

# District Newsletter



T O A S T M A S T E R S I N T E R N A T I O N A L ®

## Proposals for the Annual Business Meeting in August 2005

Clubs will vote on three important proposals to amend the Bylaws of Toastmasters International at the 2005 Annual Business Meeting on August 26, 2005. Following are descriptions of the proposals. If approved, the changes will become effective October 1, 2005:

### Proposal A: Dues Increase

Membership dues will increase from \$36 a year to \$54 a year (U.S.), payable \$27 per person each dues renewal period.

Subject to approval of this proposal, the Board made changes to policies as follows:

- ▶ Increase new member fee from \$16 to \$20
- ▶ Increase club reinstatement fee from \$108 to \$162
- ▶ Increase new club charter fee from \$95 to \$125
- ▶ Increase dues for undistricted clubs from \$27 to \$42, payable \$21 per person each dues renewal period.

The amount of funds provided to districts will increase from \$9 per member annually to \$13.50 annually (from \$4.50 each dues renewal period to \$6.75). The district's portion for prorated membership dues will increase from \$.75 per month per member to \$1.12 per month per member.

When discussing the need for a dues increase, the Board of Directors carefully considered a number of factors and studied several sets of financial projections. The Board analyzed five different possibilities for the amount of the increase and, based on multiple factors, the Board agreed that this amount is appropriate.

Toastmasters International hasn't had a dues increase since 1992. Using the consumer price index as a measure of inflation, something that cost U.S. \$36 in 1992 would typically cost more than \$50. If we used the CPI annually, dues would have increased a dollar each year. Because the organization did not increase dues accordingly, it has actually forgone large sums each year since 1992.

Revising the bylaws is a time consuming and expensive process. Our history shows it takes at least three years for a change in procedure to filter down to clubs. Changing dues frequently is also confusing to members. The Board believes that by increasing dues now to this amount (\$4.50 per month), the organization would be able to sustain its activities for a number of years before needing to consider another increase.

We ask that you support the dues increase. The Toastmasters program continues to be the best value in the self-development, self-improvement field. You have the organization's commitment to improve and enhance the program so that members will continue to learn, grow and achieve.

You will find additional information on the dues increase on the home page of the TI Web site. A special e-mail box has been set up for dues increase questions. The e-mail box is: [duesincrease@toastmasters.org](mailto:duesincrease@toastmasters.org).

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## The Proxies Are Coming...

The official Toastmasters International proxy certificates will be mailed to club presidents of record on March 31. Be on the look-out for this all important mailing. The forms will have instructions on how to complete the proxies to ensure that club's votes are heard. **Please be on the look-out for these important documents!**

Take the following steps to help your district survive the annual proxy chase:

- ▶ Make sure club officer lists are current. Encourage clubs to check the Web site for a list of current officers and ask them to make any corrections to the information.
- ▶ Advise clubs of the mailing to club presidents on March 31 in your district's Web site or newsletter.
- ▶ Contact club presidents in early April. Ask if they received their proxies and whether they will be sending a delegate to the regional conference and international convention. If not, ask that the proxy be tendered to the district governor or another officer.
- ▶ If the club president claims not to have received a proxy, give a description to confirm that it was never received, set aside or accidentally thrown away. Sometimes the club officer list at WHQ is outdated and the proxy is sent to the former club president. Be sure the club president checks with the former officers to see if they received the proxy.
- ▶ Before contacting WHQ for a duplicate proxy, make sure you have the current president's name and address. **Remember, WHQ can send only one duplicate proxy, which must be mailed to the club president.**

## Deadline: June 30

An important deadline is fast approaching. June 30 marks the end of the Toastmasters year and the 2004-05 Distinguished District, Division, Area and Club programs.

Items pertaining to club charters, dues renewals, membership applications and education award applications must be postmarked on or before **June 30, 2005**, and received at WHQ no later than July 7, 2005. Items submitted online or by e-mail must be received at WHQ on June 30, 2005. Faxed documents must be received at WHQ by 5 p.m. PT Wednesday, June 30.

WHQ accepts dues renewals, new member applications and educational award applications through the Toastmasters International Web site, [www.toastmasters.org](http://www.toastmasters.org).

