型。

### 企業分會

企業分會附屬於贊助組織，並吸引該組織員工加入成為會員。舉例來說，AT&T、蘋果、波音公司、可口可樂公司、谷歌、索尼及許多《財星》雜誌全球前 500 大企業均贊助創立 Toastmasters 分會。部分企業分會可能決定開放非員工會員參與活動；在此情況下，這些分會可視為「對外開放」。

若您決定創立企業分會，有幾項要點必須銘記在心。分會例會可在辦公時間於辦公場所進行以方便員工參加。若您的公司決定贊助您的分會，可透過多種方式提供支援，包括：

- ▶ 提供例會場地
- ▶ 支付一次性的創會費
- ▶ 全額或部分補貼會員會費與新會員入會費
- ▶ 提供獎勵以鼓勵達成教育目標
- ▶ 正式將 Toastmasters 例會納入組織的訓練課程

有關如何創立企業分會的更多資訊，請透過電子郵件聯絡 [corporaterelations@toastmasters.org](mailto:corporaterelations@toastmasters.org)。此團隊可幫助您聯繫全球各地的 Toastmasters 領袖，他們 / 她們將與您所屬組織聯繫，了解您的需求以及 Toastmasters 可以如何來協助。



*「成為 Toastmasters 的會員敦促您面對任何挑戰，而這些挑戰都是您原先不太可能面對的。您因開始參與訓練單元而變得更加積極，同時願意承擔更多責任且成為領導者。這才是我們組織的真正精神。」*

Sven Dejean, CC, ALB  
採購分析師 – 設備與永續經營部門，  
可口可樂公司前任會長，可口可樂  
Toastmasters 分會長

#### ▶ 您知道嗎？

企業分會吸引所屬組織員工加入會員。倘若這些分會選擇僅接受所屬組織的員工成為會員，則分會可視為「不對外開放」。企業分會可能 / 可以決定招收非員工會員參與活動；在此情況下，這些分會可視為「對外開放」。

### 社區分會

社區分會通常開放給所有人參與，同時無贊助組織。創會目的通常是讓人們聚在一起來增進溝通與領導技巧。社區分會的例會舉行地點通常是當地餐廳、學校、社區活動中心或圖書館。

## 適用於所有分會的條件

無論您正準備創立社區或企業分會，必須滿足以下條件：

- ▶ 分會每年必須至少舉行 12 次會議。
- ▶ 必須親自出席例會。
- ▶ 會員必須親自出席發表演講，並提供及接受口頭講評。
- ▶ 會員必須有機會發展並鍛鍊領導技巧。

## 第三步：徵詢分會贊助人

可喜的是，您不需要孤軍奮鬥創立分會。您可以徵詢至多 2 名分會贊助人來協助您：

- ▶ 向潛在會員推廣您的新分會
- ▶ 舉辦示範會議
- ▶ 填寫表格

欲知更多分會贊助人的相關資訊，請寄電子郵件至 [newclubs@toastmasters.org](mailto:newclubs@toastmasters.org)。

### ▶ 您知道嗎？

分會贊助人能幫助您達成創立新分會時的最重要事項之一——引起興趣。他們將幫助您宣傳分會，同時鼓勵並提供建議。

## 第四步：引起興趣

### 創立您的企業分會

要創立企業分會，關鍵在於得到您所屬組織中決策者的支持。依照以下步驟：

- ▶ 與您的人力資源總監或可能有意願的執行贊助人預約面談。  
參考 [www.toastmasters.org/corporatemarketingletter](http://www.toastmasters.org/corporatemarketingletter) 提供的 corporate marketing letter（企業推廣信件，目前僅有英文版）。
- ▶ 在與您的人力資源總監會面前做好充分的準備，並與他 / 她分享在組織中創立分會能夠帶來的價值。  
在 [www.toastmasters.org/fbvchart](http://www.toastmasters.org/fbvchart) 取得 Features, Benefits and Value 表（特色、益處與價值，目前僅有英文版）來幫助您講述要點，並配合在 [www.toastmasters.org/corporatepresentation](http://www.toastmasters.org/corporatepresentation) 下載的 Introductory Meeting Presentation（介紹型會議簡報，目前僅有英文版）來闡述。



「我對 Toastmasters 的熱情，或者該說是景仰非常的深，因為我鮮少見到一個能以如此輕鬆且極具說服力的方式來全力培養說故事技巧的教育計畫。我們都知道在商務往來與個人生活中，溝通究竟有多重要，同時對很多人來說更是很困難的；Toastmasters 的計畫讓人們對自身進行有效溝通的能力更具信心。」

Mike Fasulo  
總裁暨營運長  
索尼電子



- ▶ 尋求您的組織支持創立分會，並決定您的組織是否將負擔哪些分會經營費用。通常組織僅支付創會費與新會員入會費，會員則自行負擔會費。有些組織會負擔分會會旗與其他分會用品，或提供例會場地。
- ▶ 籌劃並舉行示範會議以向員工及組織彰顯 Toastmasters 帶來的益處。示範會議同時也展示分會例會進行的方式。您可在第 12 頁找到有關示範會議的更多資訊。

宣傳示範會議：

- ▶ 在推廣分會時，可請求人力資源代表協助。
- ▶ 在公司內部網路與佈告欄張貼公告與資訊。
- ▶ 邀請公司同仁參與之時，也特別邀請您所屬公司的決策高層。
- ▶ 您可在 [www.toastmasters.org/marketing](http://www.toastmasters.org/marketing) 下載免費的宣傳素材（目前僅有英文版）。您也可直接購買紙本文宣。

## 創立您的社區分會

若您準備創立社區分會，同時也找到贊助人，那可說是萬事俱備了！為創立新分會，您必須至少有 20 名會員，其中僅能有 3 名會員同時屬於其他分會（即「雙重會籍會員」）。其餘的 17 名會員可以是新、復籍或轉會會員。

與您的分會贊助人合作：

- ▶ 選定舉行分會例會的合適地點，確保可以容易找到該地點，同時至少足夠容納 20 名會員。
- ▶ 籌劃示範會議來彰顯加入 Toastmasters 的益處，並示範分會例會如何進行（參閱第 12 頁）。

接下來便開始宣傳示範會議：

- ▶ 透過電子郵件、Facebook 等管道，向同事、朋友或您社區中可以因改善溝通與領導技巧獲益的任何人發出個人邀請。
- ▶ 向當地報紙和廣播媒體寄發宣傳。
- ▶ 在社區網站、社群媒體平台或佈告欄發布活動通知。
- ▶ 給每名出席示範會議的來賓一份「創會會員申請表」（參考附錄 B 的第 23 頁）。
- ▶ 您可在 [www.toastmasters.org/marketing](http://www.toastmasters.org/marketing) 下載免費的宣傳素材（目前僅有英文版）。您也可直接購買紙本文宣。

一旦您有 20 名會員，選出 3 名會員分別來擔任會長、副會長與秘書長 / 財務長等幹部。接著填妥附錄 B 第 19 頁的「組織 Toastmasters 分會申請表」。

欲製作行銷文宣，可前往 [www.toastmasters.org/logos](http://www.toastmasters.org/logos) 下載使用徽章、影像、模板等其他素材。您可參閱 *Let the World Know: Publicity and Promotion Handbook* (編號 1140, 目前僅有英文版) 來取得如何藉由媒體發表新聞以推廣分會的方法。

#### ▶ 您知道嗎?

Toastmasters International 是溝通與領袖養成的全球領導組織，在 141 個國家擁有 16,400 個分會，會員人數更逾 352,000 人。

## 務必要守護 Toastmasters 品牌形象

當您製作任何推廣文宣時，務必謹記 Toastmasters 的品牌形象獲得全世界公認。為維持 Toastmasters 品牌形象、商標與智慧財產權完整，您必須確保世界各地每個分會對此皆看法一致。如此一來，才能夠提昇對 Toastmasters International 的了解，並且增進其全球知名度。您有義務捍衛 Toastmasters 品牌形象、商標與著作權，確保所有您的分會所使用、創造有關 Toastmasters 的物件，均未違反對應的著作財產權法與 Toastmasters 頒布的使用指南。

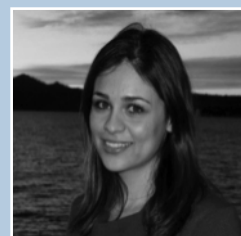
#### ▶ 您知道嗎?

