



# GAVEL CLUB

An affiliate of Toastmasters International

## GAVEL CLUBS POLICY FOR SPECIAL GROUPS

The following "Policy for Special Groups" was adopted March 18, 1967, by the Board of Directors of Toastmasters International.

It is the policy of Toastmasters International to encourage the acceptance of its principles and the use of its materials, methods, and services among groups which may be ineligible for regular Toastmasters membership, except that no such group shall be formed of employed adults. Such groups, called Gavel clubs, may exist in or be formed in rehabilitational institutions, hospitals, high schools, colleges, and elsewhere and may be excluded from full participation in the general activities of this organization by reason of age or other conditions.

Recognizing the value of Toastmasters training for those belonging to Gavel clubs, especially if it provides an opportunity for community service by Toastmasters members or clubs, Toastmasters International will make as much of its materials, methods, and services available to such groups as is practical. The functioning of Gavel clubs must not, however, be in basic conflict with the basic instruments, purposes, and policies governing Toastmasters clubs and Districts.

The program for Gavel clubs shall be administered by World Headquarters under procedures and regulations established by the Board of Directors. The Toastmasters unit working most closely with an established Gavel club or a club being formed, shall appoint a coordinator, if needed. World Headquarters will not participate in the actual operation of a Gavel club except in the absence of a working relationship between such a group and a Toastmasters club, Area, or District.

The Gavel clubs are individual clubs affiliated with Toastmasters International and directly responsible to it. With the approval of the Board of Directors, necessary steps have been taken to protect the name "Gavel clubs" and the official insignia of Gavel clubs.

The following Procedural Rules and Regulations were approved and are made available hereinafter for the guidance of groups seeking affiliation with Toastmasters International through the establishment of Gavel clubs.

Inquiries regarding the organization of a Gavel club or affiliation with Toastmasters International as to Gavel clubs should be directed to:

Toastmasters International  
New Clubs Department  
9127 South Jamaica St., Suite 400 • Englewood, CO 80112, USA  
Phone: +1 720-439-5050 • Fax: +1 303-799-7753  
[www.toastmasters.org](http://www.toastmasters.org)

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# PROCEDURAL RULES AND REGULATIONS

## Eligibility

For the purpose of this policy, a Special Group is one which is unable to comply with provisions of the Bylaws of Toastmasters International and with the standard Toastmasters club Bylaws provisions requiring the following:

- a) Toastmasters club membership shall be composed of persons 18 years of age or older.
- b) Toastmasters clubs shall have a minimum of 20 members to charter.
- c) Toastmasters club members, to be in good standing, shall pay prescribed fee and dues.
- d) Lines of communication shall be available for visitations by District leaders. It is desirable the club members are able to participate in Area and District programs and events.

## Request for Certification

A Special Group, subject to any of the limitations rendering it ineligible for chartering as a Toastmasters club, may apply to this organization for a Certificate of Affiliation with Toastmasters International upon accepting the following principles and conditions and complying with the following procedures:

- a) In every case, the policies and procedures of the club shall be consistent with the policies and regulations of the institution or organization, if any, of which the club members are a part and with the principles and ideals of Toastmasters International.
  - b) If at any time the policies or operation of the institution, organization, or club are in conflict with the basic principles of Toastmasters International or with the functions of a Toastmasters club or other unit, the Certificate of Affiliation is subject to cancellation by Toastmasters International.
  - c) The club shall submit a Request for Certification setting forth the following:
    1. It is ineligible for chartering a Toastmasters club.
    2. There is no conflict between the basic policies of the club, the institution, or organization and Toastmasters International; and the group subscribes to the principles of Toastmasters International.
    3. The club has the approval and endorsement of its institution or organization; a representative of the institution or organization will counsel the club and assume responsibility for its continuity, stability, and compliance with the policies of the institution or organization and Toastmasters International.
    4. The club intends to use and apply the program, methods, procedures, materials, and services of Toastmasters International insofar as its circumstances permit.
    5. The club accepts the financial arrangements adapted to its needs and abilities and consistent with the interests of Toastmasters International, as agreed upon between the Executive Director of Toastmasters International and the club with the approval of the institution or organization.
    6. The club has adopted a Constitution and Bylaws adapted to its circumstances and in harmony with the basic principles of Toastmasters International and submit a copy to Toastmasters International.
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7. The club agrees to submit an annual report and appropriate dues as requested by Toastmasters International.
  8. Failure to submit such reports or to comply with the basic principles of Toastmasters International may, in the discretion of the Executive Director of this organization, result in cancellation of its Certificate of Affiliation. Upon receipt of written notice of cancellation, the club may submit to the Board of Directors of Toastmasters International a written appeal for its decision.
  9. The club desires to be known as “\_\_\_\_\_ Gavel club, an affiliate of Toastmasters International.”
- d) 1. In or adjacent to a locality where there is a Toastmasters club, a Gavel club shall not be established except upon notice to the District Director or his or her representative. With the approval of the institution or organization, if any, local Toastmasters clubs, Areas, or Districts shall be encouraged to assist in the formation and to work with Gavel clubs within their geographic jurisdiction as an opportunity for public service.
2. Upon completion of a Youth Leadership program, establishment of a Gavel club is encouraged where there is evidence that there is a need for a continuing program and that the organization or institution would support the group on a continuing basis.

### **Certificate of Affiliation**

Upon issuance of a Certificate of Affiliation, which shall constitute a grant of authority to it, the club shall be authorized to do the following:

- a) Use the name issued to it
- b) Proclaim its affiliation with Toastmasters International
- c) Possess, display, and use Special Group emblems and insignia owned by Toastmasters International and authorized for its affiliated groups
- d) Receive and use such educational materials, methods, and services of Toastmasters International as are made available to affiliated clubs, subject to terms and condition agreed upon between authorized representatives of the proposed affiliated club and the Executive Director on behalf of Toastmasters International, within policies established and subject to review by the Board of Directors

With the approval of the World Headquarters of Toastmasters International and the institution or organization of which it is a part, relations with duly chartered Toastmasters clubs and affiliated clubs may be established and maintained as long as they are deemed to be mutually beneficial.

If the affiliated club is suspended or in any way rendered inactive by authority of the institution or organization of which it is part, or if the club or its institution or organization ceases to cooperate with Toastmasters International, in the interests of Toastmasters International, the Executive Director may suspend or cancel its Certificate of Affiliation.

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# THE MISSION OF TOASTMASTERS INTERNATIONAL

Toastmasters International is the leading movement devoted to making effective oral communication a worldwide reality.

Through its member clubs, Toastmasters International helps men and women learn the arts of speaking, listening, and thinking—vital skills that promote self-actualization, enhance leadership potential, foster human understanding, and contribute to the betterment of mankind.

It is basic to this mission that Toastmasters International continually expand its worldwide network of member clubs, thereby offering ever-greater numbers of people the opportunity to benefit from its programs.



## TOASTMASTERS INTERNATIONAL

9127 South Jamaica St., Suite 400 • Englewood, CO 80112 • USA

Phone: 720-439-5050 • Fax: 303-799-7753

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