Although WHQ has a fax and e-mail available to receive information, it is the sender's responsibility to make sure the submission is successfully transmitted.

**Do not send duplicate copies of documents to WHQ. Choose only one method of transmission.**

## Check Those Reports

Remind your clubs to review their Distinguished Club Program progress reports at the end of April, paying close attention to the December-February Club Officer Training section. If a club discovers errors in the December-February information, it should contact the district. Your district has until May 31 to submit corrections to WHQ. Corrections submitted after May 31 will not be accepted. WHQ will accept training reports only from the district.

Reports appear on the Toastmasters International Web site, [www.toastmasters.org](http://www.toastmasters.org). Click "District Performance" under Member Quicklinks.

## Wanted: Photos of New District Governors

Attention District Governors-elect of 2005-06: Please send a **professional-quality** photograph of yourself to the Publications Department at WHQ.

- ▶ If you send a photograph, it needs to be at least 3 x 5 inches.
- ▶ If you send a picture via e-mail, it must be scanned at a resolution of no less than 300 dpi and the image should also be scanned at **no less** than 3 x 5 inches. E-mail your picture to [kmurphy@toastmasters.org](mailto:kmurphy@toastmasters.org).

Your photo will be included in the "Your District Governors" article that will appear in the September issue of *The Toastmaster* magazine and in the district governor brochure distributed at the International Convention. **Photos must be received at WHQ no later than June 10.**

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### Proposal B: Electronic Technology

This proposal is presented in conjunction with changes in corporate law that allow electronic transmission to be used in conducting corporate business. This law went into effect January 1, 2005. This proposal allows Toastmasters International to take advantage of the new law and use email and other modern technologies to give official notices and take official action at the Board of Directors level.

### Proposal C: Disciplinary Proceedings

This proposal protects the organization's disciplinary proceedings already contained in policy from legal challenge. To be accepted as fair and reasonable without question, the California nonprofit corporate law, under which all Toastmasters clubs no matter where domiciled operate, requires that the procedures either be spelled out either in the bylaws or be provided to every club and delegates at large each year. Providing this information annually would be administratively burdensome. The most efficient way to comply with the law is to describe the procedures in the bylaws. These amendments make no significant changes to the organization's disciplinary procedures, which have been in place since 1993.

**The Board of Directors asks for your support by voting "FOR" all three proposals. Additional information on all three proposals will be sent with club proxies on March 31, 2005.**

## Submit New Members and Dues Renewals Online!

Enjoy these same benefits:

- ▶ You'll save time!
- ▶ Receive immediate and printable confirmation of the transaction.
- ▶ Eliminate the need to fax or mail documents.
- ▶ Stop worrying about on-time receipt at WHQ.
- ▶ Avoid expensive courier costs.
- ▶ Eliminate the need to call WHQ to check on the status of your submittal.

**PLUS—It's the fastest way for new members to receive their kits!**

Go online today! Take advantage of the quickest and easiest way to pay dues and register new members!

## Toronto: A World Within a City!

Don't miss the 74th Annual Toastmasters International Convention, August 24-27, at The Westin Harbour Castle in Toronto, Ontario, Canada.

- ▶ Enjoy a varied educational program presented in four tracks covering: *Communication*, *Skill Building*, *Leadership*, and *Club and District Success*. Mix, match and explore any of these tracks tailored to satisfy your educational interests.
- ▶ Attend the Golden Gavel Luncheon where this year's recipient is well-known speaker and author Marcus Buckingham.
- ▶ Witness the excitement of the World Championship of Public Speaking on Saturday, August 27.

Beginning in April, you may visit our Web site at [www.toastmasters.org](http://www.toastmasters.org), and register online for the International Convention. Or mail your convention registration form to WHQ. Registration forms can be found online and in the April and May issues of *The Toastmaster* magazine. Either way, you're guaranteed an experience of a lifetime in Toronto!

# District Checklist/Calendar

## APRIL

### Distinguished Division and Area Programs Deadline

- ❑ Area governors must send Area Report of Club Visit forms for the second round of visits to the district governor by April 30.