Toastmasters 品牌形象獲得全世界公認。當您創立分會時，您的義務之一就是遵循所有行銷與宣傳文宣的製作與使用指南，以捍衛 Toastmasters 品牌形象。

## 第五步：創立您的分會並開立銀行帳戶

以下為您創立分會的關鍵步驟。為使您的分會正式成為 Toastmasters 分會，您必須進行創會。填妥以下 7 份表格來完成分會創會程序：

1. 組織 Toastmasters 分會申請表 (第 19 頁)
2. 創會付款單 (第 21 頁)
3. 創會會員申請表 (第 23 頁)
4. 創會分會幹部資訊 (第 27 頁)
5. 分會資訊 (第 28 頁)
- 6A. Club Constitution for Clubs of Toastmasters International (第 29 頁)
- 6B. 標準分會選項附錄 (第 35 頁)



「我想要讓這個世界翻轉，有效傳達我的信息，使我可以激勵他人，讓他們的生活提升到更高的層次。要是缺乏有效溝通，這一切將難以達成。

這也是我在 Toastmasters 學到最重要的事情之一。」

Sara Safari, DTM  
老師，人道工作者  
Irvine Lunchtime Toastmasters 分會  
美國加州爾灣市

要開始創會程序，您必須填妥「組織 Toastmasters 分會申請表」與上述其他表格，接著連同 125 美元創會費一起繳交。所有必要表格都在第 18 頁開始的附錄 B。

▶ **您知道嗎？**

若要創立您的分會，必須填妥 7 份表格。您也可在附錄 B 的第 18 頁找到「創會表格清單」，可用該清單協助您確實完成每個步驟。

## 開立銀行帳戶

開立銀行帳戶來存分會會費。欲取得銀行開戶的相關協助，請寄電子郵件至 [irsquestions@toastmasters.org](mailto:irsquestions@toastmasters.org)。若您是在美國創立分會，參考附錄 A 的第 16 頁。

註：若您的分會已收齊會費，但是沒有分會專用的銀行帳戶，可指定一名幹部保管會費直到分會開立帳戶或已繳交會費給世界總會總部。您的分會也可暫時將會費存在另一分會的銀行帳戶。若有其他財務相關問題，請寫電子郵件至 [financequestions@toastmasters.org](mailto:financequestions@toastmasters.org)。

▶ **您知道嗎？**

務必在您分會的首次例會中或結束後不久收取入會費與會費。所有支付給 Toastmasters International 的款項都必須為美元。

## 第六步：慶祝！

一旦您填妥並繳交所有創會表格，您的分會將收到正式的創會證書。現在就對外分享這個好消息！創會證書的頒發象徵您的新 Toastmasters 分會正式成立。同時也是表揚協助創立分會者的大好機會，並藉此機會提高分會知名度。務必邀請以下人士共襄盛舉：

### 企業分會：

- ▶ 公司同仁
- ▶ 主管及 / 或經理
- ▶ 人力資源部門及公司高層

### 社區分會：

- ▶ 贊助分會的會員
- ▶ 新會員的朋友與家人
- ▶ 鄰近 Toastmasters 分會的會員
- ▶ 當地社區與公司行號領導者
- ▶ 地區總會總會長與地區總會其他幹部

此時，可能會指派新會指導人給您的分會。這些資深 Toastmasters 可藉由以下方式幫助您：

- ▶ 在您的新分會創立後 6 至 12 個月之間提供支持
- ▶ 指引您如何營造優質分會體驗
- ▶ 決定加入您的分會

註：在決定新會創立慶祝活動日期前，要預留一段時間以便收到分會創會證書與創會會員證書（美國或加拿大需時約 2 到 6 週，其他地區分會約 4 到 8 週；目前僅有英文版）。

#### ▶ 您知道嗎？

當世界總會總部收到並完成審核及處理所有文件與款項後，分會創會即正式生效。參閱附錄 B 第 18 頁的創會表格清單。

## 創會第一年邁向成功的秘訣

所有分會會員對營造分會氛圍都有所貢獻。您的分會在創立首年，有來自贊助人與指導人的支持，此時務必營造正面、歡愉的環境，讓現有會員能夠盡情享受學習，同時也可吸引潛在會員加入。以下為幫助您成功經營分會的更多小秘訣：

1. 找到氣氛愉悅同時舒適的例會地點。
2. 準時開始並結束所有例會。
3. 確認事務長在例會開始前完成會場布置。
4. 熱情招呼來賓並介紹給其他人。
5. 請來賓填寫來賓資料表，或在來賓簽名簿簽名，並在他們到訪時邀請他們加入分會。
6. 提供每位會員與來賓當日例會議程。
7. 熱忱參與例會並填補缺席者職務。例會規劃與組織是分會成功的關鍵。
8. 向會員說明每一名例會成員的角色與職責。
9. 至少提前 1 週告知參與者他們的職責。
10. 即席問答主持人（Topicsmaster）準備發人深省的即席演講（Table Topics®）題目。
11. 依據演講的單元目標及個人學習需求來進行講評。
12. 使用與 Toastmasters® 品牌形象一致的素材，來傳達單一形象與訊息。

定期參閱關鍵時刻分會品質標準評估（編號 CT290B）來確保您的分會持續提供優質例會體驗。Success 101（編號 1622，目前僅有英文版）也是值得參考的資料，提供了協助您的分會與會員成功的秘訣與想法。

## 各就各位！預備！開始！

現在您已經作好開始的準備。欲知更多可協助您在剛開始的幾個月領導分會，並使分會成長的秘訣與工具，請造訪 [www.toastmasters.org](http://www.toastmasters.org)。可以透過加入 Toastmasters 在 Facebook、LinkedIn、Twitter 及 Instagram 的專頁與其他會員交流。

## 示範會議指南

示範會議是您向潛在會員分享 Toastmasters 益處的大好機會。會議進行前，您應指派例會各角色（如下所列）並向潛在會員說明標準例會流程。

### Toastmasters 例會角色如下所列：

- ▶ 總主持人
- ▶ 計時員
- ▶ 贅字記錄員或語言講評人
- ▶ 總講評人
- ▶ 演講者
- ▶ 講評者
- ▶ 即席問答主持人

有關例會角色詳細資訊，請參閱 *Meeting Roles and Responsibilities*（編號 295，目前僅有英文版）。

### 示範會議前與進行時請謹記以下事項：

- ▶ 遴選至少 8 名會員協助會議進行（若您無法找齊人選，仍可進行）。
- ▶ 選派一組與觀眾組成背景類似的成員。
- ▶ 精簡示範會議時間且勿超過表定時間。示範會議的目的是引起觀眾興趣。
- ▶ 議程納入稍短的即席演講時段、一個備稿演講與個別講評。
- ▶ 選定一位能夠引起觀眾共鳴的講者，同時他 / 她的演講主題也須能呼應新分會的主旨。
- ▶ 若打算創立企業分會，則邀請贊助組織代表及 / 或有決定贊助權的決策者參與。他們的出席可彰顯示範例會的重要性。若打算創立社區分會，邀請您社區中具影響力的人士參與。

