



TOASTMASTERS INTERNATIONAL®

Tips

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

Get Ready For Club Elections

If your club elects officers semiannually, it's not too early to think about upcoming elections. Here's a helpful timetable:

- ▶ **Before September 30:** Appoint a Nominating Committee (see Club Bylaws). The committee is to be run by the immediate past president or the most recent past president available.
- ▶ **Last Meeting in October:** The Nominating Committee reports to the club.
- ▶ **First Meeting in November:** Call for the Nominating Committee Report. (If the Nominating Committee does not have a report at the last meeting in October, postpone the election until one week after the meeting at which the report is given.)
- ▶ **Call for nominations from the floor:** Nominations begin with the last president and proceed in descending order. Remember, a quorum is 51 percent of active members.
- ▶ **Announce the results.**

All clubs must be on a July 1–June 30 annual term, or on July 1–December 31 and January 1–June 30 semiannual terms. (Please note: Clubs that meet weekly have the option of electing officers for either a semiannual term or an annual term. Clubs that meet less frequently must elect officers for annual terms.) Holding elections at any other time is in direct conflict with the Club Constitution. If your club elections are not in compliance with the timetable, now is the time to change and meet constitution standards.

Once the officers have been elected, go to the TI Web site, access the Club Business section and add your club's officers online! Remember to order club officer pins and plaques of appreciation for your officer installation ceremony. Check your 2006 Supply Catalog for a complete list of items and prices or place your order online at www.toastmasters.org.

QUICK DIRECTORY

Questions about how to start a new club?
Need to change your mailing or e-mail address?
Need help related to your club's officers?
Have questions about an award application?
Need your password to access the online processes?
Have a membership-related problem or missing your magazine?
Questions about dues renewals?
Need some help with your club's statement?
Want to submit club bylaw amendments or questions?
Want to place an order?

newclubs@toastmasters.org
addresschanges@toastmasters.org
clubofficers@toastmasters.org
educationawards@toastmasters.org
lostpassword@toastmasters.org

membership@toastmasters.org
renewals@toastmasters.org
statements@toastmasters.org
clubbylaws@toastmasters.org
supplyorders@toastmasters.org

Still not sure? Visit the Contact Us section of the TI Web site or e-mail tminfo@toastmasters.org

You Can't Talk About That!

Members often tell us that other Toastmasters have told them that speeches concerning politics, religion and sex are forbidden by Toastmasters International because "such controversial subjects are not appropriate."

This is not true. Toastmasters International does not prohibit any speech topic, content or language.

Toastmasters International recognizes club members may learn much about the world around them from listening to others' speeches on a variety of subjects. This variety can add interest to club meetings and stimulate thoughts and ideas. For these reasons, Toastmasters International does not place restrictions on topics, content, or language of any speeches. It also recognizes that a club is a diverse group of people and recommends members be sensitive to this diversity and use good taste and responsibility when selecting speech topics, content, and language.

While Toastmasters International has no restrictions, a club may guide its members on how to observe good taste and sensitivity in the context of that particular club.

SAVE TIME—GO ONLINE!

You can: ▶ Pay dues renewals ▶ Add new members ▶ View membership roster
▶ Submit award applications ▶ Add/Update club officers and update club information
▶ Update club bylaws ▶ Find a club near you

Check Out TI's Promotional Products!

Many of these tools for club building and membership recruitment are available for a nominal charge and some are even free with each district order.

- ▶ **All About Toastmasters** (*Catalog No. 124*) explains how the Toastmasters program works, how a company or community benefits by having a Toastmasters club and how to become a member. \$0.25 each.
- ▶ **Because Public Speaking Skills Aren't Debatable** is TI's basic press release and intended to provide background information on the organization to the media. Free with each district order. (?)
- ▶ **Clear Communication. Your Organization Needs It** (*Catalog No. 103*) is a glossy brochure intended for promoting Toastmasters inside business, industry and government organizations. Five copies free with each district order.
- ▶ **Confidence, the Voice of Leadership** (*Catalog No. 101*) is intended for potential members in the corporate environment.
- ▶ **Find Your Voice** (*Catalog No. 99*) targets potential members who work in a variety of trades.
- ▶ **Mini-Marketing Card Set** (*Catalog No. 125*) A miniature, business-card-like version of the larger promotional fliers with similar designs (catalog numbers 114 and 116). Perfect for handing to potential visitors! Cards include space to add your club's meeting information. Four different designs in a set of 40 for \$1 each.
- ▶ **Poster** (*Catalog No. 367*) This newly designed poster is perfect for placing bulletin boards in corporations and community centers. Includes space for your club's meeting information.
- ▶ **Publicity Pack** (*Catalog No 1153*) A kit that contains many of the above listed components intended for introducing prospective members to the Toastmasters organization. \$1.50. Two are free with each district order.

Are Your Contestants Eligible?

Speech contest season is here. If your club is participating in your district's speech contests in September, October, and November, make sure contestants are eligible.

One eligibility requirement that causes confusion for clubs and districts is whether a contestant and club are in good standing. The following are considered to be in good standing:

- ▶ A continuing member whose dues for the April-September 2006 period was received at World Headquarters before the club contest was held
- ▶ A new, dual or reinstated member who joined the club since the April-September dues period began and whose membership application and dues were received at World Headquarters before the club contest was held.
- ▶ A club whose dues for the April-September 2006 period were received at World Headquarters before the club contest was held.

Payment of October 2006-March 2007 dues is not required for participation in contests held in September, October, and November. We encourage clubs and members to submit dues on or before October 1, but allow them to pay dues as late as November 30 before they lose their good standing.

For assistance in determining if your club's contestants are members in good standing, contact dyosha@toastmasters.org. Membership in good standing of a club in good standing is just one eligibility requirement. Please check Toastmasters International's Speech Contest Rulebook for the additional eligibility requirements for a specific contest.

Who's a CC?

How many members in your club have completed the *Competent Communication* (or the *Communication and Leadership Program*) manual and received their award? One of your club's goals should be for every member to have completed the *Competent Communication* manual. Then you will know your club is fulfilling its purpose of helping members learn to speak well. Review members' progress in the manual and ensure they finish it.

Club Coach

So you're ready to build your club's membership and make it distinguished? Uncertain about how to get started? Help is on the way!

Club coaches are assigned by district governors to assist clubs that want to be distinguished and are having difficulties building or maintaining membership. Assignments may be made at any time of the year. Contact your district governor now to request a club coach for your club.

If you'd like to get started building membership today go to **www.**

toastmasters.org. Click Information for Members then Membership Building Ideas and Resources.

Get Your Speech Contest Materials

International Speech Contest Judge's Guide and Ballots and other contest materials are available for purchase from World Headquarters. Rules and materials for evaluation, humorous, table topics and tall tales contests are also available for purchase. To place your order, call the Member Services Department at WHQ or order online through the Web site.