

The Constitution of South County Toastmasters Club # 1957 of St. Louis, Missouri

Article I - Name

The name and location of this club shall be as set forth in the title of this Constitution.

Article II - Purpose

The purposes of this Toastmasters club shall be: to help its members improve their abilities to communicate effectively; to provide for its members instructions, educational materials and opportunities which will give them skill and experience in the preparation and delivery of speeches; to encourage its members to read and to listen analytically; to provide for its members fair and constructive evaluation of their efforts toward self-improvement; to increase its members' knowledge of the rules of parliamentary procedure and their skill in conducting meetings and participating in group discussions; to afford leadership training for its members; and to provide opportunities and encouragement for its members to appear before audiences and to express their thoughts credibly.

Article III - Membership

All members shall be at least 18 years of age. The composition of the membership shall be as provided in the Bylaws of this club.

Article IV - Meetings

This club shall meet regularly once a week or as otherwise provided by the Bylaws of this club. Special meetings may be called by a majority vote at any regular meeting at which a quorum is present or by the President.

Article V - Initiation Fee and Dues

Every member of this club shall pay fees and dues as prescribed in the Bylaws of this club.

Article VI - Officers

The officers of the club shall be a President, an Educational Vice-President, a Membership Vice-President, a Public Relations Vice-President, and such other officers as may be provided in the Bylaws of this club. All officers, together with the immediate past President, shall constitute the Executive Committee of the club having general administrative powers. The officers shall be selected as provided in the Bylaws of this club.

Officers are elected semiannually, and their respective terms shall commence on January 1 and July 1.

Article VII - Quorum

A majority of the active membership shall constitute a quorum for the transaction of all business of this club.

Article VIII - Affiliation

This club shall be a member of Toastmasters International and shall be entitled to representation therein as provided in the Articles of Incorporation and Bylaws thereof. This club shall also be affiliated with such district of Toastmasters International as the Board of Directors of the corporation may designate and shall be represented on the council of such district by two of its active members. This club shall make payments on all members as required by Toastmasters International; provided, however, there shall be no change affecting the financial obligation of the club to Toastmasters International except after notice by publication in *The Toastmaster* magazine.

Article IX - Policy

The Articles of Incorporation and the Bylaws of Toastmasters International shall govern this club, and it shall adopt no policy and shall take no action in conflict with any policy or any purpose of Toastmasters International. This Constitution shall be deemed automatically modified and amended so that it shall at no time be in conflict with the Articles of Incorporation, Bylaws, or policies of Toastmasters International, as they now exist or hereafter may be changed or amended.

Article X - Charter

No charter shall be issued to this club until a copy of this Constitution shall have first been filed with the world headquarters of Toastmasters International, bearing a certificate of the date of its adoption.

Article XI - Amendment

This Constitution may be amended to change the name or location of this club by resolution adopted by a two-thirds vote with such amendment proposed in writing by an active member at the meeting immediately preceding that at which the amendment is to be voted on, and upon immediate notice to Toastmasters International of the change. Other amendments hereto may be made only at a convention of Toastmasters International. Proposed amendments may be submitted by any Toastmasters club to the Board of Directors of Toastmasters International no later than December 31 before the convention at which they are to be presented. Notice of any proposed amendments shall be mailed by

the Executive Director to each member club at least 60 days before the opening date of the convention with the recommendation of the Board of Directors thereon. Such recommendation shall also be presented to the accredited delegates at the business meeting and convention before the vote is taken on the proposed amendment.

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Bylaws of the South County Toastmasters Club # 1957 of St. Louis, Missouri

As amended March 9, 2022

Article I - Membership

Sec. 1 Membership in the club is open to any person at least 18 years of age elected by a majority vote of members present at any meeting.

Sec. 2 Any member may sponsor an eligible prospective member. Application for membership shall be made on the form provided by Toastmasters International and club applicant data sheet. Such application, accompanied by the initiation fee and applicable dues, shall be returned to the Secretary, and shall be read to the club. The applicant shall be declared elected to membership upon favorable vote of the majority of those present. The membership of this club may be divided into three classifications: active, inactive, and honorary.