### 示範會議過後：

- ▶ 邀請會員分享 Toastmasters 的成功故事。
- ▶ 介紹潛在分會贊助人與分會指導人給會員，並強調分會創立後，他們都會提供支援。
- ▶ 宣布下一場例會的時間、日期與地點。
- ▶ 告知潛在會員新會員的入會費為“每人 20 美元”，此外半年期繳交的會費為“每人 45 美元”。向決定加入分會者收取填妥的申請表與以上費用。
- ▶ 清楚說明 Toastmasters 分會必須在每年的 4 月及 10 月繳清半年期會員會費。在 3 月或 9 月創立註冊的分會可同時繳交續會籍會費，以避免在 2 個月內向會員收取兩次會費的困擾。詳細內容參考附錄中表格 2 的第 6 項。
- ▶ 進行簡短問答時間，進一步釋疑。

欲知更多相關資訊，請觀賞 [Club Experience Video](#)（目前僅有英文版）。

## 示範會議目標與議程範例

會議日期: \_\_\_\_\_

### 目標:

- ▶ 示範典型 Toastmasters 例會進行流程。
- ▶ 彰顯加入 Toastmasters 成為會員的益處與價值
- ▶ 討論創會流程。

### 會議議程

#### 例會主要角色之說明與職務

- ▶ 總主持人 (姓名) :
- ▶ 計時員 (姓名) :
- ▶ 贅字記錄員暨語言講評人 (姓名) :
- ▶ 總講評人 (姓名) :
- ▶ 講評者 (姓名) :
- ▶ 即席問答主持人 (姓名) :

#### 即席演講時段:

##### 介紹講者

- ▶ 演講者 (姓名) :
- ▶ 講評者 (姓名) :

##### 總講評

##### 討論創會流程

- ▶ 說明 Toastmasters International 應繳費用之結構並決定分會會費。

#### 其他相關資源:

- ▶ *Toastmaster 的多重角色* (編號 CT1167D)
- ▶ Features, Benefits and Value Chart (目前僅有英文版)
- ▶ Club Experience Video (目前僅有英文版)

## 後續追蹤

一般來說，將成立的分會在滿足創會註冊條件前，需要多次聚會。您的目標是讓每個人對此投入熱情，並且盡快完成新會創立註冊。

為維持動力，務必：

- ▶ 寄感謝函給所有與會者。
- ▶ 在下次會議前幾天，打電話邀請或寄電子郵件提醒。
- ▶ 與臨時分會幹部溝通並安排會議參與者，確認下次會議的職責。

## 附錄 A

### 分割分會

Toastmasters International 建議一個分會有 20 至 30 名會員。分會若有超過 40 名會員，可因分割分會受益。

在您繳交自現有分會分割所成立分會的註冊必需文件與會費時，附上說明前述分會正進行分割的信函。轉會會員只要已在原分會繳交所有相關會費並具會籍，不需再支付會員會費或新會員入會費。

在分割後，每個分會至少都要有 20 名會員。此新分會所有會員可能都是轉會會員。分割一個分會前，必須先得到現有分會會員同意。務必讓資深、活躍會員平均分配到這兩個分會。

### 進階分會

有時一群會員選擇創立一個特別的分會，參加會員的條件包括必須已獲得進階 Toastmasters 教育榮銜，在 Toastmasters 教育課程達到特定層級或擔任特定層級的領導職務。在這些分會中，會員聚焦發展進階技巧、聽進階演講者發表演講且由其他資深會員講評並給予回饋。

進階分會至少要有 20 名會員才能創立，並遵循其他分會同樣的創會流程。有些進階分會要求會員同時保有其他分會會籍。這樣的情況稱為擁有「雙重會籍」。若進階分會決定採納此入會條件，分會中所有 20 名會員都必須是雙重會籍會員。在這些會員中，前 20 名成員中只有三名可以從他們現有其中的一個的分會轉到這個新的進階分會；而所有的 20 名成員加入新的進階分會後必須至少擁有兩個會籍。（轉會代表會員已在一個分會支付會費，然而想將會籍轉移至另一個分會；會費要等到下一個會籍會費支付期間才需要交給新分會。）進行創會註冊時，分會必須提及會員條件並在「標準分會選項附錄」（表格 6B）的「會員組成」說明成立進階分會的理由。

### 管理規範文件

每一分會都必須依照本組織的政策來管理。Club Constitution for Clubs of Toastmasters International（僅有英文版）是分會的主要管理規範文件。



## Club Constitution for Clubs of Toastmasters International

分會可修改部分標準分會選項附錄，只要相關內容不與 Club Constitution for Clubs of Toastmasters International 或組織的 Policies and Protocol (僅有英文版) 有衝突。任何細則修訂，必須獲得三分之二以上會員同意，方可生效。詳見 Club Constitution for Clubs of Toastmasters International, Article X: Amendments。欲提出任何修改請求，請書面或線上聯繫 Toastmasters International，網址為 [www.toastmasters.org/clubcentral](http://www.toastmasters.org/clubcentral)。細則修訂內容將接受審查，若與國際演講會分會章程無衝突方能入冊。欲修改分會名稱、分會例會地點地址、例會舉行時間及地點，前往 Club Central (分會中心) 修改。您亦可將資訊郵寄或以電子郵件送交世界總會總部，電子郵件地址為 [clubconstitution@toastmasters.org](mailto:clubconstitution@toastmasters.org)。

## 在美國開立銀行帳戶

要在美國開立新的銀行帳戶，必須使用分會所屬 Employer Identification Number (EIN, 雇主身份識別號碼)。每個分會的 EIN 可在 Toastmasters 網站 Club Central (分會中心) 底下的 Update My Club Meeting Information (更新我的分會資訊) 取得。美國稅法規定所有美國分會必須要有 EIN 號碼。當您的分會完成創會註冊流程，世界總會總部將代表分會向美國國稅局申請 EIN。一旦美國國稅局許可核發 EIN，分會便能開立帳戶。通常銀行會要求分會提供以下文件副本：

- ▶ 美國國稅局寄發的 EIN 指派信
- ▶ 載明分會銀行帳戶授權人簽署為現任分會幹部的分會會議記錄
- ▶ 您的分會創會註冊文件，包括 Club Constitution for Clubs of Toastmasters International 與標準分會選項附錄

## 分會遵守 Office of Foreign Assets Control (OFAC, 海外資產控制辦公室) 規定

所有分會幹部必須採取必要措施，確認分會及會員遵守海外資產控制辦公室制定的政策，OFAC 是基於美國外交政策及國安政策的制裁計畫主管部門，隸屬於美國財政部。為確保遵守規定，首先找出您創立分會的所在國家是否名列制裁名單，前往 [www.treasury.gov/resource-center/sanctions/programs](http://www.treasury.gov/resource-center/sanctions/programs) 查看。若該國家在制裁名單，接著前往 [sdnsearch.ofac.treas.gov](http://sdnsearch.ofac.treas.gov) 查看會員的姓名是否出現在 Specifically Designated Nationals and Blocked Persons List (SDN, 特別指定之國民或禁止往來名單)。若會員姓名出現在 SDN，或您有任何疑問，聯繫 [legal@toastmasters.org](mailto:legal@toastmasters.org)。

## 責任保險

您的分會所在地點可能需要責任保險。如有需要，發電郵至 [tminurance@toastmasters.org](mailto:tminurance@toastmasters.org) 索取一份 Certificate of Liability Insurance (責任保險證書，目前僅有英文版)。若分會場所需要客製化的證書，可依照指示處理，網址為 [www.toastmasters.org/liability-insurance](http://www.toastmasters.org/liability-insurance)。

