



TOASTMASTERS INTERNATIONAL®

Tips

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*A bimonthly
publication to club,
area and
district officers
for circulation
to members*

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

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, and register online for the International Convention. Or, if old habits are hard to break, mail your convention registration form to WHQ. Registration forms can be found in the April and May issues of *The Toastmaster* magazine. Either way, you're guaranteed an experience of a lifetime in Toronto!

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Renewal Notice Alert... Pay Your Dues Online!

The Dues Renewal Invoice for the April 1, 2005, through September 30, 2005, period is being mailed to club president's of record the last week in February. The invoice contains a list of members in your club. Check the box to the left of the name of each renewing member and fill out the payment information on the bottom of the invoice.

Clubs who are paying for members listed on the renewal form now have the option of paying dues renewals online using a credit or check/debit card. Not only will your club receive a receipt confirmation, but the credit card and report will be processed immediately. Each club has a password in order to enter into the secure part of the Web site. The password will be included on the dues renewal invoice. WHQ accepts MasterCard, VISA, American Express and Discover. WHQ also accepts check/debit cards that have a MasterCard or VISA insignia.

To expedite the processing of renewals, we strongly suggest that you take advantage of paying your renewals on line.

Renewals are due April 1, 2005. In order to receive on-time credit in the Distinguished District Program, your renewal must be received at WHQ by 5 p.m. Pacific Time, April 10.

Here are some helpful hints:

- ▶ Submit your dues by one method only. Please do not send duplicates. For example, if you submit your dues online, DO NOT mail a copy. Or, if you fax in your renewal, please don't mail another copy to WHQ.
- ▶ If your club is paying by check, you will need to submit your renewal by mail. The renewal is not counted as being here until the invoice and check are at WHQ. Faxing a copy of the dues renewal invoice and a copy of the check does not fulfill the submission requirements. In fact, duplication slows down the processing tremendously.
- ▶ Do not e-mail your renewal to WHQ. It is not secure to submit credit card information via e-mail. Online, FAX and mail submissions are secure.
- ▶ Do not submit your renewal in pieces, i.e., DO NOT submit your dues renewal invoice/list of members and payment separately. Include your complete payment information and list together. With more than 10,000 submissions, it is difficult to match up submissions when payments and lists are submitted separately. It also delays the processing of the renewal.
- ▶ Only submit dues for members who have paid your club. Dues are non-transferable and non-refundable, so you want to be sure the club has the money in hand before payment is sent to WHQ.
- ▶ Keep a copy of the invoice for your records.
- ▶ Clubs should submit all payments at one time, so we encourage you to collect and submit dues for all renewing members. However, dues for late-paying members can be submitted to WHQ after the initial submission.
- ▶ The fastest and easiest way to pay dues for member who paid their dues after the initial payment has been submitted to WHQ is to pay online.
 - Go to the secure Club Business section of our Web site.
 - After logging in, select Pay Membership Dues. Once your club has paid its initial dues, only those members who are still listed as unpaid will appear.
 - Check the box to the left of the name of the member(s) who are paying late.
 - Enter the credit card information and then complete the transaction.
 - There is no limit to the number of times you can enter this screen to pay dues for late-paying members.

If you haven't already collected dues...start doing so now!

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.

Hold Club Elections in May

In May, all clubs must elect annual officers serving from July 1, 2005, through June 30, 2006, or semiannual officers serving from July 1, 2005, through December 31, 2005. Semiannual terms are an option available only to clubs that meet weekly.

- ▶ Before March 31: Appoint a nominating committee (see club constitution). The committee should be chaired by the immediate past president or most recent past president available.
- ▶ Last meeting in April: Nominating committee reports to the club.
- ▶ First meeting in May: The nominating committee report is presented to the club. If the nominating committee has no report at the last meeting in April, postpone the election until one week after the meeting at which the report is given.

Call for nominations from the floor. Nominations and elections begin with the president and proceed in descending order.

Remember: A quorum (51 percent of active members) is needed to conduct business (including electing officers). Proxies or absentee ballots are not allowed at the club level. Members must be active and present to vote.

Don't forget to fill out a club and officer information form immediately following your election. Send it to WHQ so the correct officers will receive every important mailing.

You can fill out a Club Officer Report Form online. Go to www.toastmasters.org, the link is in the "Club Business" section on the home page.

Build Membership and Beat the Clock

Need a way to get your club's members focused on membership building? The Beat the Clock! program is just what you're looking for.