Sec. 3 All active members OF THE CLUB shall be entitled to all rights and privileges of the club, and all members shall share in its responsibilities. THESE RIGHTS AND PRIVILEGES SHALL INCLUDE, BUT NOT BE LIMITED TO, VOTING, WHETHER IN A CLUB BUSINESS MEETING OR IN A CLUB CONTEST. These responsibilities shall include support of its purposes and constructive contribution to its programs and activities. Any conduct not consistent with these standards may be a reason for non-renewal of membership.

Sec. 4 Inactive membership may be conferred by the Executive Committee on any member requesting an extended absence from the club or who wishes to maintain membership without regular attendance at club meetings. A member may also be classified inactive for four consecutive absences without notice. An inactive member may be restored to active membership upon request provided there is a vacancy on the active roster. Inactive members retain their club voting privileges.

Sec. 5 Honorary membership may be conferred upon any person for a period of one year by a two-thirds vote of the total membership, subject to annual renewal by a like vote. Such membership shall be restricted to persons whose activities and public statements are consistent with the purposes of Toastmasters International. Honorary members have no voting privileges, are exempt from all club fees and dues, and are entitled to have their per capita payments to Toastmasters International paid by the club.

Sec. 6 Inactive and honorary members are not eligible to serve in any office. They are not entitled to places on the regular speakers' program but may serve as substitute speakers

when requested by the President or the Toastmaster. They may also participate in discussions and serve as evaluators.

Sec. 7 Membership (active, inactive, or honorary) in the club can be revoked for cause because of activities inconsistent with the purpose of the club, such as damage to the club's good name, subverting the progress of the club or misuse of club funds. Revocation of membership must be recommended by a two-thirds vote of the Executive Committee and approved by a two-thirds vote of a quorum of the active membership at a regular meeting. The entire membership will be notified in writing of the pending revocation two weeks prior to the regular meeting when the matter is to be considered by the membership.

Article II - Fees and Dues

Sec. 1 Each applicant shall pay applicable club and International fees. These fees, as defined in Exhibit A ("Schedule of Fees"), shall be paid at the time of application for membership. Upon being received into the club, the new member shall be presented with a copy of the club manual and such other materials as may be provided to new members by Toastmasters International.

Sec. 2 Reinstatement to membership of a former member shall call for a payment of the current International and club dues. The former member may also be requested to pay the new member fee to cover the costs of the materials.

Sec. 3 Any member in good standing desiring to transfer to another Toastmasters club may request the Secretary to furnish a letter showing the date to which the member per capita payment to Toastmasters International is paid. When an applicant for membership in this club transfers from another Toastmasters club and presents proof from said club showing membership in good standing and that a per capita payment to Toastmasters International is paid for the current period, the applicant may be elected to membership with payment of the club's new member fees and the prorated club dues.

Sec. 4 Applicable dues shall be paid by all members as stated in the Schedule of Fees. Dues shall be paid by all members by the dates specified to maintain membership in this club. Failure to pay dues by the dates specified shall result in the loss of membership privilege and continuation of said failure through 60th day after the start of each renewal term shall result in the imposition of the reinstatement fee. Full membership status can be sought again by payment of the appropriate dues and any applicable reinstatement fee, along with resubmission of the appropriate application. The dues collected from a new member, in addition to the initiation fee, should be in such amount to include the new member fee and per capita payment to Toastmasters International plus any club dues. The reinstatement and transfer fees are retained by the club. Club dues should include the amount of the Toastmaster International per capita payment.

Article III - Meetings

Sec. 1 Regular meetings of the club shall be held every Wednesday at such hour and place as the club from time to time shall designate.

Sec. 2 Special meetings may be called by a majority vote at any regular meeting at which a quorum is present or by the President or by a majority of the Executive Committee.

Sec. 3 The Executive Committee of this club shall meet at least once each month.

Article IV - Election of the Officers

Sec. 1 The officers of this club shall be a President, an Educational Vice-President, a Membership Vice-President, a Public Relations Vice-President, a Secretary, a Treasurer, a Sergeant-at-Arms and an Officer-at-Large.

Sec. 2 Nominations for club officers shall be made by a Nomination Committee appointed by the President at least two weeks prior to the election. This committee shall consist of three active members, at least one of whom is a past President. This committee shall present its report at least two weeks prior to the meeting at which the election is to take place and shall present only the names of active members who have consented to serve if elected. Further nomination may be made from the floor by any active member. All elections shall be by secret ballot unless a secret ballot is dispensed with by unanimous vote. A simple majority vote is required for election.