**表格**

## 創會表格清單

當 Toastmasters International 收到所有創會註冊表格與款項時的日期，即為正式創會註冊日期。各個可下載表格可在 Resource Library (資源庫) 取得，網址為 [www.toastmasters.org/resources/resource-library](http://www.toastmasters.org/resources/resource-library)。

填妥並繳交以下表格與款項：

- 表格 1** 組織 Toastmasters 分會申請表
- 表格 2** 創會付款單：
  - 125 美元：創會註冊費與組織申請表 (若先前未繳交)
  - 20 美元：新會員入會費 (每人)
  - 45 美元：6 個月會費
- 表格 3** 創會會員申請表 (每名會員 1 份)  
申請人與分會幹部必須在申請表簽名。
- 表格 4** 創會分會幹部資訊
- 表格 5** 分會資訊
- 表格 6A** Club Constitution for Clubs of Toastmasters International
- 表格 6B** 標準分會選項附錄

在 9 月或 3 月創立的分會 (續會籍會費繳交階段的最後 1 個月)，每名會員可一次繳交 52.50 美元會費。每人額外收取的 7.50 美元用在按月比例收費的續會籍會費。如此一來，您的分會就不需要在 2 個月內向會員收取 2 次會費。

*請注意：所有款項都必須以美元計算*

### 將填妥的表格與款項寄到：

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

郵寄地址： 9127 South Jamaica Street, Suite 400 • Englewood, CO 80112 • USA

電子郵件： [newclubs@toastmasters.org](mailto:newclubs@toastmasters.org)

電話： +1 720-439-5050

傳真： +1 303-799-7753



# Application to Organize a Toastmasters Club | 組織 Toastmasters 分會申請表

## 表格 1

### 將填妥的表格與款項寄到:

9127 South Jamaica Street, Suite 400 • Englewood, CO 80112 • USA

電話: +1 720-439-5050 • 傳真: +1 303-799-7753 • 電子郵件地址: newclubs@toastmasters.org

簽字人申請分會在此依照 Toastmasters International 的 Articles of Incorporation and Bylaws, Article III, Section 3 規定向

Toastmasters International 申請創立分會, 並請求組織 Toastmasters 分會之許可, 分會設址於: City | 縣市 \_\_\_\_\_

State/Province | 州 / 省 \_\_\_\_\_

Postal code | 郵遞區號 \_\_\_\_\_ Country | 國家 \_\_\_\_\_ Date (MM/DD/YYYY) | 日期 (月 / 日 / 年) \_\_\_\_\_

(如果這是線上分會, 請在城市旁邊的區域填寫「線上」)。

在雙方共識下, 當該許可通過代表賦予此團體以臨時分會身份使用 Toastmasters International 之名稱、流程與素材, 有效期為在世界總會總部收到申請後起算十二 (12) 個月。

在雙方共識下, 使用 Toastmasters 徽章、Toastmaster 或 Toastmasters International 名稱的使用權必須得到 Toastmasters International 之許可; 若未獲得創會許可, 或申請的分會在未來任何時間點受到 Toastmasters International 要求時, 則必須終止該使用行為。Toastmasters 分會同意, 在未取得著作權擁有者明文書面許可的情況下, 不得藉由任何形式使用其他實體的商標及著作權物。前述情形包括, 但不限於用在分會名稱、分會網域名稱或其他素材或出版物。

為符合創會資格, 分會必須至少有 20 名會員, 當中 17 名會員不得屬於另一 Toastmasters 分會\*。分會幹部必須採取必要措施, 來確保會員均遵守 OFAC (海外資產控制辦公室) 制定的政策。

所有 Toastmasters 分會都必須滿足以下最低要求: 每年至少舉行十二 (12) 次例會; 由會員發表演講並給予及接受口頭講評; 及賦予會員機會來發展並鍛鍊領導技巧。

Toastmasters 分會會籍僅能透過邀請方式取得, 同時必須由分會會員投票通過方能入會。在 Toastmasters 分會中, 不得排除任何人的入會資格, 同時只要透過個人的努力, 任何會員在都能參加活動, 並且在進行 Toastmasters 正式活動時, 不得因年齡 (未滿 18 歲者除外)、種族、膚色、教條、性別、國籍、族裔、性向或身體與心理殘疾遭刻意歧視。

若經許可, Toastmasters International 得基於以下理由取消創會註冊與會員會籍, 理由包括但不限於: 行為舉止偏離 Toastmasters 分會宗旨; 無法準時繳交 Toastmasters International 會費; 或原申請分會放棄創會註冊及會員會籍。

As club coordinator and on behalf of the applicant club, I agree to the terms and conditions listed above. |

身為分會聯絡人及代表申請分會, 我同意上述所列之條款與條件。

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

我承認此文件上的電子簽名與手寫簽名具有同等法律效力。

我允許在創會期間, 於 Toastmasters International 網站上的 Find a Club (尋找分會) 頁面顯示本表格所列的分會地點、電話號碼及電子郵件地址。我同時允許 Toastmasters International 在必要時聯絡我以便完成創會流程相關事項。

Yes | 是  No | 否

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

Please type or print the following information | 請繕打或正楷清楚書寫以下資訊:

Coordinator or president's name | 聯絡人或會長姓名 \_\_\_\_\_

Organization name (if applicable) | 組織名稱 (若有) \_\_\_\_\_

Address 1 | 地址第 1 行 \_\_\_\_\_

Address 2 | 地址第 2 行 \_\_\_\_\_

City | 縣市 \_\_\_\_\_ State/Province | 州 / 省 \_\_\_\_\_ Country | 國家 \_\_\_\_\_ Postal code | 郵遞區號 \_\_\_\_\_

Phone | 電話 \_\_\_\_\_

Email | 電子郵件 \_\_\_\_\_

\*詳見附錄 A, 「進階分會」部分

請製作 1 份文件的副本並寄到世界總會總部。  
在分會的永久檔案記錄保留原始文件。

第 1 頁, 共 2 頁 - 申請流程必須兩頁內容都繳交

## Payment | 付款:

125 美元的創會註冊費不得退還或轉讓。若分會所在的州別需徵收相關州稅，則該分會需負責針對註冊費繳納州稅。您可以透過在世界總會網頁 Leadership Central (幹部事務中心) 下所列的 Legal and Tax Compliance (法務與稅務合規性) 中的 **United States Sales Tax web-page (美國消費稅網頁)**，找到您所在州別的相關稅率說明。在收到填妥的「組織申請表」與 125 美元的創會註冊費後，分會將收到創會資料袋，當中包括分會管理相關參考資料與新會員資料袋。

分會創會註冊費、會員入會費及會費不可從地區總會資金，或地區總會幹部個人資金支付，除非地區總會幹部同時身兼分會的會長、副會長或財務長。分會創會註冊費可由其他分會支付；然而，會員入會費與會費則不適用。

**Mail check / postal money order | 郵局支票 / 郵政匯票** (U.S. funds drawn on a U.S. bank, payable to Toastmasters International | 在美國銀行領取的美元基金，可從美國銀行領取的美元資金，用來向 Toastmasters International 付款)

Number | 編號 \_\_\_\_\_ Amount | 金額 \_\_\_\_\_ 美元

**Mail or fax credit card | 郵寄或傳真信用卡資料**  Visa  MasterCard  AMEX  Discover

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

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

Signature | 簽名 \_\_\_\_\_

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

我承認此文件上的電子簽名與手寫簽名具有同等法律效力。

## Club type: | 分會型態:

- Community | 社區
- Company | 企業
- Government agency | 政府機構
- Correctional institution | 懲戒機構
- College or university | 學院或大學
- Religious organization | 宗教組織
- Online | 線上