Add five new, dual or reinstated members to your club between May 1 and June 30, and your club can choose one item from either *The Better Speakers Series* or *The Successful Club Series*. These seven-to-15-minute modules focus on speaking and club success, with topics such as: Take the Terror Out of Talk; Evaluate to Motivate; and Impromptu Speaking. See your club's copy of the membership program flier for complete details.

Time is running out! We encourage you to Beat the Clock!

How Healthy is Your Club's Membership?

In order for a club to function at its best, it should have 20 members who actively participate. Is your club having trouble making that happen? If so, visit the Membership Building Resources page on the TI Web site. Look for it under Information for Members!

Things Happening On The TI Web Site

We're working hard to ensure that the Web site works for you and your club. We've added a few new things recently:

- ✓ Enhanced Find a Club search feature
- ✓ Access to your club's membership roster
- ✓ Updated CTM Award Application process

And remember, you can still:

- ✓ Add/Update Club Officers
- ✓ Pay Dues Renewals
- ✓ Add New Members
- ✓ Check the DCP Report
- ✓ Order supplies and gifts through the Online Store

PROPOSALS *Continued from page 1*

commitment to improve and enhance the program so that members will continue to learn, grow and achieve.

Additional information on the dues increase can be found 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.

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 e-mail 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.

One is All We Need

In the era of Web forms, e-mail attachments and faxes, we often have a problem receiving duplicate and triplicate copies of forms and documents. When you are sending something to WHQ, please choose only **ONE** method of

transmission. Duplicates and triplicates make processing very complicated and can often cause problems with records and results.

For example:

- ▶ If you are faxing a membership application to WHQ, don't mail that application.
- ▶ If you are submitting an officer list online, don't send the form via mail or fax.
- ▶ If you are making a purchase from the online store, be sure to hit the submit button *only once*. Pressing more than once may result in your credit card being charged twice or information being sent more than once, which again, slows down processing time.

Show Your Toastmasters Style!

Be sure to see what's available in our Online Store!

- ▶ Dress shirts
- ▶ Sweatshirts
- ▶ Manuals
- ▶ Ribbons
- ▶ Trophies & Plaques
- ▶ T-shirts
- ▶ Meeting supplies
- ▶ Coffee Mugs
- ▶ Briefcases
- ▶ Gift Certificates for \$5, \$10 and \$25.
- ▶ And much, much more.

www.toastmasters.org/store

Be sure to send anything with a deadline in early, to avoid problems. If you are concerned that your chosen method of transmission failed, just give us a call.

Sharpen Your PR Skills

Would you like to promote your business in the community? Convince an audience to adopt your proposal? Speak to a hostile audience?

Toastmasters' advanced manual *Public Relations* (Catalog No. 226-C) can help you develop the PR skills to handle these situations and others. The recently revised five-project manual provides practice in giving a goodwill presentation, speaking on a radio talk show, persuading an audience to adopt your viewpoint, addressing a hostile audience, and communicating with the public during a crisis.

The assignments in this manual are challenging, but you'll be able to use the skills you learn in many ways. To purchase your manual, visit the TI Web site at www.toastmasters.org and click on "online store."

QUICK DIRECTORY

Need to change your mailing or e-mail address:
addresschanges@toastmasters.org

- ▶ Need help related to your clubs officers: clubofficers@toastmasters.org
- ▶ Have questions about an award application: educationawards@toastmasters.org
- ▶ Need your password to access the online processes: lostpassword@toastmasters.org
- ▶ Have a membership-related problem or missing your magazine? membership@toastmasters.org
- ▶ Questions about dues renewals? renewals@toastmasters.org
- ▶ Need some help with your club's statement? statements@toastmasters.org
- ▶ Want to place an order? supplyorders@toastmasters.org
- ▶ Still not sure? Visit the Contact Us section of the TI Web site or e-mail: tminfo@toastmasters.org

Add Members With Speechcraft

If your club needs to build membership, look no further! Speechcraft is designed to teach non-Toastmasters public speaking skills.

Experienced club members present the fundamentals of public speaking during four, six or eight sessions, usually during club meetings.

Speechcraft participants are prospective members who will most likely join after they see the benefits of the Toastmasters program, so conducting a terrific program is important. The Speechcraft Starter Kit (Catalog No. 205) is available for \$15 plus postage.

It contains all you need to conduct a program. Contact the Orders Department at World Headquarters to get your copy.