Sec. 3 Election of officers shall be held at the first meeting in June and December. New officers shall take office effective July 1 and January 1, respectively, and shall serve for a term of six calendar months, and until their successors are elected and qualified.

Sec. 4 Any vacancy in office shall be filled by a special election held at the next meeting following announcement of the vacancy.

Sec. 5 Starting July 1, 2022, The President shall be eligible to run and serve as President for two successive six-month terms after which there must be a break in service of one full six-month term before running again. Serving a partial term of 3-months or less does not count as one of the two successive terms. The other officers can run an unlimited number of successive terms.

Sec. 6 This club is entitled to representation at all Toastmasters International annual business meetings and conventions as provided in the Articles of Incorporation and Bylaws of Toastmasters International. The club shall select its representatives in sufficient time for the Secretary of the club to prepare proper credentials. In the event the club is not represented at the convention by personal representatives selected from this club, the Executive Committee of this club shall appoint and authorize a proxy with authority to act.

Article V - Duties of Officers

Sec. 1 The President presides at meetings of the club and the Executive Committee appoints all committees and has general supervision of the operation of the club. The President shall be an ex-officio member of all committees of this club except the Nominating Committee and shall serve as one of the club's representatives on the District Council. The President shall transmit to the club for its approval or disapproval all ideas and plans proposed by the District Council which may affect the club or its members and shall take no action binding upon the club without either specific prior authorization or subsequent ratification by the club or Executive Committee. The President shall be authorized to sign all club checks. The President shall have the power to authorize the expenditure of all club funds not in excess of \$50.00. Expenditure of club funds in excess of \$50.00 shall be authorized by a vote of a majority of the members in attendance at a regular meeting. "The President shall appoint an Audit Committee to review the books of the club in June and December. The committee shall report their findings at a regular club meeting no later than the third Wednesday of July and January."

Sec. 2 The Educational Vice-President is responsible for the conduct of a club program which meets the educational needs of the members, chairs the Education Committee, prepares the regular speaking schedules, and presides in the absence of the President. The Educational Vice President shall arrange for the exchange of speakers or programs with other clubs and for all inter-club activities. The Educational Vice-President also serves as one of the club's representatives on the District Council and shall take no action binding upon the club without either specific prior authorization or subsequent ratification by the club or Executive Committee.

Sec. 3 The Membership Vice-President chairs the Membership Committee and may preside in the absence of the President and the Educational Vice-President.

Sec. 4 The Public Relations Vice-President chairs the Public Relations Committee and may preside in the absence of the President and Educational Vice-President.

Sec.5 The Secretary has custody of the club's Constitution and Bylaws and all other records and documents of the club; keeps an accurate record of the meeting and activities of the club and transmits the same to the successor in office. The Secretary shall have charge of all correspondence.

Sec. 6 The Treasurer shall receive and disburse all club funds, shall pay Toastmasters International all financial obligations of this club as they come due and shall keep an accurate record of all transactions. The Treasurer shall make financial reports to the club or to the Executive Committee upon request, or at least monthly, and shall transmit the accounts and all undistributed funds to the successor in office.

Signatures of the President and the Treasurer must be on file with any financial institutions with which the club is doing business. All checks and electronic debits are to be signed by the Treasurer or, in his or her absence, the President as authorized pursuant to Article V, Section 1.

Sec.7 The Sergeant-at-Arms chairs the Social Committee, is responsible for the orderly behavior of the members and enforces the orders of the President. The Sergeant-at-Arms is also responsible for the arrangement of the room, tables, timing light and gavel, and is the club's official greeter.

Sec.8 In the event the President and/or Educational Vice-President shall be unable to attend a meeting of the District Council, they shall originate and certify the credentials of the official representative of the club attending said District Council meeting. Such representative(s) shall be active members.

Sec. 9 The Officer-at-Large shall keep the minutes of the Executive Committee meetings and transmit the same to his or her successor. He or she shall be responsible for coding, maintaining, and posting the club Toastmaster of the Year award and shall be a likely candidate to fill a vacancy occurring in an officer position.

Article VI - Committees

Sec. 1 Committees of this club which may be formed at the discretion of the President include the Executive, Education, Membership and Attendance, Public Relations, and Social committees. In addition, a Nominating Committee shall be appointed by the President to nominate officers for the next term (see Article IV Sec 2) and an Audit Committee shall be appointed by the President (see Article V Sec 1).