Check here if this is an advanced club | 若為進階分會請在此打勾

## Language(s) in which meetings are held: | 例會所使用的語言

- 阿拉伯語 | العربية
- 簡體中文 | 简体中文
- 繁體中文
- 德語 | Deutsch
- 英語 | English
- 法語 | français
- 日語 | 日本語
- 韓語 | 한국어
- 葡萄牙語 | Português
- 西班牙語 | Español
- 泰米爾語 | தமிழ்
- \_\_\_\_\_

Check here if Online Attendance is Accepted | 接受線上參加例會

## Sponsoring Club (up to two) | 贊助分會 (至多 2 家) :

此為在申請分會註冊過程提供協助的現有 Toastmasters 分會。

Club number | 分會編號 \_\_\_\_\_ Club number | 分會編號 \_\_\_\_\_

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

### 個人 Toastmasters 贊助人 (至多 2 名)，必須在創會後 60 日內指定:

這些為分會通過創會註冊前，提供協助的個人。

Name | 姓名 \_\_\_\_\_ Member number | 會員編號 \_\_\_\_\_

Name | 姓名 \_\_\_\_\_ Member number | 會員編號 \_\_\_\_\_

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

### 個人 Toastmasters 指導人 (至多 2 名)，必須在創會後 60 日內指定:

這些為分會通過創會註冊後 6 個月內，協助分會會務運作的個人。

Name | 姓名 \_\_\_\_\_ Member number | 會員編號 \_\_\_\_\_

Name | 姓名 \_\_\_\_\_ Member number | 會員編號 \_\_\_\_\_

New club alignment | 新分會歸屬.\*\* District | 地區總會 \_\_\_\_\_ Division | 部 \_\_\_\_\_ Area | 區 \_\_\_\_\_

\*\*若不清楚分會歸屬，請將此欄位留白。

第 2 頁，共 2 頁 - 申請流程必須兩頁內容都繳交

Toastmasters International、Toastmaster 及 Toastmasters International 徽章為 Toastmasters International 在美國、加拿大及其他諸多國家的註冊商標。



# Charter Payments | 創會付款單

## 表格 2

Submitted by | 繳交分會 \_\_\_\_\_ Club number | 分會編號 \_\_\_\_\_

CLUB NAME | 分會名稱

Toastmasters club of | Toastmasters 分會所在地 \_\_\_\_\_ District | 地區總會 \_\_\_\_\_

CITY | 縣市 & STATE/PROVINCE | 州 / 省

COUNTRY | 國家

依照 Bylaws of Toastmasters International 規定，我們簽字人為上述分會的會長與秘書長，在此擔保此分會在本日期的會員人數及第 7 項中支付給 Toastmasters International 的會費金額屬實。

**註：** 頒予創會註冊的最低會員人數要求為 20 名（其中 17 名不得為另一分會的會員，進階分會例外，因雙重會籍為進階分會會員的先決條件）。

1. 創會註冊費 125 美元（若先前未繳交） \_\_\_\_\_

2. Total number of new members | 新會員總人數 \_\_\_\_\_ @ 20 美元 \_\_\_\_\_

Total number of dual members | 雙重會籍會員總人數 \_\_\_\_\_

Total number of reinstated members | 復籍會員總人數 \_\_\_\_\_

Total number of transfer members | 轉會會員總人數 \_\_\_\_\_

(轉會會員必須是原分會的活躍會員，才可視為轉會會員。)

3. If applicable: | 若有：

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. | 若分會所在的州別需徵收相關州稅，則該分會需負責針對註冊費繳納州稅。您可以透過在世界總會網頁 Leadership Central（幹部事務中心）下所列的 Legal and Tax Compliance（法務與稅務合規性）中的 United States Sales Tax webpage（美國消費稅網頁），找到您所在州別的相關稅率說明。

4. Total dollar amount for lines 1-2 | 1-2 項的總金額 \_\_\_\_\_

5. Total number of members paid | 已付款會員總人數 \_\_\_\_\_ @ 45 美元 \_\_\_\_\_

創會會員應付入會費不得按比例支付。  
不包括轉會會員在原分會已支付的款項。

6. Renewals (optional) | 續籍（選用） \_\_\_\_\_

依 Bylaws of Toastmasters International 規定，儘管您在創會註冊時繳交 6 個月的會費，Toastmasters 分會仍須在 4 月及 10 月繳交半年期的會費。因此，在 9 月或 3 月創會註冊的分會，可同時繳交續籍會費，以避免在 2 個月內向每名會員收款 2 次。若您的分會在 10 月至 3 月間完成創會註冊，您下一期的會費繳交期限為 4 月 1 日。若您的分會在 4 月至 9 月間完成創會註冊，您下一期的會費繳交期限為 10 月 1 日。應繳交的會費隨您分會創立註冊的月份而不同。請參閱「創會會員申請表」來取得正確金額。

7. **Total amount enclosed: Total of lines 3, 4, 5 and 6 | 費用總額：第 3、4、5 及 6 項合計** \_\_\_\_\_

我證實每名會員已填妥的創會會員申請表均已分會資料中建檔，同時將由分會保管。申請表包括新會員與分會幹部簽名。在被要求時，分會需負責提供 Toastmasters International 會員申請表的副本。他/她在申請表中簽名，代表新會員認可接受「會員協議與棄權聲明」及「會員承諾」。在新會員申請表上簽名，代表分會幹部認可該名會員已加入分會，同時將接受適當的新會員訓練與後續指導。

I acknowledge that my electronic signature on this document is legally equivalent to my handwritten signature. | 我承認此文件上的電子簽名與手寫簽名具有同等法律效力。

Signed | 簽名 \_\_\_\_\_

PRESIDENT | 會長

Signed | 簽名 \_\_\_\_\_

SECRETARY | 秘書長

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

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

### Method of Payment | 付款方式

分會創會註冊費、會員入會費及會費不可從地區總會資金，或地區總會幹部個人資金支付，除非地區總會幹部同時身兼分會的會長、副會長或財務長。分會創會註冊費可由其他分會支付；然而，會員入會費與會費則不適用。

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

**支票 / 郵政匯票** (可在美國銀行兌現，用來向 Toastmasters International 付款)

Number | 編號 \_\_\_\_\_ Amount | 金額 \_\_\_\_\_ 美元

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

Card number | 信用卡號碼 \_\_\_\_\_ Expiration date | 有效日期 \_\_\_\_\_

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

PLEASE PRINT | 請正楷填寫

Signature | 簽名 \_\_\_\_\_

I acknowledge that my electronic signature on this document is legally equivalent to my handwritten signature. | 我承認此文件上的電子簽名與手寫簽名具有同等法律效力。





# Charter Membership Application & Payment Information | 創會會員申請表和付款資訊

## 表格 3

欲入會會員必須依照以下指示才能成會分會會員。

1. 填妥**創會會員申請表**並簽名。
2. 填妥**付款資訊**文件並簽名 (第 3 頁)。
3. 繳交上述 2 份填妥並簽名的文件給分會聯絡人/幹部。
4. 若您使用輔助科技 (如畫面閱讀器) 來閱讀課程內容, 請在此打勾。☐

若有任何疑問, 請聯繫 [newclubs@toastmasters.org](mailto:newclubs@toastmasters.org)

### Membership application | 會員申請

#### Club Information | 分會資訊

此部分由分會幹部完成填寫

Club number | 分會編號 \_\_\_\_\_ Club name | 分會名稱 \_\_\_\_\_ Club city | 分會所在城市 \_\_\_\_\_

#### Applicant Information | 申請資料

此部分由申請人完成填寫

Male | 男性  Female | 女性  Non-binary | 非二元性別  Decline to respond | 選擇留白

Last name/Surname | 姓氏 \_\_\_\_\_ First name | 名字 \_\_\_\_\_ Middle name | 中間名 \_\_\_\_\_

請於下列填寫 *Toastmaster* 月刊雜誌寄件地址:

Organization/In care of | 組織 / 轉交 \_\_\_\_\_

Address line 1 (limit 35 characters) | 地址第 1 行 (限 35 個字母) \_\_\_\_\_

Address line 2 (limit 35 characters) | 地址第 2 行 (限 35 個字母) \_\_\_\_\_

City | 縣市 \_\_\_\_\_ State or province | 州或省 \_\_\_\_\_

Country | 國家 \_\_\_\_\_ Postal code | 郵遞區號 \_\_\_\_\_

Home phone number | 家用電話號碼 \_\_\_\_\_ Mobile phone number | 行動電話號碼 \_\_\_\_\_ Email address | 電子郵件地址 \_\_\_\_\_

#### Toastmasters International Dues and Fees | 會費與入會費

此部份由申請人在分會幹部的協助下填寫。會費及入會費應事先支付, **不予退款、不可轉讓。**

1. **New member fee | 新會員入會費 (20美元)** \_\_\_\_\_ 美元  
僅新會員須支付, 包含首個學習途徑、線上版領航手冊的費用與手續費。

#### 3. Renewals (optional) | 續籍 (選用)

依 Bylaws of Toastmasters International 規定, 儘管您在創會註冊時繳交 6 個月的會費, Toastmasters 分會仍須在 4 月及 10 月繳交半年期的會費。因此, 在 9 月或 3 月創會註冊的分會, 可同時繳交續籍會費, 以避免在 2 個月內向每名會員收款 2 次。若您的分會在 10 月至 3 月間完成創會註冊, 您下一期的會費繳交期限為 4 月 1 日。若您的分會在 4 月至 9 月間完成創會註冊, 您下一期的會費繳交期限為 10 月 1 日。根據您的分會創立註冊月份, 每位會員應繳續籍會費如下所示:

<input type="checkbox"/> October   10 月	或 <input type="checkbox"/> April   4 月	45.00 美元	_____
<input type="checkbox"/> November   11 月	或 <input type="checkbox"/> May   5 月	37.50	_____
<input type="checkbox"/> December   12 月	或 <input type="checkbox"/> June   6 月	30.00	_____
<input type="checkbox"/> January   1 月	或 <input type="checkbox"/> July   7 月	22.50	_____
<input type="checkbox"/> February   2 月	或 <input type="checkbox"/> August   8 月	15.00	_____
<input type="checkbox"/> March   3 月	或 <input type="checkbox"/> September   9 月	7.50	_____

#### Membership Type | 會員類型

New | 新會員  Reinstated (break in membership) | 復籍會員 (會籍有中斷)

Dual | 雙重會籍

Transfer | 轉會會員 (若申請人是從其他分會轉會, 請填寫下列四行資料。)

Previous club name | 前一分會名稱 \_\_\_\_\_

Date of transfer (MM/YYYY) | 轉會日期 (月 / 年) \_\_\_\_\_

Previous club number | 前一分會編號 \_\_\_\_\_

Member number | 會員編號 \_\_\_\_\_

#### Club Dues and Fees Worksheet | 分會會費與入會費試算表

分會會費應直接支付給分會。世界總會無法代收分會會費。

International Fees and Dues | 國際入會費與會費 (依照前述 4 項計算) \_\_\_\_\_ 美元

Club new member fee | 分會新會員入會費 \_\_\_\_\_

Club dues | 分會會費 \_\_\_\_\_

Total payment to club | 支付給分會的總金額 \_\_\_\_\_

I want my membership to begin | 我想要會籍開始的時間: \_\_\_\_\_  
Month/Year | 月 / 年



## Member's Agreement and Release | 會員協議與棄權聲明

身為 Toastmasters 分會會員，我同意遵守「Toastmaster 會員承諾」所述之原則、Toastmasters International 及我所屬分會的管理規範文件和政策，我願意為我的行為負責。我將避免任何形式的歧視、騷擾、霸凌、貶損、不法或不道德的行為，如果因為我所做的任何上述行為，造成對 Toastmasters International、我所屬的分會或其他分會，或其他與 Toastmasters 相關個人的傷害、損失或費用，我同意做出賠償。我明白 Toastmasters 的活動是由志願者經營管理，Toastmasters International 或其分會無法有效地篩選或監督這些志願者。對於我所屬分會或其他分會的任何會員或幹部，或 Toastmasters International 任何幹部的蓄意或疏忽行為或不作為，我放棄對 Toastmasters International、其分會、管理團體、幹部、員工、代理及其代表的追訴權並給予免責權。若因故衍生任何爭議，我明確同意依照 Protocol 3.0: Ethics and Conduct 化解所有與 Toastmasters、地區總會、分會和 Toastmasters 會員有關的爭議、訴訟和索賠。

繳交此申請表即表示我明確同意：

- ▶ 本人在此入會申請表中所提供的個人資訊可供 Toastmasters 進行蒐集、使用與處理之用。用途為組織的行政管理、會費繳交，以及發送內含本人聯絡資訊的會員通訊錄予 Toastmasters 的會員與僱員。此外還包括 Toastmasters International 經由 Toastmasters 網站與電子通訊所蒐集、使用和處理的個人資訊。
- ▶ 我的資訊可由 Toastmasters、其員工、代理、地區總會幹部、分會幹部存取與使用。
- ▶ 透過更新我在 Toastmasters International 網站：[www.toastmasters.org/login](http://www.toastmasters.org/login) 的個人資訊頁面，來確保我的個人聯絡資訊正確且最新。我明白此申請表中要求的絕大部份資訊為管理和計畫所需的必要資訊。

我們有時將與您聯繫，討論有關服務、教育內容及組織的最新消息。若您同意我們基於前述目的與您聯繫，請在下方勾選方便與您聯絡的方式：

Mail | 郵寄  Email | 電子郵件  Phone | 電話

若您不想從我們這裡收到非必要資訊，請在此打勾

如需詳閱我們的隱私權政策全文，請前往 [www.toastmasters.org/footer/privacy-policy](http://www.toastmasters.org/footer/privacy-policy)。

### 會員承諾

身為 Toastmasters International 及分會的一份子，我承諾：

- ▶ 經常出席例會活動
- ▶ 以 Toastmasters 教育課程為依據，盡全力準備我所有的單元
- ▶ 準備並完成指派的例會工作
- ▶ 給與會友具建設性、有幫助的講評
- ▶ 積極協助分會營造會友學習、成長所必須的正面及友善環境
- ▶ 若受呼召，必定盡全力以幹部身分服務所屬分會
- ▶ 以禮相待並尊重所有與會之會友與來賓
- ▶ 邀請來賓參加例會活動，體驗加入 Toastmasters 的益處
- ▶ 遵守 Toastmasters 為教育與榮銜制度所訂立之指導方針及規則
- ▶ 在參與所有 Toastmasters 活動時，遵循 Toastmasters 誠信、尊重、服務和卓越的核心價值行事

### Verification of Applicant | 申請人核實

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. | 在下方簽名即表示我同意接受上述「Toastmaster 會員承諾」及「會員協議與棄權聲明」之條款，並證實我已年滿 18 歲，合乎 Club Constitution for Clubs of Toastmasters International 之規定。

I acknowledge that my electronic signature on this document is legally equivalent to my handwritten signature. | 我承認此文件上的電子簽名與手寫簽名具有同等法律效力。

Applicant signature | 申請人簽名 Date (MM/DD/YYYY) | 日期 (月/日/年)

### Verification of Club Officer | 分會幹部核實

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. | 我確認已提供完整的入會申請表（包括新會員與分會幹部的雙方簽名），申請表將會由分會進行歸檔與保存。

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. | 在下方簽名即表示我確認此人確實加入了 Toastmasters 分會。作為分會，我們將確保此會員接受適當的新會員入會訓練與後續指導。