### Distinguished Club Program Deadline

- ❑ To receive DCP credit, renewals must be received at WHQ on or before April 10.

### Membership and Club Growth

- ❑ Follow up on overdue renewal reports.
- ❑ Promote Toastmasters International's Annual Membership Program. Individual members receive recognition for sponsoring five, 10, or 15 members during the year. Recognition is given to clubs beginning the year under charter strength and ending the year with 20 or more members. Clubs that demonstrate a net growth of five members also receive recognition.

### District and Club Officer Training

- ❑ Division Governor Kits, Area Governor Kits for incoming division/area governors will be mailed to the lt. governor education and training.

### Mission-Focused Meetings

- ❑ Finalize District Conference plans. District conferences must be held after March 15, but before June 1.

### Administrative

- ❑ **Proxies:** Begin follow-up with clubs. If clubs will not have delegate attending the Regional Conference and/or International Convention, ensure that clubs send proxies to the district governor.

## MAY

### Distinguished District Program

- ❑ **URGENT!** Review the April District Performance Reports, compare progress to goals and determine actions needed to ensure district achieves its Distinguished District Program goals by year-end.

- ❑ **URGENT!** Begin the final push to achieve Distinguished District Program goals for membership, net club growth, CTMs and ATMs by June 30.

### Distinguished Division and Area Program Deadlines

- ❑ April renewals are due May 15 for credit in the Distinguished Area Program. Complete April renewal reports must be received at WHQ no later 5 p.m., May 15.
- ❑ Area governors should submit Area Report for Club Visit forms online using the TI Web site by May 31, 2005. If the area governor chose to mail forms to the district governor, district governors must submit Area Report of Club Visit forms to WHQ by May 31. Forms must be postmarked on or before May 31, and received at WHQ by June 10, in order to receive credit in the Distinguished Area Program.

### Distinguished Club Program Deadlines

- ❑ All clubs elect officers during the first meeting in May. Officer lists must be postmarked by June 30 and received at WHQ by 5 p.m. PST on July 7, for clubs to receive credit in the Distinguished Club Program. If lists are submitted online, the deadline is midnight, June 30.

### Financial Deadlines

- ❑ Treasurer's report for the July 1–March 31 period are due at WHQ on or before May 15.
- ❑ Treasurer's report for the July 1–March 31 period must be submitted to the district governor and lt. governors by May 15.

### Membership and Club Growth

- ❑ Follow up on overdue renewal reports.
- ❑ Promote Toastmasters International's Annual Membership Program.

### Mission Focused Meetings

- ❑ District Conference, District Council Meeting and District Executive Committee Meeting: Use these meetings to focus on end-of-year efforts needed to achieve goals in Distinguished District, Division, Area and Club programs.

## Achieve Your District Goals

How close is your district to achieving its educational goals? The following reminders will help you achieve your goals and avoid year-end disappointment:

- ▶ All award requirements must be completed before applicants are eligible for awards.
- ▶ Applicants must be current members when applications are received by WHQ. Current members are those whose dues for the current renewal period have been received at WHQ and whose names appear on the club membership roster submitted to WHQ. For instance, if WHQ receives a CTM application in June for a member who did not pay dues in April, an award cannot be issued. Please submit all award applications promptly to WHQ to ensure all members receive the recognition they deserve.
- ▶ Distinguished Club Program credit for awards can be given only to the club of which the award recipient is a current member.
- ▶ No exceptions can be made to award requirements. All requirements must be fulfilled, as given, by the applicant.

Don't wait until June 30 to submit award applications critical to your district's success. If there are problems with an application, you'll need time to resolve them before the year-end deadline.

## Prepare for Training!

Your district should begin planning now for training 2005-06 club officers. Toastmasters International has a new guide to help you get started. *Training Club Leaders* (Catalog No. 217) explains, step by step, how to organize your training. Topics covered include planning the curriculum; choosing a format; selecting a place, date and time; selecting the trainers; and promoting the event. Make sure your training coordinators use this handy tool. It's guaranteed to make your training successful and well-attended.

The guide is available to download on the TI Web site: Click on **Information for Members**, then access **Officer Training Programs**. You can also order from the online store.