Sec. 2 The Executive Committee shall consist of the President, who serves as the presiding officer, the vice-presidents, Secretary, Treasurer, Sergeant-at-Arms, Officer-at-Large and the immediate past President of the club. This committee shall have charge of all business affairs of the club and shall consider all matters concerning the welfare of the club and shall submit the recommendations of the committee to the club for approval. By a two-thirds vote of the committee members present, and subject to the approval of the club by a two-thirds vote of the club members present, the Executive Committee may remove any officer and declare the office vacant.

Sec. 3 The Education Committee shall have charge of the general educational program of the club. It shall prepare, or cause to be prepared, all speaking schedules of the club and shall publish the assignments at least three weeks in advance. This committee shall appraise the performance of the club and its officers and shall assist in the utilization and interpretation of program and educational materials available from Toastmasters International. It shall present the results of its appraisal to the club in the form of

regular oral reports and shall make available to the club Nominating Committee for the succeeding term a written evaluation of potential club officer candidates.

Sec. 4 The Membership Committee shall consider all applications for membership and report thereon to the club and shall arrange for proper induction of all new members. This committee shall be responsible for maintaining club membership and attendance and appoint Mentors to new members.

Sec. 5 The Public Relations Committee shall arrange for speaking engagements of active members before non-Toastmasters groups and shall keep a list of active members who may be available for such speaking engagements. It shall have charge of all club publicity and community relations.

Sec. 6 The Social Committee shall be responsible for all social functions of the club and such other duties as may be assigned to it.

Article VII - Rules of Order

Sec. 1 The general procedure of meetings of this club shall be in harmony with the principles set forth in the Toastmasters International manual entitled "Chairman." Robert's Rules of Order Newly Revised shall be the final authority as to parliamentary procedure, insofar as they do not conflict with any provisions of this club's Constitution and Bylaws.

Sec. 2 At the beginning of each term, the President shall appoint an experienced active member (or members) to serve as Parliamentarian during his or her term of office. The Parliamentarian shall research and interpret the club Bylaws and Robert's Rules of Order during meetings and take custody of and be responsible for the club's official copy of the Constitution, Bylaws and Robert's Rules of Order.

Article VIII - Liability and Dissolution

This club and its members shall be responsible for expenses incurred at its direction with its operations, functions, and activities. In the event of dissolution of this club, distribution of any funds after payment of any indebtedness may be made by either refund to members or by contribution to any educational research or memorial funds maintained by Toastmasters International.

Article IX - Amendments

These Bylaws may be amended at any regular meeting of this club by a two-thirds vote of the members present. Such amendment must be proposed in writing by an active member at the meeting immediately preceding that at which the amendment is to be voted on. Upon its adoption, a copy of the amendment shall be mailed to the Executive Director of

Toastmasters International for review and attachment to the copy of the Bylaws of this club filed at the world headquarters.

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Exhibit A Schedule of Fees

Re-stated March 1, 2020

South County Toastmasters is a self-supporting not-for-profit organization. Our club is open to anyone who wants to better develop leadership and communication skills. To this end, we work to keep our dues and fees modest and accessible - and have scholarships available for those that need a little assistance.

Our regular membership dues and fees are \$76.00 per 6-month period and are collected for:

<i>Expense Purpose</i>	<i>Amount</i>
<i>Toastmasters International</i>	<i>\$45.00</i>
<i>Meeting Room</i>	<i>\$25.00</i>
<i>Local Club</i>	<i>\$6.00</i>
<i>Total Dues and Fees</i>	<i>\$76.00</i>

In addition to this, new members have a one-time new member fee of \$30.00 which is sent to Toastmasters International. The purpose for each of these is further explained below.

Our semi-annual membership terms and the due date by which members must pay are:

<i>Membership Term</i>	<i>Payment Due</i>
<i>April 1 – September 30</i>	<i>March 15</i>
<i>October 1 – March 31</i>	<i>September 15</i>

For New Members

New members that join during one of the semi-annual terms will pay the \$30 one-time new member fee plus a prorated amount for the remaining balance of the membership term. For example, if you join in either July or January, you'll pay \$68.00 -- the \$30.00 new member fee plus \$38.00 (see below) since the membership term is half over. The regular dues proration schedule is as follows:

Membership Month	Prorated Dues
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<i>April or October</i>	<i>\$76.00</i>
<i>May or November</i>	<i>\$64.00</i>
<i>June or December</i>	<i>\$51.00</i>
<i>July or January</i>	<i>\$38.00</i>
<i>August or February</i>	<i>\$26.00</i>
<i>September or March</i>	<i>\$13.00</i>

Explanation of Dues and Fees

Toastmasters International:

Supports the international organization's programming and resources. This includes access to extensive online resources via Pathways (and the first path), awards and recognition programs, subscription to Toastmasters monthly magazine, high-quality support, and more.