I acknowledge that my electronic signature on this document is legally equivalent to my handwritten signature. | 我承認此文件上的電子簽名與手寫簽名具有同等法律效力。

Club Officer's signature | 分會幹部簽名 Date (MM/DD/YYYY) | 日期 (月/日/年)

In order for this application to be valid, both signatures are required. | 為讓此申請生效，需要申請人與分會幹部兩者之簽名。

### 分會幹部

在分會的檔案紀錄保留原始文件。任何相關問題，請來信至新分會部門：[newclubs@toastmasters.org](mailto:newclubs@toastmasters.org)。

分會幹部收到**創會會員申請表**及**付款資訊**這兩份文件後，請務必依照以下指示處理。

1. 在申請人的**創會會員申請表**中簽名並標註日期。
2. 繳交創會會員申請表及付款資訊等文件給分會聯絡人。
3. 在 Toastmasters International 通知已收到並開始處理**創會會員申請表**及**付款資訊**後，分會聯絡人務必：
  - a. 妥善保管申請人的**創會會員申請表**，並與其他創會資料共同建檔。妥善保管文件，申請表應置於上鎖櫃子內或於數位化後立刻銷毀。申請表的保留期限取決於您所在的分會或國家的隱私規定。
  - b. 繳交所有已填妥的文件及款項至新分會團隊，以下列其中一種方式繳交即可，避免重複：

**電子郵件：** newclubs@toastmasters.org

**傳真：** +1 303-799-7753

**郵寄地址：** 9127 South Jamaica Street, Suite 400 • Englewood, CO 80112 • USA

## Payment Information | 付款資訊

### Payment Method to Toastmasters International | 向 Toastmasters International 支付款項的方式

此部分由申請人填寫，並僅支付繳交給世界總會總部的款項（本表第一頁「Toastmasters International Dues and Fees | 會費與入會費」部分之4. Total payment to Toastmasters International | 支付給 Toastmasters International 的總金額）。世界總會總部不代收分會會費。

MasterCard

Visa

AMEX

Discover

Amount | 金額

美元

Card number | 卡號

Expiration date | 有效日期

Name on card | 持卡人姓名

Signature | 簽名

I acknowledge that my electronic signature on this document is legally equivalent to my handwritten signature. | 我承認此文件上的電子簽名與手寫簽名具有同等法律效力。

**Check box if Billing Address is the same as Shipping**

**Address** | 若帳單地址與郵寄地址相同，則請勾選此方格

Address Line 1 | 地址第 1 行

Address Line 2 | 地址第 2 行

City | 城市

State or Province | 州或省

Country | 國家

Postal Code | 郵遞區號

**Check or money order | 支票或匯票**

支票或匯票必須可以在美國的銀行兌現。

美元

Amount | 金額

Check or money order number | 支票或匯票號碼

**Other | 其他**

Other | 其他





# Charter Club Officer Information | 創會分會幹部資訊

## 表格 4

**Term of office** (check only one box) | **幹部任期** (僅勾選下列其一) Club number | 分會編號 \_\_\_\_\_ District | 地區總會 \_\_\_\_\_

Annual | 一年期  Semiannual | 半年期

**註:** Club Constitution for Clubs of Toastmasters International 及標準分會選項附錄言明分會幹部任期必須依照以上期間 (即一年期或半年期)。僅有每週聚會的分會可推選任期為半年的幹部。請提供所有幹部的電子郵件地址, 此為分會線上作業的必要資訊。

**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.**

最低幹部人數要求: 分會必須在下方填寫至少 1 名會長、1 名副會長及秘書長或秘書長兼任財務長的資料, 這些職位必須由 3 名不同的個人擔任。

### President | 會長

Name | 姓名 \_\_\_\_\_

Email | 電子郵件 \_\_\_\_\_

Member number (if known) | 會員編號 (若已知) \_\_\_\_\_

### Vice President Education | 教育副會長

Name | 姓名 \_\_\_\_\_

Email | 電子郵件 \_\_\_\_\_

Member number (if known) | 會員編號 (若已知) \_\_\_\_\_

### Vice President Membership | 會員副會長

Name | 姓名 \_\_\_\_\_

Email | 電子郵件 \_\_\_\_\_

Member number (if known) | 會員編號 (若已知) \_\_\_\_\_

### Vice President Public Relations | 公關副會長

Name | 姓名 \_\_\_\_\_

Email | 電子郵件 \_\_\_\_\_

Member number (if known) | 會員編號 (若已知) \_\_\_\_\_

### Secretary | 秘書長

Name | 姓名 \_\_\_\_\_

Email | 電子郵件 \_\_\_\_\_

Member number (if known) | 會員編號 (若已知) \_\_\_\_\_

### Treasurer | 財務長

Name | 姓名 \_\_\_\_\_

Email | 電子郵件 \_\_\_\_\_

Member number (if known) | 會員編號 (若已知) \_\_\_\_\_

### Sergeant at Arms | 事務長

Name | 姓名 \_\_\_\_\_

Email | 電子郵件 \_\_\_\_\_

Member number (if known) | 會員編號 (若已知) \_\_\_\_\_

**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 | 在此表格簽名, 即代表我獲得此處所列所有個人之同意, 且僅基於與 Toastmasters International 進行必要聯繫之目的, 來分享他們的聯絡資訊。**

Signed | 簽名 \_\_\_\_\_

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



# Club Information | 分會資訊

## 表格 5

請繕打或正楷清楚書寫，因以下內容將直接用在印製您分會的創會證書。

Club name | 分會名稱: \_\_\_\_\_ Club number | 分會編號: \_\_\_\_\_ District | 地區總會: \_\_\_\_\_

### Contact Information | 聯絡資訊:

Club contact phone number | 分會聯絡電話: \_\_\_\_\_

Club contact email | 分會聯絡電子郵件: \_\_\_\_\_

Club website | 分會網站: \_\_\_\_\_

Club Meeting Information | 分會例會資訊:  Weekly | 每週  1st & 3rd | 單數週隔週  2nd & 4th | 雙數週隔週

Meeting day | 會議日: \_\_\_\_\_ Meeting time | 會議時間: \_\_\_\_\_

Meeting place | 會議地點: \_\_\_\_\_

Facility (if applicable) | 設施 (若適用): \_\_\_\_\_

Address | 地址: \_\_\_\_\_

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

Country | 國家: \_\_\_\_\_ Postal code | 郵遞區號: \_\_\_\_\_

如果這是線上分會，請在會議地點的欄位填寫「線上」。

Please check the box that best describes your club |

請勾選關於您分會最合適的敘述:

- Community | 社區
- Company | 企業
- Government agency | 政府機構
- Correctional institution | 懲戒機構
- College or university | 學院或大學
- Religious organization | 宗教組織
- Online | 線上

Is your club supported by a sponsoring organization? |

您的分會有贊助組織嗎?

