

Section VI A 21

Toastmasters International
POLICIES AND PROCEDURES

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ELECTRONIC TRANSMISSIONS POLICY

FAX

It is the responsibility of the sender to ensure the successful transmission via fax of any document. World Headquarters is not responsible for any illegible or incomplete documents received via fax, for fax machine malfunctions or failures, or for “busy signals.” World Headquarters strongly recommends that members, clubs, and districts use an express delivery service to avoid the risks involved in submitting documents via fax machine to fulfill deadline requirements.

Documents must be received by the specified deadline. Documents sent by fax machine shall be received at World Headquarters by midnight, Pacific Time, on the deadline date. Should the deadline fall on a weekend or holiday, documents sent via fax shall be received by World Headquarters by midnight, Pacific Time, on the last deadline date.

E-MAIL/WEB

World Headquarters will accept information from members via e-mail for items such as member address changes, club and district officer changes, and general correspondence, and information sent from the Toastmasters International web site for which a template is provided, including club officer and information lists, educational award applications, club officer training forms, new member applications, and renewals. However, other documents that require signatures, such as educational award applications, club officer training forms, new member applications, and new club charter documents, may not be submitted via e-mail, unless they are sent as a scanned document attachment with the appropriate signature(s) or submitted online through the TI web site. It is the responsibility of the sender to ensure the successful transmission of any information. World Headquarters is not responsible for any illegible or incomplete information received via e-mail, for hardware/software incompatibility or malfunctions, or delayed transmission because of server problems.

Submissions must be received by the specified deadline in a readable format.