Meeting Room

We pay for the weekly use of our meeting space including room setup, cleaning, use of their audio-visual equipment, small kitchenette, and other facilities.

Club Dues

This amount helps cover the modest but necessary operating costs required to run a high-quality club - such things as materials and supplies, awards, and recognition, and more.

New Member Fee

This one-time charge is to cover the cost of new member onboarding and setup, most of which is remitted to Toastmasters International. This fee is not collected for members being reinstated, i.e., returning to the club after some period of absence.

Speechcraft

The club's new member fee and the club's dues are waived for new members having attended Speechcraft provided that two conditions are met:

- The Speechcraft session that they attended had a fee.
- They sign up within four weeks after the completion of Speechcraft.

**South County Toastmasters
Club #1957 of St. Louis, MO as stated May 6, 2020**

Historical List of Revisions to the Constitution and Bylaws

November 9, 2005

Schedule of Fees Section.

1. The schedule of fees has been completely revised to reflect the change in fees from
 - a. Toastmasters International (as of October 1, 2005)
 - b. Club Dues (operating costs dropped significantly)
 - c. New Member Fees (cost to put package together)
2. A table has been added to state regular member dues.
3. The table for new member dues has been completely revised to reflect all the fee changes.
4. The table for new member fees for Speechcraft participants has been revised to reflect the changes in the Toastmaster International fees.
5. The table for member reinstatement fees has been revised to reflect the option of receiving a new club manual, by-laws, binder and name tag.
6. Two tables have been added to reflect the dues for members that transfer to South County Toastmasters from another club.
7. An explanation describing the various fees has been added.

January 9, 2008

By-Laws, Article II, Section 2

The specific sums required to reinstate a former member were deleted and the statement was made more general.

By-Laws, Article II, Section 3

The \$5 transfer fee was deleted. The section was rephrased to say transfer members in good standing with TI need only pay the new member fee and the prorated club fee.

By-Laws, Article V, Section 1

Deleted last sentence regarding appointment of a Club Management Plan Coordinator.

By-Laws, Article V, Section 10

Deleted paragraph on the duties of the Club Management Plan Coordinator as we have none.

Club Rules, Article I, Section 1

1. The specific sum required for semiannual dues was deleted and the statement was made more general.
2. The specific prorated club fee for new members was deleted and the statement was made more general.

3. The \$5 transfer fee was deleted.

March 13, 2019

Speeches, to change the amount of time to qualify for best speaker award, post a red-light display, from 1 minute to 30 seconds.

April 10, 2019

Club voted to change the amount the President may authorize to \$50.00.

May 6, 2020

Committees, Article VI, Section 1

Added: In addition, a Nominating Committee shall be appointed by the President to nominate officers for the next term (see Article IV Sec 2) and an Audit Committee shall be appointed by the President (see Article V Sec 1).

Rules of Order, Article VII, Section 2

Added: (or members)

Schedule of Fees

1. Replaced to reflect higher fees resulting from the move to a fee-based facility.
2. Updated to reflect use of Pathways instead of manuals.
3. Schedule of Fees was made an Exhibit to the Bylaws instead of being a separate document.

Club Rules

Club Rules were determined to be redundant as a separate document and were instead integrated into the Bylaws. Club rules defining treatment and presentation of club pins to officers and limiting the length of the business meeting were removed. Club Rules, as a standalone document was eliminated.

March 9, 2022

Election of Officers, Article IV, Section 5

Club voted to change: The President shall not be eligible to be re-elected for successive terms.

To: Starting July 1, 2022, The President shall be eligible to run and serve as President for two successive six-month terms after which there must be a break in service of one full six-month term before running again. Serving a partial term of 3-months or less does not count as one of the two successive terms. The other officers can run an unlimited number of successive terms.