- Yes | 有  No | 無

If yes, please check all that apply |

若有，請勾選下列適用項目:

- Organization pays dues and new member fees | 組織支付會費與新會員入會費
- Organization pays dues only | 組織僅支付會費
- Organization pays new member fees only | 組織僅支付新會員入會費
- Organization pays club charter fee | 組織支付創會註冊費
- Organization provides meeting location | 組織提供會議場所

Language meeting is held in: |

會議使用的語言:

- 阿拉伯語 | العربية
- 簡體中文 | 简体中文
- 繁體中文
- 德語 | Deutsch
- 英語 | English
- 法語 | français
- 日語 | 日本語
- 韓語 | 한국어
- 葡萄牙語 | Português
- 西班牙語 | Español
- 泰米爾語 | தமிழ்
- \_\_\_\_\_

Check here if this is an advanced club | 若為進階分會請勾選本項目

Online Attendance Accepted | 接受線上出席

Is your club | 您的分會是否:  open to all interested persons | 向所有有興趣民眾開放  open only to members of a specific organization or group | 僅開放特定組織或團體的成員參與

### Sponsoring Organization Information | 贊助組織資訊:

此組織可能支付會費、創會註冊費、新會員入會費及 / 或提供會議場地。若有，請同時提供所屬**母公司**之名稱。例如: X 公司。請勿填寫附屬公司名。例如: X 公司加州分部。

Organization name | 組織名稱: \_\_\_\_\_ Organization contact | 組織聯絡資訊: \_\_\_\_\_

Website | 網站: \_\_\_\_\_ Phone number | 電話號碼: \_\_\_\_\_

Address line 1 | 地址第 1 行: \_\_\_\_\_

Address line 2 | 地址第 2 行: \_\_\_\_\_

City | 縣市: \_\_\_\_\_ State/Province | 州 / 省: \_\_\_\_\_ Country | 國家: \_\_\_\_\_ Postal code | 郵遞區號: \_\_\_\_\_

Industry | 產業: \_\_\_\_\_

### GROUP EXEMPTION AUTHORIZATION | 集體排除授權 與創會申請相關表格 (僅適用美國分會) 一同繳交至 Toastmasters International

You are authorized to include this Toastmasters club | 您得到授權將此 Toastmasters 分會納入:

in the application for group exemption filed with the Internal Revenue Service. | 向國稅局提出的集體排除申請。

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

我承認此文件上的電子簽名與手寫簽名具有同等法律效力。

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

CLUB OFFICER | 分會幹部



# 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 | 分會接受證明

The undersigned, being the validly elected and duly acting president and secretary of the (簽名人, 經有效選舉推舉並擔任) \_\_\_\_\_ Toastmasters club of (Toastmasters 分會之會長與秘書長) \_\_\_\_\_, do hereby certify that on the (在此確認在) \_\_\_\_\_ day of 於 (日) \_\_\_\_\_ (月), \_\_\_\_\_ (年), 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. | (本會在正式召集並通知的分會事務會議上, 在當下法定人數見證下, 經分會多數現籍個人會員投票通過, 自 Toastmasters International 授予分會創會日起生效, 同意遵守本規章所列條款, 包括標準分會選項附錄。)

I acknowledge that my electronic signature on this document is legally equivalent to my handwritten signature. | 我承認此文件上的電子簽名與手寫簽名具有同等法律效力。

Dated (DD/MM/YYYY) | 日期 (日 / 月 / 年): \_\_\_\_\_ CLUB PRESIDENT | 分會會長

Dated (DD/MM/YYYY) | 日期 (日 / 月 / 年): \_\_\_\_\_ CLUB SECRETARY | 分會秘書長

## 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:

- (a) 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 | 標準分會選項附錄

## 表格 6B

Club Name | 分會名稱 \_\_\_\_\_ Club Number | 分會編號 \_\_\_\_\_

Club Location | 分會地點 \_\_\_\_\_ District Number | 地區總會編號 \_\_\_\_\_

本分會必須，在接受本規章的強制條件下，完成此標準分會選項附錄來具體說明分會運作管理的詳細選擇。任何內容變更必須在正式召集並通知的分會事務會議上，在當下法定人數見證下，經分會多數現籍個人會員投票通過。

### 1. Name | 名稱

本分會的名稱與地點必須如上所述。該名稱與地點可依照 Club Constitution 的 Article X, Section 7，在本附錄中進行修改。

### 2. Membership Composition | 會員組成

從屬於 Club Constitution 中的 Section 1 of Article II 無差別待遇規定，本分會的個人會員應受 \_\_\_\_\_ 限制。  
(若本分會會員未受任何限制，請填入「無限制」。)

### 3. Membership Composition | 會員組成

本分會的榮譽個人會員年限應為 \_\_\_\_\_ 年，或依照 Club Constitution 之規定。

### 4. New Member Fee | 新會員入會費

本分會個人會員的新會員入會費應為 \_\_\_\_\_ 美元，依照 Club Constitution 之規定支付。  
(向新個人會員收取的費用，除了新會員入會費外還應包括支付給 Toastmasters International 的會費，另加其他任何分會會費。)

### 5. Club Dues | 分會會費

本分會向現籍會員收取的會費應為每人 \_\_\_\_\_ 美元，收取週期為 \_\_\_\_\_。該會費應在 \_\_\_\_\_  
或之前支付。

(分會會費應包括支付給 Toastmasters International 的會員會費。)

### 6. Reinstatement Fee | 恢復會籍會費

前個人會員恢復個人會員會籍時應支付一筆 \_\_\_\_\_ 美元的恢復會籍費。  
(恢復會籍費非強制，若收取可由分會保留。若分會不收取恢復會籍費，請填寫「0」。)

### 7. Transfer Fee | 轉會費

自另一個 Toastmasters International 轉至本分會的個人會員應支付 \_\_\_\_\_ 美元的轉會費。其他轉入本分會的條件應在 Club Constitution 詳述。

(轉會費非強制，若收取可由分會保留。若分會不收取轉會費，請填寫「0」。)

## 8. Inactive Member Dues | 非活躍會員費

本分會向每名非活躍會員收取的會費應為 \_\_\_\_\_ 美元, 收費週期為 \_\_\_\_\_。  
該會費應在 \_\_\_\_\_ 或之前支付。

(分會向非活躍會員收取的會費, 最高不可超過活躍會員的會費, 同時不得低於該非活躍會員在本分會應支付 Toastmasters International 的會費所佔比例, 一如 Club Constitution 規定。)

## 9. Regular Meetings | 例會

本分會舉行的例會, 應包括由現籍個人會員參與的事務會議, 應在每 \_\_\_\_\_, \_\_\_\_\_ 點鐘於  
此地點舉行: \_\_\_\_\_; 本分會有時可能另行指派地點。

## 10. Executive Committee Meetings | 執委會會議

本分會的執委會會議應至少 \_\_\_\_\_ 召開一次, 並可指定召開的時間與地點。

## 11. Additional Officers | 額外幹部

本分會幹部應如 Club Constitution 中的幹部推選、職責與條款內容所述。此外, 本分會應有如下幹部 \_\_\_\_\_  
\_\_\_\_\_, 職責如後: \_\_\_\_\_

(若本分會無意願推選額外幹部, 在上面應填寫「無」。)

## 12. Terms of Office | 任期

本分會推選幹部任期如下 (勾選其中之一):

\_\_\_\_\_ Half-year terms, from July 1 to December 31 and from January 1 to June 30 | 半年期, 自 7 月 1 日至 12 月 31 日及自 1  
月 1 日至 6 月 30 日。

\_\_\_\_\_ Full-year terms, from July 1 to June 30 | 一年期, 自 7 月 1 日至隔年 6 月 30 日。

(一整年每週舉行例會的分會, 可選擇半年期; 其他分會必須選擇一年期。任期的起始時間如 Club Constitution 中的 Article VI, Section 3 規定。)

## 13. Rules of Order | 議事規則

因本分會所在司法管轄區不以《羅伯特議事規則》, "僅有英文版" 為議事規則公認守則, 因此本分會依據 Club Constitution 中  
的 Article IX, Section 1, 改以 \_\_\_\_\_ 為議  
事規則。(若本分會不在公認《羅伯特議事規則, 新編版》為議事規則守則的司法管轄區, 才需要完成並納入上述條款。  
)

Last modified by required vote of club on | 最近一次修訂並由法定人數同意通過日期為 \_\_\_\_\_, 20 \_\_\_\_\_

Signed | 簽名: \_\_\_\_\_

CLUB SECRETARY | 分會秘書長

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

我承認此文件上的電子簽名與手寫簽名具有同等法律效力。



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