



# Club Charter Requirements Form

After submitting the **Application to Organize**, complete the following steps to move forward in the club chartering process:

- ▶ Collect the **Charter Member Application** for a minimum of 20 individuals.
- ▶ Complete the **charter member roster**.
- ▶ Identify minimum required officers: President, one Vice President, and Secretary or Secretary/ Treasurer.
- ▶ Complete all sections of this form.
- ▶ Email this form and the charter member roster to **newclubs@toastmasters.org** or fax to 1-303-799-7753.

## Section 1.0 Club Information

Club number (if available): \_\_\_\_\_

District number (if known): \_\_\_\_\_

Club name: \_\_\_\_\_

Club contact name: \_\_\_\_\_

Club contact phone number: \_\_\_\_\_

Club contact email: \_\_\_\_\_

Club website (if available): \_\_\_\_\_

## Section 1.1 Club Constitution for Clubs of Toastmasters International

### Certificate of Club Adoption

(Amended August 24, 2025)

The undersigned, being the validly elected and duly acting president and secretary of the \_\_\_\_\_  
Toastmasters club of \_\_\_\_\_, do hereby certify that on the \_\_\_\_\_  
day of \_\_\_\_\_, this club adopted and agreed to be bound by the terms of the **Club Constitution for Clubs  
of Toastmasters International**, including the addendum of standard club options, effective upon the date that Toastmasters International issues a charter to  
this club, by the vote of at least a majority of the active individual members of this club present and voting at a duly called and noticed club business meeting  
at which a quorum was at all times present.

I acknowledge that my electronic signature (or typed name) on this document is legally equivalent to my handwritten signature.

Signature: \_\_\_\_\_ Date (DD/MM/YYYY): \_\_\_\_\_

Signature: \_\_\_\_\_ Date (DD/MM/YYYY): \_\_\_\_\_

## Section 2.0 Club Sponsorship

Is this club sponsored by an organization? Yes No (if no, please skip this section)

Organization name (parent company): \_\_\_\_\_ Organization contact: \_\_\_\_\_

Website: \_\_\_\_\_ Phone number: \_\_\_\_\_

Address line 1: \_\_\_\_\_

Address line 2: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Country: \_\_\_\_\_ Postal code: \_\_\_\_\_

Industry: \_\_\_\_\_

## Section 2.1 Tax Status

Is this club tax-exempt or have special tax treatment?      Yes      No

If yes, include applicable documentation when submitting this form. For support, contact [taxquestions@toastmasters.org](mailto:taxquestions@toastmasters.org).

### U.S. clubs only:

I am authorized to include this Toastmasters club in the application for group exemption filed with the Internal Revenue Service.

Signature: \_\_\_\_\_ Date (DD/MM/YYYY): \_\_\_\_\_

## Section 2.2 Minimum Officer Requirements

Clubs must indicate, at minimum, a president, one vice president, and a secretary or secretary/treasurer. These offices must be held by three different individuals. Additional officers can be indicated on the club roster. Once chartered, officer details can be updated in Club Central.

**President:** \_\_\_\_\_ Member number (if known): \_\_\_\_\_

Email: \_\_\_\_\_

Vice President [                      ]: \_\_\_\_\_ Member number (if known): \_\_\_\_\_

Email: \_\_\_\_\_

Secretary or Secretary/Treasurer: \_\_\_\_\_ Member number (if known): \_\_\_\_\_

Email: \_\_\_\_\_

## Section 2.3 Charter Member Applications Confirmation

I confirm that a completed charter member application for each charter member is on file with the club and will be retained by the club. The application contains both the signature of the new member and the signature of the club officer. Upon request, the club is responsible for furnishing Toastmasters International a copy of the membership application. By affixing their signature on the application, the new member is certifying acceptance of the Member's Agreement and Release statement and A Toastmaster's Promise. By affixing their signature on the new member application, the club officer is certifying that the member has joined the club and will receive proper orientation and mentoring.

Signature: \_\_\_\_\_ Date (DD/MM/YYYY): \_\_\_\_\_

Club President

Signature: \_\_\_\_\_ Date (DD/MM/YYYY): \_\_\_\_\_

Club Secretary

### Section 3.0 Addendum of Standard Club Options

This club shall, upon adoption of the Club Constitution and from time to time thereafter as appropriate, complete the Addendum of Standard Club Options in order to specify the detailed choices it has made to govern the operations of the club. The addendum shall be adopted and modified by a vote of at least a majority of the active individual members of the club present and voting at a duly called and noticed club business meeting at which a quorum was at all times present

Last modified by required vote of club on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

#### 3.1 Membership Composition

Subject to the nondiscrimination requirements set forth in the **Club Constitution for Clubs of Toastmasters International**, Article II, Section 1, individual membership in this club:

Shall have no restrictions.

Shall be restricted to \_\_\_\_\_.

If an advanced club, shall be required to have \_\_\_\_\_.

Please explain details of restriction and/or advanced club qualification.

Honorary individual membership in this club shall be conferred for a term of \_\_\_\_\_ year(s) and otherwise as provided in the Club Constitution for Clubs of Toastmasters International, Article II, Section 5.3.

#### 3.2 Membership Dues and Fees

Toastmasters International dues and fees are set forth in **Policy 8.0: Dues and Fees** and shall be submitted to World Headquarters in United States Dollars. This club may also collect from its individual members club dues and fees as defined below.

Check those that apply:

No club dues are collected in addition to the Toastmasters International dues.

Club dues for active individual members are \_\_\_\_\_ per person per \_\_\_\_\_.

Club dues for inactive individual members are \_\_\_\_\_ per person per \_\_\_\_\_.

No club fees are collected in addition to the Toastmasters International fees.

The club new member fee is \_\_\_\_\_ per person for individual membership in this club.

The club reinstatement fee is \_\_\_\_\_ per person for reinstatement to individual membership of a former individual member.

The club transfer fee is \_\_\_\_\_ per person for transfer of individual membership from another Toastmasters Member Club into this club.

Club dues and/or fees are collected in \_\_\_\_\_.

Such dues and/or fees shall be payable on or before \_\_\_\_\_.

### 3.3 Regular Meetings

Regular meetings of this club, which shall include any business meeting of active individual members, shall be held:

Meeting day: \_\_\_\_\_ Meeting time: \_\_\_\_\_ AM PM

Meeting week (check all that apply):      First week      Second week      Third week      Fourth week

Meeting place:      Onsite      Online      Hybrid (complete address fields below for onsite and hybrid clubs)

Facility (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_

Country: \_\_\_\_\_ Postal code: \_\_\_\_\_

### 3.4 Executive Committee Meetings

The Executive Committee of this club shall meet at least \_\_\_\_\_, at such times and locations it determines.

### 3.5 Additional Officers

The officers of this club shall be as provided in the **Club Constitution for Clubs of Toastmasters International**, Articles VI, VII and VIII, with selection, duties, and terms as provided therein. Separate from the officer roles named in the Club Constitution, this club shall have:

No additional officer roles.

Additional officer roles, with duties as determined by the Executive Committee of this club, named as follows:

\_\_\_\_\_.

### 3.6 Terms of Office

This club elects officers for the following terms of office:

Full-year terms, from July 1 to June 30.

Half-year terms, from July 1 to December 31 and from January 1 to June 30. (Clubs must meet every week for the entire year to qualify for half-year terms.)

### 3.7 Rules of Order

In accordance with the Club Constitution for Clubs of Toastmasters International, Article IX, this club shall recognize its final authority on parliamentary procedure as:

Robert's Rules of Order Newly Revised.

\_\_\_\_\_ since Robert's Rules of Order Newly Revised is not a recognized authority on parliamentary procedure in the jurisdiction where this club is located.

## Section 4.0 Charter Payments

In compliance with the provisions of the **Bylaws of Toastmasters International**, we the signed president and secretary of the above-named club, hereby certify that on this date the membership of this club is shown below, and that there is due Toastmasters International the amount shown in item 6 below.

*Note: A minimum of 20 individuals are required to charter a Toastmasters club, 17 of whom cannot belong to another Toastmasters club, except in the case of advanced clubs maintaining dual membership for all members.*

1. Charter fee of \$125 USD (if not previously paid) \$ \_\_\_\_\_ USD
  2. Number of new members \_\_\_\_\_ @\$25 USD equaling \$ \_\_\_\_\_ USD  
Number of dual members \_\_\_\_\_  
Number of reinstated members \_\_\_\_\_  
Number of transfer members \_\_\_\_\_  
(Transfer members must be active in an existing club.)
  3. Total number of members paid \_\_\_\_\_ @\$72 USD equaling \$ \_\_\_\_\_ USD  
(Membership dues for charter members are not prorated. Do not include payment for transfer members paid in another club.)
  4. Tax (if applicable) \$ \_\_\_\_\_ USD  
(You can find the tax rates for your area by visiting the **Tax and Legal Resources webpage**.)
  5. Renewals (optional) \$ \_\_\_\_\_ USD  
(Toastmasters clubs are required to remit membership payments semiannually in April and October. Clubs chartering in September or March may wish to submit their renewal dues now to avoid collecting dues from each member twice in two months.)
6. Total amount enclosed/submitted \$ \_\_\_\_\_ USD

## Section 4.1 Method of Payment

Club charter fees and membership dues and fees may not be paid from District funds, or a District leader's personal funds, except when that District leader is also a president, vice president, or treasurer of the club. Club charter fees may be paid by another club; however, membership dues and fees may not.

### Payment Information

Wire transfer\* No. \_\_\_\_\_ Amount in USD: \$ \_\_\_\_\_

*Please see **wire transfer instructions**.*

Check No. \_\_\_\_\_ Amount in USD: \$ \_\_\_\_\_

*U.S. funds drawn on a U.S. bank only. Payable to Toastmasters International.*

*Mail to 9127 S. Jamaica Street, Suite 400 Englewood, CO 80112*

Credit card      Master Card      Visa      AMEX      Discover

Card number: \_\_\_\_\_ Expiration date: \_\_\_\_\_ Name on card: \_\_\_\_\_

Signature: \_\_\_\_\_

I acknowledge that my electronic signature (or typed name) on this document is legally equivalent to my handwritten signature.

Thank you for completing the Club Charter Requirements Form.

Submit this form and the completed charter member roster to **newclubs@toastmasters.org** or fax to 1-303-799-7753.